

# Kingborough

## LGBTIQ+ Working Group

*Terms of Reference, 29 June 2022*

### 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 diverse 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 Working Group will be to support engagement with the LGBTIQ+ communities in Kingborough, to identify issues and actions that Council can take to support improved outcomes for these community members.

The following activities will be ground in the experience/connections of the members of the Working Group:

- 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
- Focus locally and be informed by conversations/issues that are part of the national/global community

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## 3. Membership

The Working Group will comprise no more than 12 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.

## 4. Meetings

- Meetings will be chaired by *Cr Amanda Midgley, or in her absence, Cr Clare Glade-Wright*
- Each meeting will be well structured, and members will receive an agenda prior to the meeting.
- 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 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 6 meetings this year. The dates and times are to be agreed with the Working Group.
- Subcommittees may be formed if required, at the discretion of the Chair.
- Due to the short-term nature of the Working Group, if a member leaves, their position will not be replaced.

## 5. Roles and Responsibilities

To achieve the above goals, the membership of the Working Group will commit to:

- Attending all scheduled meetings. The Chair will make contact with any member who misses 3 meetings to discuss their ongoing role on the working group.
- 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

- Some discussions held within the group may include information that is disclosed in confidence. Unless in agreement with other members of the working group, these discussions are not to be shared outside of the meeting. General issues raised within the working group can be discussed as long as they are de-identified and any personally sensitive information is removed.
- Members respect each other's boundaries, time, space and opinions. Emails will remain confidential unless a member shares their email and contact details with another person.
- Members are clear about their needs.
- Space is given to the quieter voices in the room.
- Space and time are given for reflection and feedback.
- Violence or intimidation towards other group members will not be tolerated and no group member will be humiliated or abused in any way.
- Space will be provided for any member of the working group who needs to step out of the room. Support from Council staff will be available, if required or other support sought at the request of the working group member.
- Any instance where a Working 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.

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

This 'terms of reference' is effective from 18 May 2022 and continues until 30 October 2022 unless terminated by agreement between the parties. It may be amended after consultation with working group members.

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