



Name of Committee:	Access and Equity Advisory Committee
Purpose of Committee:	<p>The Access and Equity Advisory Committee has been established to provide advice to the City of Kingston in relation to access and equity issues within the community.</p> <p>The Committee works towards a sustainable, equal and more inclusive community. This includes a focus on strategic areas within the City of Kingston such as people with disabilities, cultural diversity, gender equality, family violence, gambling, seniors and LGBTQIA+.</p> <p>The Committee will take an intersectional approach to help understand how inequality can be compounded by others forms of disadvantage or discrimination that a person may experience based on specific attributes or identities (e.g. cultural identity, gender, sexuality, disability, economic status).</p> <p>The Access and Equity Committee is an advisory committee of Council with a Councillor(s) nominated on an annual basis.</p> <p>The Committee provides an important forum for identifying issues of municipal importance and opportunities and advising Council about effective policy and service provision regarding access and equity within the City of Kingston.</p> <p>The Committee has a citywide focus and should focus on issues and opportunities that are relevant across the entire municipality.</p> <p>The Access and Equity Advisory Committee has no delegated decision-making power from Council.</p>
Council Plan Objectives	<p>To provide advice to Council on the following strategic objective:</p> <ul style="list-style-type: none"> • We are progressive, inclusive and prioritise the wellbeing of all members of our community. <p>And strategies:</p> <ul style="list-style-type: none"> • champion social equality • celebrate and learn from our diversity • support community education, lifelong learning and creativity • support the inclusion of everyone in community life • support our community's physical wellbeing • prioritise our community's mental wellbeing

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| | <ul style="list-style-type: none">• tailor our communication to our diverse community to make communication accessible to all. |
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<p>Criteria for Membership:</p>	<ul style="list-style-type: none"> • Involvement in organisations or community groups which have direct involvement in topics as outlined in the Council Plan objectives above. • Interest in one or more of the following portfolios: <ul style="list-style-type: none"> ○ Cultural Diversity ○ Disability ○ Positive Ageing ○ Family violence ○ Gender Equality ○ LGBTQIA+ ○ Gambling • Strong community networks and linkages. • An ability to constructively participate in an advisory capacity. • An ability to represent a broad range of views that reflect the diversity of the community. • A strong understanding of the local community and its social, environmental and economic influences. • Good knowledge and understanding of the local issues that are relevant to Access and Equity. • A willingness to contribute positively to meetings in a fair and unbiased manner. • An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston. • An ability and willingness to encourage participation from and provide feedback to the community regarding Access and Equity. • A capacity to commit to the Committee for the required duration. • A willingness to celebrate the success and achievements of Access and Equity initiatives in the City of Kingston. • Digital literacy skills to engage online and access e-mail.
<p>Selection of Members and duration of their term:</p>	<p>The selection of the membership will involve calling for nominations. An advertisement may be placed in the local media and on Council's website. Specific representatives may be invited to nominate. A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.</p> <p>All nominees will be interviewed before appointment to the Committee. The interview panel will consist of a least one member of the Committee and at least two (2) Council Officers. Committee member recommendations will be presented to Council for endorsement.</p> <p>The Committee will consist of a maximum of sixteen (16) members. Appointment will be for a period of two years, with a maximum of two (2) terms i.e. four (4) years. At the conclusion of a 4 year term Committee members may reapply, however new members will be given preference. Members representing organisations can apply for reappointment at the end of four (4) years.</p>



<p>Chairperson:</p>	<p>The role of Chairperson shall be undertaken by a Committee member.</p> <p>The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.</p> <p>A one year term (4 meetings) is preferred, with a call for nominations to occur in the first meeting of each calendar year.</p>
<p>Membership:</p>	<p>The Committee will consist of the following membership structure:</p> <ul style="list-style-type: none"> • Councillors (appointed by Council resolution) • A maximum of sixteen (16) Community Members with an interest in the following Access and Equity priority issues: <ul style="list-style-type: none"> ○ Disability ○ Cultural diversity ○ Positive ageing ○ Family violence ○ Gender equity ○ LGBTQIA+ ○ Gambling • Of the sixteen (16) members above, a maximum of six (6) Service Providers Members from agencies or organisations who have expertise and experience in the provision of Access and Equity services in the City of Kingston.
<p>Executive Support:</p>	<p>The Governance Department will:</p> <ul style="list-style-type: none"> • Provide terms of reference to committee members. • Facilitate a review process for the Committee and its terms of reference. • Provide information and education on good governance issues such as conflict of interest, confidentiality and register of interests. • Oversee the recruitment and selection process for committee membership. <p>The Social Development Team will:</p> <ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes. • Compile the annual report of the Committee on behalf of the Chairperson. <p>The General Manager of Community Sustainability and selected Council Officers will provide professional advice to the committee as required.</p>



<p>Quorum and Voting:</p>	<p>The Committee will operate with ‘one third plus one’ of the total membership.</p> <p>It is preferable that decisions of the Committee are made by consensus; however, there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one (1) vote, except the Chairperson who may exercise a casting vote should this be necessary.</p>
<p>Disputes</p>	<p>In the unfortunate case of any disputes occurring among the Working Group, every attempt will be made to resolve the issue between parties. If this cannot be achieved, Kingston City Council will determine the appropriate outcome/action.</p>
<p>Conflict of Interest and Confidentiality:</p>	<p>The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Committee.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines. If members are provided with information that is not available in the public realm, it will be critical that the Committee are seen as a group that can be trusted with confidential information.</p> <p>The Committee’s ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public. Confidential discussion will not be disclosed without the Chairperson’s prior approval.</p>
<p>Meetings:</p>	<p>Meetings of the Committee will be held quarterly or more often by arrangement with the committee members and Chairperson.</p> <p>A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled, re-scheduled or conducted online. A Council venue that is central for all members to access will be nominated for meetings. All members should be able to attend online meetings when requested by Council officers.</p>



	<p>It is expected that each member of the Access and Equity Advisory Committee will attend a minimum of four (4) meetings each year.</p> <p>A Committee member representing an organisation may send a delegate to a meeting if they are unable to attend.</p> <p>If a Committee member misses two consecutive meetings, they will be asked to confirm if they wish to continue on the Committee.</p> <p>If a Committee member is absent from four (4) meetings during a two year period without explanation, the Committee member may be asked to resign.</p> <p>Project working groups may be temporarily established to assist in achieving the Committee’s objectives as required.</p>
<p>Guiding Principles:</p>	<ul style="list-style-type: none"> • We are inclusive, open minded and respectful of everyone’s perspective • We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community • Challenging and exploring are an integral part of what we do and how we operate • We represent and commit to the value of the committee • We actively participate and engage in the work of the committee • We are punctual, well prepared, timely with responses and we follow through • We are realistic about what we can achieve • We have a strong focus on outcomes
<p>Reporting:</p>	<ul style="list-style-type: none"> • A report of each Committee meeting is to be presented to a Councillor Information Session. • Minutes of each meeting will be provided to all Councillors of the City of Kingston.
<p>Related Documents:</p>	<p>Our Road Map Council Plan 2017-2021 Public Health and Wellbeing Plan 2022-2025 Disability Action Plan Safe and Secure Action Plan Healthy and Well Action Plan Positive Ageing Action Plan Multicultural Action Plan Prevention of Family Violence Action Plan Gambling Policy Reconciliation Action Plan</p>