



LGBTIQA+ Advisory Committee

Terms of Reference

1. Purpose

The purpose of the LGBTIQA+ Advisory Committee (the Committee) is to provide a platform for advocacy and representation of the LGBTIQA+ community to support and inform future Greater Shepparton City Council (GSCC) directions relating to LGBTIQA+ representation, decision making and inclusive practices across GSCC.

2. Function

The function of the Committee is to:

- act as a reference to Council, to provide information on the needs of the LGBTIQA+ community
- play an active role in the implementation of the Committee Action Plan
- raise and promote awareness of issues facing the LGBTIQA+ community within the Municipality
- through the Responsible Officer put forward recommendations to Council about further work required to support LGBTIQA+ people
- provide advice and feedback to Council on key proposals and strategies
- work in partnership with Council and the community towards acknowledging and valuing our LGBTIQA+ community
- promote participation in community activities
- assist Council in the development of activities, promotion and cause days

3. Membership

GSCC will appoint a maximum of ten (10) community members to the Committee who will represent and be reflective of our diverse community. Members will be selected on a variety of criteria including:

- connections with community through involvement in community groups and/or participation in other aspects of the community
- identify as a member of/or have a strong connection to the LGBTIQA+ community within Greater Shepparton

- knowledge of/or demonstrated a willingness to gain knowledge of, local, state and national strategies, policies and frameworks that have direct linkages to the LGBTIQ+ community

The Committee will reflect the diversity of our municipality and an intersectionality lens will be applied in the recruitment and appointment of members.

Community members will be appointed for a period of two (2) years. GSCC may at any time appoint, remove or suspend a member or members of the Committee.

Council will appoint one (1) Councillor Representative.

The Committee will be supported by a dedicated Responsible Officer and/or any relevant delegates.

4. Meetings

Meetings will be held monthly from February to December, days and times may change as voted on by the Committee.

Motions cannot be adopted if a quorum does not exist. Quorum for decision making will be a minimum of half the membership plus one. Council employees and the Councillors Representative do not have voting rights. In the event of a quorum not being reached the meeting will not go ahead.

5. Chairperson

The Chairperson will be the Councillor Representative. If the Chairperson is not present at a committee meeting members will appoint an Acting Chairperson for that meeting. Appointment of the Acting Chairperson will be done by way of a vote of present committee members.

6. Committee Conduct Principles

Committee members are expected to:

- actively participate in committee discussions and offer their opinions and views
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting where practical and advise the Responsible Officer if unable to attend
- avoid conflicts of interest
- refrain from releasing confidential information
- comply with relevant Council policies
- not speak on behalf of Council or the Committee unless provided approval/authority from a relevant Council Officer
- understand that no personal expenses associated with attending meetings will be reimbursed

7. Confidentiality

The deliberations of the Committee should remain confidential and not be communicated outside the Committee without GSCC's permission. A Committee member must not use any confidential information:

- for purposes other than those of the Committee
- for personal gain of any kind
- to further the activities or purpose of any association, committee, or organisation of which Committee members may be a member of, affiliated with, employed by or represent

8. Application

These Terms of Reference apply to all members of the Committee. Committee members are required to acknowledge their commitment to comply with these terms by signing the declaration (refer to Appendix 1).

9. Review

The terms of reference for the Committee will be reviewed on a biennial basis prior to recruitment of community members.

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
Any other interests (whether of a pecuniary nature or not) of yours or 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: **Date**.....

Name of witness



GREATER SHEPPARTON LGBTIQA+ ADVISORY COMMITTEE ACTION PLAN 2022 - 2025

Greater Shepparton City Council (GSCC) endorsed the inaugural Greater Shepparton Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual and other sexuality, sex and gender diverse (LGBTIQA+) Advisory Committee in August 2021.

The purpose of the LGBTIQA+ Advisory Committee (the Committee) is to provide a platform for advocacy and representation of the LGBTIQA+ community to support and inform future GSCC directions relating to LGBTIQA+ representation, decision making and inclusive practices across GSCC.

To embed best practice across the Action Plan the Rainbow Resource for Victorian Councils, and the Victorian Government's LGBTIQ+ Strategy (2022-32) were utilised and an intersectional lens was applied.

The Action Plan will be revised triennially to ensure it accurately reflects the needs of LGBTIQA+ communities. An annual implementation plan will be developed to establish key actions to ensure the key initiatives are delivered upon. An annual evaluation report will be completed by Council Officers in collaboration with the Advisory Committee.

	GOALS	KEY INITIATIVES
Advice	Enable GSCC to include LGBTIQA+ communities' experiences and advice in business activities.	Provide advice and feedback on GSCC business activities to ensure representation and participation of the LGBTIQA+ communities.
Celebration & Advocacy	<p>Recognise, advocate for and celebrate Greater Shepparton's LGBTIQA+ communities.</p> <p>Raise awareness around issues affecting LGBTIQA+ people.</p>	<p>Work with GSCC and community to continue to recognise and celebrate key cause days including but not limited to pride days of celebration and significance e.g. IDAHOBIT, Trans Day of Visibility, Intersex Awareness Day, Wear it Purple Day etc.</p> <p>Enhance the support (in-kind and funds where available) to local LGBTIQA+ initiatives and events, particularly around advertising and marketing.</p> <p>Ensure LGBTIQA+ communities' voices are heard and valued.</p> <p>Advocate for opportunities for LGBTIQA+ communities across Greater Shepparton including increasing support for existing programs and organisations.</p>
Inclusion & Connection	Foster and support opportunities for LGBTIQA+ people to connect with one another across Greater Shepparton	<p>Promote local LGBTIQA+ initiatives / organisations and related opportunities for LGBTIQA+ communities'.</p> <p>Review existing GSCC committees and ensure LGBTIQA+ representation, including opportunities to share learnings across committees.</p> <p>Ensure opportunities for LGBTIQA+ communities are provided beyond Shepparton into smaller towns.</p>