



LGBTQIA+ Advisory Group - Terms of Reference

1.0 Acknowledgement

The City of Perth acknowledges the Whadjuk Nyoongar people, Traditional Owners of the lands and waters where the Perth city is today and pay our respects to Elders past and present.

2.0 Background

The City of Perth intends to develop a Diversity, Equity and Inclusion framework for consideration of Council by July 2021. To support the development of this framework, a LGBTQIA+ Advisory Group has been established.

3.0 Mandate

The LGBTQIA+ Advisory Group will guide the City in its growth as a diverse, equitable and inclusive organisation which represents all members of community. The Advisory Group will provide a forum for consultation, feedback and discussion on diversity, equity and inclusion for LGBTQIA+ people in the City of Perth.

The Advisory Group will also consider the future strategic agenda relating to diversity, equity and inclusion and will advise and make recommendations on appropriate initiatives and activities that will help the City of Perth achieve its key diversity aims.

The LGBTQIA+ Advisory Group should act as a channel to challenge the City in terms of our practice, approach and development of diversity, equity and inclusion; where progress is limited or, in support of LGBTQIA+ individuals/ groups.

The LGBTQIA+ Advisory Group is not a committee of Council.

4.0 Guiding Principles

The Advisory Group will:

- Reflect the diversity of LGBTQIA+ community in the City of Perth
- Be respectful and inclusive in their communication
- Promote and operate through consensus decision making process
- Be focussed on outcomes that benefit the City's community
- Provide practical proposals within the City's role and sphere of influence.

5.0 Objectives

The objectives of the LGBTQIA+ Advisory Group are as follows:

- Engage with the City to inform the LGBTQIA+ community's priorities for the Diversity, Equity and Inclusion Framework to be presented to City of Perth Council by July 2021
- Provide support to the City to develop initiatives to be outlined in the Diversity, Equity and Inclusion Framework
- Input into a coherent and integrated approach to diversity, equity and inclusion across the City;
- Provide guidance for the City to design local responses to complex diversity, equity and inclusion considerations
- Foster a greater understanding and awareness of LGBTQIA+ diversity, equity and inclusion matters within the community through community partnerships
- Facilitate opportunities to educate and celebrate the diverse social and cultural elements that make up the City of Perth
- Engage community groups and leaders in the activities of the Advisory Group.

6.0 Membership

6.1 Membership Composition

Membership will be a consistent of a maximum of fifteen (15) members from the LGBTQIA+ community with a minimum representation of 50% City of Perth residents. Membership will represent diversity such as, but not limited to:

- Peak bodies
- Organisations which represent a cross section of the LGBTQIA+ community and provide services to City of Perth residents
- Residents which represent a cross section of the LGBTQIA+ community
- Businesses operating in the City of Perth which represent a cross section of the LGBTQIA+ community
- Aboriginal and/or Torres Strait Islanders peoples
- People from diverse ethnic or cultural origin
- Older adults
- Youth

The membership of the Advisory Group will have equal numbers of women- and male-identified people with at least one person who identifies outside the gender binary. At least one place will be reserved for an Aboriginal or Torres Strait Islander person.

The Alliance Manager Community Services and Community Development Coordinator, or their delegates, will attend all meetings.

6.2 Member Qualifications

Members must be City of Perth residents and/or individuals who work for organisations that provide services to City of Perth residents.

The following qualifications will be considered for appointing members to the LGBTQIA+ Advisory Group:

- Experience working in teams, with community groups, boards or organisations
- Knowledge, living or lived experience with equity, diversity and inclusion matters
- Commitment as a change agent in equity, diversity and inclusion matters in the community.

Community participation is key to the success of diversity, equity and inclusion initiatives. Additional City staff and representatives of diverse groups will be invited to attend meetings as needed to provide expertise related to a specific project or technical area. Invited representatives attend meetings in an advisory capacity and do not form part of the quorum.

Broader community engagement will also be undertaken in the development of the Diversity, Equity and Inclusion framework. The Advisory Group will support and guide the City in the development of the Stakeholder Engagement Plan for this engagement.

6.3 Member Appointment

The City of Perth will invite nominations to participate in the LGBTQIA+ Advisory Group by advertising vacancies for a minimum of two weeks.

