



**9.2 TERMS OF REFERENCE FOR LGBTIQA+ ADVISORY COMMITTEE**

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**1. PURPOSE**

1.1 To present a draft Terms of Reference (ToR) for Council endorsement to progress recruitment and establishment of an LGBTIQA+ Advisory Committee.

**2. EXECUTIVE SUMMARY**

2.1 On 21 April 2021, Council endorsed the establishment of a new LGBTIQA+ Advisory Committee.

2.2 The draft Terms of Reference for this Committee is provided at Attachment 1.

2.3 A Terms of Reference will enable a recruitment process to commence to invite nominations, assess candidates and for Council to formally appoint members to the Advisory Committee.

2.4 The Terms of Reference outlines selection criteria designed to ensure the Committee represents the diversity of the LGBTIQA+ community and can consider issues of intersectionality.

**3. RECOMMENDATION**

That Council:

3.1 Endorse the Terms of Reference for the LGBTIQ+ Advisory Committee as provided at Attachment 1 to this report.

3.2 Receive a further report in October 2021, following a public recruitment process, to formally appoint members to the LGBTIQ+ Advisory Committee.

**4. KEY POINTS/ISSUES**

4.1 Council endorsed the establishment of a LGBTIQA+ Advisory Committee at its Council meeting on 21 April 2021.

4.2 Officers have developed a draft Terms of Reference which is provided at Attachment 1.

4.3 In developing the Terms of Reference, consideration has been given to the strategic directions of the Council Plan (which incorporates the Municipal Health and Wellbeing Plan), Council's Community Engagement Policy, opportunities that are presented with the opening of the Victorian Pride Centre, and alignment with the Terms of References



for other Council Advisory Committees and those established by other local governments.

- 4.4 The proposed membership of the Committee is set out in the Terms of Reference. The membership requirements are designed to achieve broad representation, including from the Pride Centre, the creative sector, business, LGBTIQA+ community organisations and individuals.
- 4.5 The proposed selection criteria for members is also outlined in the Terms of Reference. The criteria are designed to ensure the Committee represents the diversity of the LGBTIQA+ community and can therefore appropriately consider issues of intersectionality.
- 4.6 Members will be appointed for a term consistent with the term of the current Council.
- 4.7 It is proposed that once the Terms of Reference are finalised, officers will commence a recruitment process and subsequently present a report to Council with recommendations of proposed members.
- 4.8 Due diligence will be undertaken during the recruitment process by ensuring that nominees apply in writing through Smarty grants and address the set selection criteria. Face to face interviews by a panel comprising two officers and a councillor will then be undertaken of appropriate candidates.

## **5. CONSULTATION AND STAKEHOLDERS**

- 5.1 Consultation has occurred with other local governments that have established LGBTIQA+ Advisory Committees, to inform the draft ToR in relation to the role and function of the Committee.
- 5.2 Invitations to apply for memberships of the Committee will be promoted widely across the LGBTIQA+ community in Port Phillip, including through the Pride Centre, LGBTIQA+ community and creative organisations, and LGBTIQA+ businesses.
- 5.3 The ToR will be reviewed annually by the membership of the Committee, with any changes to be presented to Council. This typically occurs in association with the annual reporting process.
- 5.4 When established, the Committee will provide a direct civic engagement opportunity on issues impacting the LGBTIQA+ community. It will provide (to Council and its officers) relevant community views, knowledge and advice, and builds on local networks that keep people informed and connected.

## **6. LEGAL AND RISK IMPLICATIONS**

- 6.1 Council is able to establish Advisory Committees. This will not be a committee of Council delegated to make decisions, but operate in an advisory capacity. The Committee will help Council meet its obligations under Equal Opportunity legislation. It also aligns with Council's Engagement Strategy required under the new Local Government Act.

## **7. FINANCIAL IMPACT**

- 7.1 Council endorsed expenditure of \$36,000 for the 2021-22 year at its meeting on 19 May 2021, to resource the establishment of this Advisory Committee.



**8. ENVIRONMENTAL IMPACT**

- 8.1 The establishment of the LGBTIQ+ Advisory Committee has no direct environmental impact.
- 8.2 The recruitment process will be conducted via an online platform. Officers will work closely with the Committee to ensure that the Act and Adapt: Sustainable Environment Strategy 2018-28 is incorporated into the Committee's Actions where appropriate.

**9. COMMUNITY IMPACT**

- 9.1 The Committee will provide advice on the development of an LGBTIQ+ Action Plan that will aim to improve the health and wellbeing of the LGBTIQ+ community, to reduce stigma and discrimination, and build an inclusive and socially cohesive Port Phillip.
- 9.2 The Committee will work with LGBTIQ+ businesses and creatives to receive advice on how to best support these enterprises in the City.
- 9.3 Through the Committee, Council will be recognising and encouraging community leadership, and seek to maximise community feedback in its decision-making process from the LGBTIQ+ community. It will improve public confidence through demonstrating active community participation in the decision-making process.

**10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY**

- 10.1 The formation of an LGBTIQ+ Advisory Committee is aligned with the Council Plan 2021-2031 through the following:

- 10.1.1 Strategic Direction – 'Inclusive Port Phillip': Port Phillip is a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities. This Direction includes the following Initiative:

'We will partner with':

Our Older Persons Consultative Committee, Youth Advisory Committee, Multicultural Advisory Committee, Multi-Faith Network and establish other committees, where relevant, to ensure the diversity of our community's experience is represented in decision-making.

- 10.1.2 Strategic Direction – 'Well-Governed Port Phillip' - Port Phillip is a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts. This Direction includes the following Initiative:

'We will provide':

Opportunities for our community to participate in civic life and help shape Council policy, services, programs and decisions by facilitating engagement in line with Council's Community Engagement Policy.

**11. IMPLEMENTATION STRATEGY**

- 11.1 TIMELINE

## ORDINARY MEETING OF COUNCIL – 18 AUGUST 2021



- 11.1.1 The nomination period for membership of the LGBTIQ+ Advisory Committee is proposed to open in late August 2021.
- 11.1.2 A Council Report with recommendations for members will be presented to Council for decision in October 2021.
- 11.1.3 All community members will be immediately advised of the outcome of their application.
- 11.1.4 Induction and training of new committee members will commence early November 2021.
- 11.1.5 It is proposed that the Advisory Committee will subsequently hold its first meeting in November 2021.

### 11.2 COMMUNICATION

- 11.2.1 Invitations to apply for memberships of the Committee will be promoted widely across the LGBTIQ+ community in Port Phillip, including through the Pride Centre, LGBTIQ+ community and creative organisations, and LGBTIQ+ businesses.

## 12. OFFICER DIRECT OR INDIRECT INTEREST

- 12.1 No officers involved in the preparation of this report have any material or general interest in the matter.

### ATTACHMENTS

- 1. LGBTIQ+ Advisory Committee Terms of Reference - Draft for Endorsement