

Greater Shepparton LGBTIQA+ Advisory Committee Terms of Reference

DRAFT

Adopted Date: Day Month Year
Review Date: to be inserted following adoption date



1. Purpose

The Greater Shepparton LGBTIQA+ Advisory Committee (the Committee) is established for the purpose of:

- 1.1 the provision of support, advice and advocacy on inclusive practices for LGBTIQA+ individuals and communities, particularly in relation to Council policies, strategies, services and activities
- 1.2 maintaining dialogue and active partnerships between participating agencies, associations, organisations and individuals which share a set of beliefs, attitudes and values that support and celebrate the diversity of Greater Shepparton.

2. Role of Committee

The role of the Committee is to:

- 2.1 provide feedback and advice to Greater Shepparton City Council (Council) on its policies, plans and services that impact LGBTIQA+ communities
- 2.2 act as a reference group to advise Council on how to communicate, engage and consult with LGBTIQA+ communities
- 2.3 build community cohesiveness, inclusivity and pride in Greater Shepparton's diversity
- 2.4 contribute to, and monitor the development and implementation of the Greater Shepparton LGBTIQA+ Action Plan
- 2.5 provide a forum for discussion and community input on LGBTIQA+ initiatives
- 2.6 demonstrate community leadership and active promotion of the Committee's purpose
- 2.7 where possible, ensure at least one Committee member will be in attendance at every Council led LGBTIQA+ event
- 2.8 commit to, and promote cooperation between all participating representatives.

3. Role of Council

The role of Greater Shepparton City Council is to:

- 3.1 consider, support and lead on advice and actions recommended by the Committee
- 3.2 embed inclusive practices for LGBTIQA+ communities across all Council policies, programs and activities
- 3.3 appoint a Councillor as the Chair and Champion of the Committee
- 3.4 ensure at least one Councillor, preferably the Committee Chair, will be in attendance at every GSCC led LGBTIQA+ event
- 3.5 appoint a Council Officer to provide administrative support and guidance to the Committee.

4. Committee Membership

The Committee will consist of between ten (10) and twelve (12) members comprising of, but not limited to:

- 4.1 at least two (2) representatives from local LGBTIQA+ Associations, Groups and Community Committees, who have been nominated by their respective group
- 4.2 up to four (4) representatives from local organisations that work directly with the LGBTIQA+ community

- 4.3 at least four (4) individuals identifying as LGBTIQ+ with strong community links and the specific skills necessary to support the purpose and role of the Committee
- 4.4 up to two (2) representatives from the local business community
- 4.5 up to two (2) community members that identify as LGBTIQ+ allies
- 4.6 one (1) Councillor, appointed as the Chairperson by resolution of Council,

The Committee will be supported by at least one (1) Council Officer. Council Officers who attend the meetings of the Committee do so to provide advice and support to the Committee, are not considered Committee members.

4.7 Membership of the Committee

- 4.7.1 Established via a public expression of interest process as follows:
 - a. Council social media platforms
 - b. Council website
 - c. Council community consultation platform Shaping Greater Shepparton
- 4.7.2 a review of the submitted and eligible Expressions of Interest will be conducted by an Internal Review Panel (the Panel). The Panel will assess against an established set of criteria reflecting the purpose, role and composition of the Committee. The Panel will comprise of a minimum of four (4) Council officers representing each Council directorate to provide a cross organisational approach
- 4.7.3 appointments will be made by Council resolution at a Council Meeting, based on recommendations provided by the Panel.

4.8 Membership Terms

Committee members will be appointed:

- 4.8.1 for a period of two (2) years, or until otherwise resolved by Council
- 4.8.2 via a public expression of interest process at the end of the two (2) year term to recruit to the Committee. Existing members may renominate via this process
- 4.8.3 existing Committee members can serve a maximum of two (2) consecutive terms, total of four (4) years
- 4.8.4 Council reserves the right to review membership at any time should the Committee not be functioning adequately to meet its purpose.

4.9 Vacancies

Any vacancy to the Committee will:

- 4.9.1 be made in writing to the Committee Council officer with at least one weeks' notice prior to the next scheduled meeting of the Committee
- 4.9.2 created when a member of the committee fails to attend three (3) repeated consecutive meetings, without notice of an apology to the Committee Council Officer

Where a member resigns before the end of their term, a replacement Committee member, will be sought following consideration of the Committee's ability to continue to operate with the vacancy if a quorum can be reliably maintained. Should a quorum not be able to be maintained the Expression of Interest process will be undertaken and appointment of a replacement member will be made by Council resolution at a Council Meeting.

