

## 1. Introduction

Hepburn Shire Council is proud of its diversity and believes that communities are enriched when all people regardless of their background or identity are embraced and supported to participate and contribute to community life.

The aim of the LGBTIQA+ Advisory Committee is to provide Council with advice and information on inclusion, access and equity issues for the LGBTIQA+ community so that Council can improve programs and services for the community, and inclusion throughout the Shire.

The LGBTIQA+ Advisory Committee is a reference group and not a decision-making body.

## 2. Objectives

- Advocate on behalf of LGBTIQA+ people within the Hepburn community and beyond.
- Provide feedback and advice to Council on its policies, plans and services that impact on LGBTIQA+ communities.
- Consider and provide advice on key Government initiatives, programs and reviews that impact on LGBTIQA+ communities.
- Consider funding and other opportunities as they may arise.
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing LGBTIQA+ communities.
- Promote and assist Council to celebrate LGBTIQA+ days of significance and events.

## 3. Membership:

The LGBTIQA+ Advisory Committee membership aims to ensure there is representation of our broad community and positions are voluntary.

Membership will comprise of a Councillor who will be the Chair and between eight (8) and ten (10) community members who are committed to working positively to meet the objectives of the Committee.

Membership shall represent the range of interests and needs of LGBTIQA+ people in the Hepburn Shire. Such diversity may include culture, age, sexual orientation, gender identity, ability, employment, life stage, and community groups.

Membership will be invited by way of an expression of interest and members will be appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process. Council will otherwise not

accept membership Expressions of Interest after the initial membership has been appointed.

From time to time, the LGBTIQA+ Advisory Committee may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

### **3.1 Selection Process**

The Selection Committee will include the appointed Councillor representative, Manager Community Life/or Coordinator Community Partnerships and the Inclusion Officer from the Community Life team. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

### **3.2 Requirements for Members (Criteria)**

Advisory Committee members will be able to demonstrate some (or all) of the following:

- Knowledge and understanding of the needs and issues relevant to LGBTIQA+ equity.
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities.
- The ability to contribute to the strategic development of LGBTIQA+ initiatives at local government level.
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee.

Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn. A high level of LGBTIQA+ representation will be encouraged.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations, and the community and business sectors.

### **3.3 Terms of Appointment**

Appointments will be for a minimum four-year term.

Council will appoint a Councillor to chair the meetings.

LGBTIQA+ advisory committee members completing a four-year term may re-apply for a further four-year term.

#### 4. Hepburn Shire Council

##### **Role and Responsibilities**

Council will have accountability for management of the LGBTIQA+ Advisory Committee.

Council is committed to working co-operatively with LGBTIQA+ Advisory Committee members to improve LGBTIQA+ equity across the Hepburn Shire Council and community.

#### 5. Administration and Conduct

##### **5.1 Administration**

The Committee will receive administration support by a Council Officer in the Community Life Team.

##### **5.2 Conduct**

All members of the LGBTIQA+ Advisory Committee will commit to working in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings.
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.
- Declare any conflicts of interest or perceived conflicts of interest.
- Act with integrity and avoid the release of confidential information.
- Adhere to the principle of clear and open communication.

Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner. Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in removal from the committee.