At the close of the application period the City will assess the applications based on the member qualifications outlined within the LGBTQIA+ Advisory Group and required membership composition. Applicants may be interviewed as part of the process.

Appointments will be upon recommendation of the Chief Executive Officer and by resolution of Council.

6.4 Term of Appointment

Members will be appointed for a two-year term or until otherwise resolved by Council.

6.5 Responsibility of Advisory Group Members

The Advisory Group members are expected to;

Attend and actively participate in all LGBTQIA+ Advisory Group meetings as required:

- Contribute time, knowledge, skill and expertise to the fulfillment of the Advisory Groups responsibilities
- Understand their role, expectations and the objectives of the LGBTQIA+ Advisory Group

- Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork, creativity and a sense of humour are valued
- Challenge ideas and not people, creating an environment of open-minds and where it is okay to disagree
- Communicate using inclusive and non-discriminatory language
- Work effectively with staff to provide excellent service to residents and customers, recognising the professional obligations of staff as an employee of the City of Perth and not intervening in administrative practices
- Respect all recommendations made by the LGBTQIA+ Advisory Group
- LGBTQIA+ Advisory Group members are to respect any confidential information discussed or exchanged at meetings.

If sub-groups are formed, they will report systematically to the LGBTQIA+ Advisory Group.

6.5 Resignation of Advisory Group Members

Members who wish to resign from the Advisory Group are to submit their resignation in writing to the Chair or Co-Chairs. When a vacancy within the group is confirmed, either a nomination or Expression of Interest process will be undertaken by the City of Perth as a method of appointment for new members.

A member who fails to attend three consecutive meetings will be deemed to have resigned from the Advisory Group.

6.6 City Staff

Staff have three principle functions with regards to the LGBTQIA+ Advisory Group:

- Secretariat role
- Strategy development, Framework and Plan advice
- supporting staff role.

Staff will prepare the agendas in consultation with the Advisory Group Chair and distribute to Advisory Group members. Staff will take minutes of all meetings for approval at the following meeting.

7.0 Conduct of Business

7.1 Chair or Co-Chairs

A Chair will be nominated by the LGBTQIA+ Advisory Group at its inaugural meeting and thereafter on an annual basis. Alternatively, the Advisory Group may elect to replace a Chair arrangement with a Co-Chair arrangement. In which case, the following terms apply:

- The Advisory will elect two Co-Chairs on an annual basis
- The Co-Chairs of the LGBTQIA+ Advisory Group shall together convene the meetings

- If one designated Co-Chair is not available, then the other Co-Chair will be responsible for convening and conducting that meeting
- If both Co-Chairs are unavailable then the Advisory Group members may elect an Acting Chair for that meeting.

The Chair or Co-Chairs shall preside over the conduct of the meeting, including the preservation of good order and decorum and deciding all questions relating to the orderly procedure of the meetings.

The Chair or Co-Chairs will ensure that:

- meeting agendas are concise and relevant to current Advisory Group considerations
- meetings are conducted in an orderly manner and kept to the time allocated
- all members are given the opportunity to express their opinions and have them considered.

7.2 Operating Procedures

Decisions will be made by consensus. If consensus cannot be reached, simple majority vote by the members present shall be followed.

Meeting agendas will be available to members a minimum of one week prior to the upcoming meeting. Meeting agenda's will be posted on the City of Perth's website.

Meeting Summary Notes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. Minutes will be approved by the Advisory Group at the next meeting.

7.3 Quorum

Quorum shall be a simple majority of the total existing Advisory Group members, including any vacancies. In the case that quorum is not met Advisory Group members can continue the meeting, but no recommendations will be enacted until quorum is met.

7.4 Media and Communications

All media contact shall be made through the City of Perth Corporate Communications Team.

The actions and recommendations of the LGBTQIA+ Advisory Group are subject to the policies and administrative practices of the City, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like.

If a member of the LGBTQIA+ Advisory Group wishes to communicate to Council, City staff or the public, they shall be expected to provide a disclaimer stating that "the opinions reflected by the member are their own personal comments and are not endorsed by or representative of the LGBTQIA+ Advisory Group.

8.0 Review of Terms of Reference

The Terms of Reference should be reviewed annually or updated as required to reflect any changes. The review will be jointly led by the Chair or Co-Chairs and the City of Perth. Changes to the Terms of Reference will be put to the City of Perth Council for endorsement.