



KINGBOROUGH DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE

TERMS OF REFERENCE

1. The Committee

The name of the committee shall be the Kingborough Disability Inclusion & Access Advisory Committee (hereinafter referred to as the 'Committee') appointed as an advisory committee to the Kingborough Council under Section 24 of the *Local Government Act, 1993*.

2. Definitions

"Council" means the Kingborough Council.

"Committee" means the Kingborough Disability Inclusion & Access Advisory Committee.

3. District

The Committee shall operate within the boundaries of the Kingborough municipality.

4. Aims

The intention and purpose of the Committee is:

- (a) To provide advice and assistance to Council on access issues, in particular in the implementation of the *Disability Discrimination Act 1992*;
- (b) Regular evaluation of Council's *Disability Inclusion & Access Action Plan*.

5. Objectives

The Committee will endeavour to achieve its aim through the following:

- (a) By being a point of consultation on issues regarding Council activities and projects and how they impact on the access needs of the community.
- (b) By identifying priorities each year, within the allocated budget, to improve access for all in parks, streetscapes, and Council-owned buildings and facilities.
- (c) Identifying and advising Council and others of access issues in Kingborough.
- (d) Promoting to Council the right of people with a disability to be treated in a manner that enhances dignity, independence and equality of service.
- (e) Assisting in the provision of disability awareness training to Committee members and other identified groups where appropriate.
- (f) Assisting in the development of policies and procedures relating to access.
- (g) Facilitating and overseeing regular evaluation, updating and implementation of Council's *Disability Inclusion & Access Action Plan*.

6. Membership

Members are appointed as an advisory committee to Council and shall comprise of the following:

- (a) Two (2) Councillor representatives from the Kingborough Council appointed as Committee Chairperson and Deputy Chairperson.
- (b) Organisational representatives – up to Four (4) organisations, with one representative from each, with an interest or involvement in matters relating to access.
- (c) Individual representatives – up to ten (10), residents in the municipality if possible, and covering a broad range of disabilities or interest categories.

7. Support

The CEO will designate a Council staff member who shall act as the executive officer to the Committee.

8. Appointment of Members and Tenure of Appointment

- (a) Terms of office for Councillors shall be until the next Councillor election for Kingborough.
- (b) Community and organisational representatives shall hold office for a period of two (2) years expiring 31 December from the year of their appointment. In the event of the resignation of a community or organisational representative during their term of office, Council may appoint a new representative to complete the term of office. A member may re-nominate for consecutive terms of office.
- (c) If a member fails to attend three (3) consecutive meetings of the Committee, his/her appointment shall be automatically terminated unless prior leave of absence has been granted.

9. Management

- (a) The Committee has the authority to establish sub-working committees as required to address specific purposes of the Committee.
- (b) The Committee has authority to second individuals from outside of the Committee on a voluntary basis for their expert advice.
- (c) The Chairperson is responsible for the proper conduct of the Committee.
- (d) The Committee has no delegated powers and has no authority to implement its recommendations without the approval of Council.
- (e) The Mayor, unless delegated to the Chairperson, shall be the spokesperson for any matters for which the Committee may wish to publicise.

10. Meetings

- (a) The Committee will meet on a bi-monthly basis or as approved by Council.
- (b) In the absence of the appointed Chairperson, the Deputy Chairperson shall chair the meeting.
- (c) The quorum at a Committee meeting shall be a minimum of five (5) of the Committee members.
- (d) A meeting may only transact business if a quorum is present.
- (e) The Agenda shall be circulated at least four (4) days prior to each meeting.

- (d) The Minutes shall as a minimum address each of the sections of the agenda and record all formal decisions of the Committee.
- (e) Committee Minutes will be provided to Council following each meeting.
- (f) Matters requiring Council consideration will form a recommendation to Council within the Minutes and must be formally passed by the Committee.

11. Voting

- (a) Committee members are entitled to vote at a Committee meeting. Meeting observers, and Council staff, will not have voting rights.
- (b) Where decisions are required by the Committee, the Chairperson will seek to bring Committee members to a consensus decision. Where a consensus cannot be reached, the issue will be put to the vote.
- (c) The Chairperson will rule on the vote.
- (d) A majority vote will determine in favour of the matter and will be considered the opinion of the Committee.
- (e) A tied vote will result in the proposed decision being defeated.
- (f) A Committee member present may request that their dissent be recorded within the Minutes.
- (g) If any member of the Committee calls for a division, then the votes of all members will be recorded.
- (h) Members must be present to be able to vote on an issue.
- (i) Councillors appointed to the Committee will be considered to be advising Council on the views of the Committee only when those views are the views expressed by the majority of Committee members.

Approved by Council: 19 January 2026

Minute No. **C1/1-2026**