

Kingborough

LGBTIQ+ Engagement Working Group

Terms of Reference, 2022

These are draft only and may change with input from the engagement working group.

1. Background

- Kingborough Council is committed to creating a safe, positive and inclusive community for all its members.
- Council has an ongoing commitment to improve community inclusiveness, respect and equality for LGBTIQ+ people through advocacy, support services and policy.
- Council would like to build a better understanding of Kingborough's LGBTIQ+ communities, their issues and concerns and identify ways that Council can assist within the scope of its role.
- Key priorities for Kingborough Council, as outlined in the Strategic Plan 2020-25, include:
 - 1.1 A Council that engages with and enables its community.
 - 1.2 An inclusive community that has a strong sense of pride and local identity.
 - 1.3 Service provision that meets the current and future requirements of residents and visitors.
 - 1.4 Community facilities that are safe, accessible and meet contemporary standards.

2. Aims & Purpose

The aims of the engagement working group will be to support engagement with the LGBTIQ+ communities in Kingborough, to identify issues and possible actions that Council can take to support improved outcomes for these community members.

Activity may include:

- Input on the design of engagement activities
- Analysis of data coming from engagement/identification of ongoing and emerging issues and gaps in services that need to be addressed to improve the health and wellbeing of people within our community who identify as LGBTIQ+
- Input into the development of actions for Council that can form part of a broader approach by Council to diversity and inclusion, including the cross cultural groups that also include LGBTIQ+ people
- Adherence to all National Human rights and State Antidiscrimination legislation that protects as attribute groups the rights of the LGBTIQ+ communities and individuals

3. Membership

The engagement working group will comprise no more than 10 members including 2 council representatives. The remaining membership will come from the Kingborough LGBTIQ+ communities, individuals and relevant service and advocacy organisations. Membership is to be determined following an expression of interest process. This will be broadly promoted.

This engagement working group will comprise:

Kingborough

[Name, title, organisation]

4. Meetings

Meetings will be chaired by [name].

Decisions will be made by consensus. If consensus cannot be reached, decisions will be made by a majority vote of members.

Decisions made by the engagement working group are not binding on Council. They are only advisory in nature.

Secretariat support, including the preparation of Meeting Agendas and Minutes will be provided by Council officers from within the Environment, Development and Community Directorate.

It is anticipated that there will be at least 4 meetings this year, 2 prior to engagement, 2 post engagement. The dates and times are to be agreed with the engagement working group.

Subcommittees may be formed if required, at the discretion of the Chair.

5. Roles and Responsibilities

To achieve the above goals, the membership of the engagement working group will commit to:

- Attending all scheduled meetings.
- Creating a safe and inclusive space for all its members through engaging in proper behaviour and attitudes.
- Actively and constructively participating in meeting discussions and community consultations and fostering collaboration through open, honest and respectful conversations.
- Contributing their skills, knowledge and experience where possible
- Providing advice, feedback and identifying gaps and opportunities to improve outcomes.
- Communicating outcomes of meetings to key individuals

6. Behaviour Conduct

Discussion on group activities, between working group members, is deemed confidential at any time, even if outside a formal meeting. Unless in agreement, working group discussions are not to be shared outside of the group.

Violence or intimidation towards other group members will not be tolerated and no group member will be humiliated or abused in any way.

Any instance where a group member has a personal, financial or other interest in matters under consideration is deemed a conflict of interest. This must be disclosed to the Chair for consideration. For example, a member might have a financial interest for themselves, family or friends in advice about specific service funding.

Group members cannot participate in the group under the influence of alcohol or other drugs.

Kingborough

Failure to comply with any of these points may result in dismissal from the group.

7. Term

This 'terms of reference' is effective from [start date] and continues until [expected end date] unless terminated by agreement between the parties. It may be amended after consultation with engagement working group members.

Note, this engagement working group has a defined purpose and does not constitute an ongoing advisory group to Council.

DRAFT