4.10 Attendance at meetings

4.10.1 notice of attendance and apologies will be directed to the Committee Council officer via email or telephone.

4.11 Meeting Visitors

4.11.1 persons may be invited to attend meetings to provide a presentation or provide information related to the Committee's business and in direct line with Council's core business

4.11.2 approval for attendance will be provided by the Chair via the Committee Council officer

4.11.3 meeting visitors will be made aware of their responsibilities and obligations in relation to conflicts of interest and disclosure of information.

4.12 Co-opted members

The Advisory Committee may:

4.12.1 identify a suitable person to join the Committee in an advisory capacity, for a specified purpose and period of time, as co-opted member of the Committee. A co-opted member of Committee does not form part of the quorum, does not have voting rights and be appointed for a maximum period of 3 months.

4.12.2 appoint a co-opted member via vote at a Committee meeting.

4.13 Sub-Committees

Where appropriate, sub-committees may be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the sub-committees will be open to members. A sub-committee member will be nominated to provide feedback at meetings.

5. Committee Meeting Procedure**Agendas and Minutes****5.1 Standing items**

Meeting Agendas will include, at a minimum:

- a. Meeting attendees and apologies
- b. Acknowledgement of Traditional Owners
- c. Declarations of Conflicts of Interest
- d. Confirmation of previous meeting minutes
- e. Standing Items
- f. Action Log
- g. Date of next meeting.

5.2 Distribution

- a. Agenda will be circulated to members no less than one (1) business day prior to the meeting
- b. Minutes will be provided within five (5) business days following the meeting.

5.3 Meeting Schedule

- a. The Committee will meet a minimum of six (6) times a year on a day and time as agreed by the Committee.

5.4 Role of Chair

The Councillor appointed to the Committee will be designated Chairperson of the Committee.

The role of the Chair includes, but is not limited to:

- Chairing Meetings.
- Ensuring quorum requirements are met and maintained.
- Calling and determining votes on all Committee recommendations.
- Managing Committee Member conduct.

Note: Where the elected Chair is not present at the meeting, the committee will appoint one of the voting members present to perform the role of acting Chairperson for the duration of that meeting.

5.5 Quorum Requirements

A quorum of the Committee will be half of the voting members plus one.

5.6 Voting

- a. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- b. Council will revise the membership and voting rights of each Committee member as it sees fit.
- c. Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote
- d. The Council Responsible Officer, Meeting Visitors and Co-opted members do not have voting rights.

6. Committee Requirements

6.1 Committee Conduct Principles

Committee members are expected to:

- b. act in the best interests of the broader LGBTIQ+ community
- c. be an active and attending member of the Committee meetings and activities
- d. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- e. attend each meeting where practical and advise the Council Responsible Officer if unable to
- f. not speak on behalf of Council or the Committee unless provided approval/authority from the Council Responsible Officer or their delegate
- g. understand that no personal expenses associated with attending meetings will be reimbursed
- h. understand issues relating to individual support lie outside the scope of this Committee; individuals requiring this assistance will be directed to the relevant support service.

The Chair may request:

- a. any member of the committee to refrain from certain conduct or language which the Chair deems to be inappropriate and in breach of the Committee Standard of Conduct
- b. any committee member to leave the meeting if their conduct has not improved after initial warnings

- c. Council officers to formally address inappropriate conduct by writing to the Committee member

Council Officers may recommend to Council the removal of a Committee Member, if warranted by the Committee members' conduct.

6.1.1 Confidentiality

Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

6.1.2 Conflicts of Interest

Committee members are required to declare any conflicts of interest to the meeting Chair. In the event that one arises, the Committee member will be directed, by the Chair, to leave the room for the discussion and decision making.

A person has a conflict of interest when they have a personal or private interest that might compromise their ability to act in the public interest. A conflict of interest can exist even if no improper action results from it.

First, there must be a relevant private or personal interest. Often this is a financial interest, but it can also be another sort of interest, such as a special advantage to a family member or a responsibility to another organisation.

Second, the private interest must intersect or overlap with a person's official duty. This may involve a decision to be made in a Council or Committee meeting or a decision to be made by a Council officer who has been delegated a Council power.

As it is usually not possible to prove whether or not a person has been influenced by their private interests, the law usually only requires that a particular type of private interest exist for there to be a conflict of interest.

7. Review

The Terms of Reference for the Committee will be reviewed every two (2) years by Council officers and with direct input from the Committee, in line with the appointment of each Committee term.

Appendix 1: Declaration

I have read and understood 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: _____

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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 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