



Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual (LGBTIQ+) and other sexuality, sex and gender diverse Advisory Committee (GSCC LGBTI+ Advisory Committee)

Terms of Reference (Interim)

1. Purpose

The purpose of the advisory committee is to provide a platform for advocacy and representation of LGBTIQ+ community to support and inform future Council directions relating to GLBTIQ+ issues, decision making and inclusive practices across Council.

2. Application

- 2.1 These Terms of Reference apply to all members of the advisory committee.
- 2.2 Advisory committee members are required to acknowledge their commitment to comply with these terms by signing the declaration (refer to Appendix 1).

3. Function

3.1 The function of the advisory committee is to:

- (a) Act as a reference to Council on the needs of people identifying as LGBTIQ+ or gender diverse in our community.
- (b) Promote community participation in and awareness of LGBTIQ+ and Gender issues within the Municipality.
- (c) Through the Responsible Officer put forward recommendations to Council about further work required to identify, document and promote inclusion of people identifying within the LGBTIQ+ spectrum in the City of Greater Shepparton.
- (d) Provide advice and feedback to Council on proposals and Strategies from local, state, national and international bodies.
- (e) Ensure there is consultation and participation mechanisms in place for people identifying within the LGBTIQ+ and gender diverse spectrums, their families, allies, advocates and service providers to enable meaningful input into Greater Shepparton City Council's services, policies and practices.
- (f) Work in partnership with Council and community towards acknowledging and valuing people identifying within the LGBTI+ and gender diverse spectrums.
- (g) act consistently with the objectives and values of Council;

4. Appointment

4.1 The advisory committee shall comprise of 10 community members and relevant GSCC Officers.

4.1.1 Community members will be selected to ensure the following aspects are represented:

- (a) Identify as member of the LGBTIQ+ community within Greater Shepparton
- (b) community engagement and formation of community groups;
- (c) age and gender balance; and
- (d) knowledge and interest in of relatable local, state and national strategies, policies and framework that has direct linkages to the LGBTIQ+ community.

4.2 Community members will be appointed for an initial period of 12 months.

4.3 To be eligible for appointment to the advisory committee a person **must have completed and signed a:**

- (a) statement of compliance with these Terms of Reference (refer Appendix 1); and
- (b) declaration of interests (refer Appendix 2).

4.4 Additional Relevant Council Officers include but are not limited to: Administration Support Officer, Team Leader Healthy Communities

4.5 Councillors and relevant Directors/ CEO may also attend meetings from time to time to listen to the Committee's concerns

5. General duties

5.1 A advisory committee member in performing their functions should demonstrate:

- (a) **Responsiveness** – Advisory committee members should demonstrate responsiveness by providing frank, impartial and timely advice to GSCC.
- (b) **Integrity** – Advisory committee members should demonstrate integrity by behaving in a manner that does not bring them, the Advisory committee or GSCC in to disrepute.
- (c) **Impartiality** – Advisory committee members should demonstrate impartiality by:
 - Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; and
 - Acting fairly by objectively considering all relevant facts and fair criteria.

- (d) **Accountability** – Advisory committee members should demonstrate accountability by:
- Exercising care and diligence in preparing for and participating in Advisory committee meetings;
 - Attending each meeting where practical;
 - Continuing to comply with these Terms of Reference (including the Eligibility Criteria in section 4.2); and
 - Respect and abide by requests of the Advisory committee Chair during meetings.
- (e) **Respect** – Advisory committee members should demonstrate respect and have due regard to the opinions, rights and responsibilities of other Advisory committee members, GSCC and other Agency Representatives.

6. Confidentiality

- 6.1 The deliberations of the Advisory committee should remain confidential and so not be communicated outside the Advisory committee without GSCC's permission.
- 6.2 A Advisory committee member must not use any confidential information:
- (a) for purposes other than those of the Advisory committee;
 - (b) for personal gain of any kind; and
 - (c) to further the activities or purpose of any association, Advisory committee, or organisation of which Advisory committee member may be a member of, affiliated with, employed by or represent.
- 6.3 Confidential information includes:
- (a) information designated as confidential by GSCC: for example GSCC may provide the Advisory committee with information or briefings which GSCC designates as confidential; and
 - (b) GSCC information not released or not yet released to the general public.

7. Meetings

- 7.1 The frequency, location and timing of meetings are determined by GSCC in consultation with Advisory committee members.
- 7.2 GSCC will circulate an Agenda to Advisory committee members before the meeting.
- 7.3 Meeting Notes and Key Actions will be recorded and distributed to Advisory committee members.

8. Chair

- 8.1 The Advisory committee Chair is Council's Coordinator Social Equity and Safety or relevant Council Officer.
- 8.2 The Advisory committee Chair is responsible for:
- (a) developing meeting agendas in conjunction with Advisory committee members;
 - (b) ensuring the business conducted by the Advisory committee is within its functions and is conducted efficiently;
 - (c) chairing Advisory committee meetings; and
 - (d) ensuring that all members conduct themselves in a respectful and considerate manner during meetings.

9. Reporting

Shall report every six months to a Council briefing

9. Conflict of Interest

- 9.1 Advisory committee members must declare and manage conflicts of interest. These conflicts of interest may be personal or on behalf of any organisation they represent.
- 9.2 Conflicts of interest can be either:
- actual;
 - potential; and/or
 - perceived.

10. Media and Communications

Members of the Committee are not permitted to speak on behalf of Council or the Committee unless provided approval/ authority from a relevant Council Officer (Coordinator Social Equity and Safety or Team Leader Marketing and Communications).

10. Expenses

- 10.1 GSCC will not reimburse Advisory committee members for personal expenses associated with attending meetings.

11. Removal

- 11.1 GSCC may at any time appoint or remove or suspend from office a member or members of the Advisory committee.
- 11.2 Where a member is removed or suspended a letter will be provided to the member/s confirming the removal or suspension.

12. Advisory committee Members

The Advisory committee comprises of community representatives as per Table 1.

Table 1

Name

Appendix 1: Declaration

I have read and understand the Greater Shepparton City Council Terms of Reference for the LGBTIQA+ Advisory committee.

I hereby undertake to comply with the Terms of Reference.

Signed: _____

Print name: _____

Date: _____

Appendix 2: Declaration of interests

Surname: _____ First name: _____

Advisory committee Member	
Registrable Interests	Details of Interests
1. Any other interests (whether of a pecuniary nature or not) of yours or of a person related to you by blood or marriage, of which you are aware and which you ought reasonably to consider might appear to raise a material conflict between your private interest and your duty as a member of a GSCC Advisory committee.	

I declare this information is complete, true and correct at the date of signing:

Signature of declarer..... Date.....

Signature of witness: Name of witness