

# TERMS OF REFERENCE

## Hindmarsh LGBTIQ+ Reference Group



### 1. INTRODUCTION

The Hindmarsh LGBTIQ+ Reference Group (**Group**) will strengthen the voice of the LGBTIQ+ community by providing advice to ensure Council's broader policy issues and Council Plan and programs reflect the interests of the LGBTIQ+ community.

### 2. OBJECTIVES

The key objectives of the Group are to:

- Provide a representative sample of independent and authentic voices of people from the LGBTIQ+ community, with an ability to advise on current and emerging issues and priorities;
- Provide feedback and advice to Council on broader policy issues;
- Promote and assist Council to celebrate LGBTIQ+ days of significance and host events within Hindmarsh Shire;
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing LGBTIQ+ communities; and
- Report to Council via the tabling of minutes at Council meetings after each meeting.

### 3. MEMBERSHIP

The Group shall comprise representatives as follows:

- Hindmarsh Shire Council Mayor or delegate.
- Up to 10 volunteer committee members representing the LGBTIQ+ community, appointed by Council through an expression of interest, selection and endorsement process.

Representatives of relevant community organisations, peak bodies and service providers may be invited to attend Group meetings to provide specific advice on an as-need basis, and do not contribute to the Reference Groups quorum.

The quorum for the committee is attendance by at least 50% of independent members, and the Mayor or delegate.

Membership shall be for a 12-month period expiring on 31 October of each year, unless Council determines otherwise.

Council may terminate the appointment of any Group member if:

- The member is found to be in breach of Council Policies and/or the *Local Government Act*; or

- A member's conduct, action or comments bring Hindmarsh Shire Council into disrepute.

#### **4. METHOD OF APPOINTMENT**

Interested members of the community are required to complete an expression of interest form demonstrating they have an understanding of and an interest in Hindmarsh Shire and its LGBTIQ+ community.

Expressions of interest will be called over a 3-week period in October each year. Advertisements will be placed in local newspapers and through Council's newsletters, website and Facebook page.

A selection panel consisting of the Chief Executive Officer or nominee, and two Council officers will be formed to consider the expressions of interest and make recommendations to the Council for appointment to the Committee.

#### **5. SELECTION CRITERIA**

Applications will be assessed against the following criteria:

- Live, work or study, or have a relevant connection with Hindmarsh Shire;
- Knowledge and understanding of the needs and issues relevant to the LGBTIQ+ community;
- Capacity to analyse information and provide advice on issues affecting the LGBTIQ+ community;
- Willingness and ability to assist with promotion and organisation of days of significance and events;
- Willingness and ability to engage in open and respectful discussions that add value to the Reference Group and liveability of the Hindmarsh LGBTIQ+ community; and
- Availability to attend 80% of meetings scheduled throughout the year.

Councillors and Staff members of Hindmarsh Shire are not eligible to apply for membership.

#### **6. CHAIRPERSON & MINUTE SECRETARY**

The position of Chairperson will be an independent member of the Reference Group elected at the first meeting after 31 October each year. In the event that the Chairperson is absent, the Mayor or delegate will assume the role of Chairperson for the meeting.

The group will nominate a person as minute secretary. This position may be shared or rotated amongst members of the group.

The Chairperson will liaise with the CEO or nominee in setting the agenda.

The Chairperson will guide the meeting according to the agenda and time available, facilitating respectful discussions, and acknowledging the value of the diverse views of members.

#### **7. MEETINGS**

Meetings may be held face-to-face, online or a combination of both. A call to the membership for agenda items will be issued two weeks prior to the meeting, and the agenda will be distributed at least one week prior to the meeting.

The Group will meet four times per year. The location of these meetings will rotate between Nhill, Jeparit, Dimboola and Rainbow. An alternative time, day or location of the meeting can be arranged as agreed by the Group.

## 8. REPORTING

The Group will have no formal reporting requirements. Minutes of all Group meetings will be provided to the CEO for inclusion in the Council agenda.

Recommendations and requests arising from meetings will be presented to Council for consideration.

## 9. AUTHORITY

The Group is an advisory group and does not have executive powers or authority to implement actions in areas over which the CEO or Council has legislative responsibility.

The Group does not have any management functions and cannot involve itself in management processes or procedures.

The Group must comply with Council's volunteer policy requirements.

## 9. CODE OF CONDUCT

Members are required to act honestly and treat others with respect while exercising due diligence and reasonable care.

Members have equal opportunity to participate in Group discussions and will support colleagues to raise issues or problems and have them dealt with in an honest and respectful manner.

## 9. VOLUNTEERS

Committee members (other than Councillors) are volunteers.

## DOCUMENT CONTROL

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