

LGBTIQ+ ADVISORY COMMITTEE TERMS OF REFERENCE



Type	Advisory Committee
Purpose:	To provide advice and feedback to Council on matters that affect LGBTIQ+ residents, businesses, and community members who live, work and visit the City
Objectives	<p>The Committee provides advice to Council:</p> <ul style="list-style-type: none"> • on the development and implementation of the City of Port Phillip LGBTIQ+ Action Plan. • on policies, plans and services that impact the LGBTIQ+ communities. • on matters affecting the needs, interests and well-being of the LGBTIQ+ communities, including advocacy to other levels of government • on matters that affect LGBTIQ+ residents, businesses, creative organisations and community groups who live, work and visit the City • in relation to effective communication, engagement and consultation with LGBTIQ+ communities. • on any other matters referred to the Committee by Council
Membership	<p>The Committee is be made up of one Councillor and up to eleven community members. The composition of the Committee will be as follows:</p> <ul style="list-style-type: none"> • A Councillor appointed by the Council to act as a conduit to the current Council. • One nominee of the Pride Centre. • One LGBTIQ+ person from creative sector/industries • One LGBTIQ+ person who operates a business in the City • Two representatives from community organisations that represent, work with or support Port Phillip’s LGBTIQ+ identifying communities. • Up to six other members from the LGBTIQ+ community.
Committee Office Bearer Roles	<p>The Committee will nominate a Chair and Deputy Chair from among its members. The Chairperson will serve a one-year term, with the appointment renewable for an additional consecutive term.</p> <p>The Chair will chair committee meetings. In the Chairs absence, the Deputy Chair or Councillor Representative will chair the meetings. The</p>

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	<p>Councillor Representative, Chair or Deputy Chair are the authorised spokespersons for the committee.</p>
Selection Criteria	<p>Nominees must work, study, or reside in the Port Phillip and they are selected on the basis of their:</p> <ul style="list-style-type: none">• identification as LGBTIQ+• capacity to consult with the LGBTIQ+ community and represent a wide range of views• understanding of the needs of the LGBTIQ+ community.• capacity to analyse information and provide advice on issues affecting the LGBTIQ+ community <p>As far as practicable, the composition of the community members will reflect the diversity of the LGBTIQ+ community including:</p> <ul style="list-style-type: none">• Aboriginal and Torres Strait Islander people• people from Culturally and Linguistically Diverse (CALD) backgrounds• people with a disability• people from variety of life stages• people from different locations across the municipality
Meeting Frequency	<p>It is anticipated that the Advisory Committee will meet monthly for the first six months of its inception and then bi-monthly.</p> <p>The quorum for a meeting will be half the number of members.</p>
Committee operation	<p>The committee will hold an annual planning session to review achievements and prioritise a work plan for the coming year. An Annual report will be presented to Council.</p> <p>The committee may set up working groups / portfolio groups as required, as ad hoc sub-committees.</p> <p>The committee may nominate members to participate in sub-committees established by it or other Council Advisory Committees, to achieve intersectionality.</p> <p>If a member believes they have a conflict of interest in a matter before the Advisory Committee, then that member must declare their interest and not partake in any discussion or decision on the matter.</p> <p>City of Port Phillip staff nominated by management will support the Advisory Committee. Other Port Phillip staff (for example, a nominated member of Council's Pride Employee Network) will attend the meetings to assist the Committee as required.</p>