

# LGBTIQA+ Advisory Committee

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## Terms of Reference

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## 1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the LGBTIQ+ Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The purpose of the Committee is to provide support and advice to Council on access and inclusion for LGBTIQ+ individuals and communities, particularly in relation to Council policies, strategies, services and activities.
- 1.4. The Committee is Council's primary reference group in matters relating to advising on gender and sexuality-inclusive policies, strategies, services and activities.
- 1.5. The Committee is established by the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.6. These Terms of Reference are authorised by a resolution R126/21 of Council passed on 23 June 2021.

## 2. Purpose

The Committee is established for the purpose of:

- 2.1 The provision of support and advice on access and inclusion for LGBTIQ+ individuals and communities, particularly in relation to Council policies, strategies, services and activities.
- 2.2 Maintaining dialogue and active partnerships between participating agencies, associations and organisations which share a set of beliefs, attitudes and values that support and celebrate the diversity of our city.

## 3. Objectives

The objectives of the Committee are:

- 3.1 To provide feedback and advice to Council on its policies, plans and services that impact LGBTIQ+ communities.
- 3.2 To advise Council on how to communicate, engage and consult with LGBTIQ+ communities.
- 3.3 To build community cohesiveness, inclusivity and pride in Ballarat's diversity.

## 4. Roles and Responsibility

The role of the Committee is to:

- 4.1 Have an active role in communicating community views to Council.
- 4.2 Advise Council as required on issues relating to the provision and development of strategies and services.
- 4.3 Contribute to and monitor the development and implementation of a Council LGBTIQ+ Inclusion Action Plan.
- 4.4 Provide a forum for discussion and community input on LGBTIQ+ initiatives.
- 4.5 Demonstrate community leadership and active promotion of the Committee's objectives;
- 4.6 Wherever possible, at least one Committee member will be in attendance at every City of Ballarat LGBTIQ+ event.
- 4.7 At least one Councillor, preferably the Committee Chair, will be in attendance at every City of Ballarat LGBTIQ+ event.
- 4.8 Assist in the development, annual review and monitoring of the LGBTIQ+ Action Plan.
- 4.9 Act as a conduit for informally relaying information and outcomes from the Committee back to the local community in relation to LGBTIQ+ projects, and to promote co-operation between all participating representatives.
- 4.10 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.
- 4.11 Committee members are expected to act in the best interests of the broad LGBTIQ+ community.
- 4.12 Issues relating to individual support lie outside the scope of this Committee; individuals requiring this assistance will be directed to the relevant support service.

## 5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

## 6. Membership

- 6.1 Membership of the LGBTIQ+ Advisory Committee will seek to be as reflective as possible in terms of representation of the various groups that form the LGBTIQ+ community. This includes diversity in terms of sexualities, sex and gender identities,

and also in terms of age, ability, Indigenous status, cultural and linguistic background, education, employment status and geographical area of residence.

- 6.2 Membership of the Committee will be established via a public Expression of Interest process.
- 6.3 Appointments will be made by Council based on the advice given from an interview panel comprised of Council Officers which will include a nominated chairperson, expert and independent.
- 6.4 Committee members will be appointed for a period of two (2) years. A public expression of interest process will be held at the end of the two (2) year term to recruit to the Committee. Existing members may renominate via this process.
- 6.5 Council reserves the right to review membership at any time should the Committee not be functioning adequately to meet its purpose.
- 6.6 The Committee will consist of between ten (10) and twelve (12) members comprising of, but not limited to:
  - 6.6.1 Up to three (3) Councillors, one of whom will be appointed as the Chairperson by resolution of Council
  - 6.6.2 At least one (1) Council Officer. Council officers do not have voting rights.
  - 6.6.3 At least two (2) representatives from local LGBTIQ+ Associations, Groups and Community Committees, who have been nominated by their group.
  - 6.6.4 Up to four (4) representatives from local organisations that work with the LGBTIQ+ community.
  - 6.6.6 Up to two (2) representatives from the local business community.
  - 6.6.7 At least three (3) individuals identifying as LGBTIQ+ with strong community links and the specific skills necessary to support the key objectives.
- 6.7 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 6.8 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.9 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.10 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.11 A Councillor appointed to the Committee will be designated Chairperson of the Group.
- 6.12 Where the Chairperson is absent from the meeting, and in the event of their absence, the Committee may appoint any member to act as Chairperson for that meeting.
- 6.13 Any Councillor can attend the meets of the Committee as an observer.

## 7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will at a minimum of 6 times a year or as agreed by the Committee from time to time.
- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.5 Sub committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

## 8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

## 9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
- 9.1.1 Committee is established
- 9.2 These Terms of Reference
- 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
  - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: 23 June 2021