



# Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual /Allies (LGBTIQA+) 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 LGBTIQA+ community to support and inform future Council directions relating to LGBTIQA+ 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 LGBTIQA+ or gender diverse in our community.
- (b) Promote community participation in and awareness of LGBTIQA+ and Gender Inequality 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 LGBTIQA+ 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 LGBTIQA+ and gender non-binary, 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 LGBTIQA+ and gender non-binary.
- (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 or has a strong connection to 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 .....