

Terms of Reference

Purpose Statement

The purpose of the Rainbow Pride Advisory Group is to provide Council with advice and guidance to assist in the implementation of the *Council Plan* and *Community Wellbeing Plan*.

The *Council Plan* and *Community Wellbeing Plan* outline practical actions to support the health, wellbeing and inclusion of people who identify as LGBTIQ+, and their allies in Glen Eira. The development and implementation of these actions is guided by the work of two groups:

- A **Rainbow Pride Advisory Group** made up of LGBTIQ+ representatives and residents, community leaders and key agency representatives to provide advice and guidance to Council
- A **Rainbow Pride Working Group** made of key staff from business units across Council to support the implementation of actions

Purpose Rainbow Pride Advisory Group

- To involve sexuality and gender diverse people including lesbian, gay, bisexual, transgender, intersex, queer, questioning, asexual, agender, aromantic and diverse sexual orientations and gender identities (LGBTIQ+)¹ people and allies in the decision making of Glen Eira City Council that impacts upon sexuality and gender diverse people in the Glen Eira community.
- To provide sexuality and gender diverse people and allies with a forum to voice their ideas, concerns, needs, interests, and views to Glen Eira City Council and hence the community.
- To provide an avenue for sexuality and gender diverse people and allies to advise and guide the planning and implementation of Glen Eira City Council approved events and activities.
- To raise awareness in the community of the positive contributions that sexuality and gender diverse people make to community life.
- To provide sexuality and gender diverse people and allies with opportunities to learn and develop new skills and connect with others.
- To provide information and advice to Glen Eira City Council on behalf of LGBTIQ+ people and allies and organisations that work with LGBTIQ+ people.
- Leading and engaging the Glen Eira community in projects that celebrate and affirm sexuality and gender diverse people.

¹ A Glossary of terms is available on pg.5

Objectives

The Rainbow Pride Advisory Group's objectives are to:

- Make recommendations about Council plans, strategies, programs, services and policies in so far as they impact on LGBTIQ+ community members. This includes, advocacy on those issues on behalf of the community, responding to strategic Council and/or sector issues and opportunities, and policy development.
- Advise and guide Council's Rainbow Pride Working Group to plan, development and implement actions.
- Work in collaboration with Council's Rainbow Pride Working Group to support activities.
- Involvement in all community engagement activities to ensure inclusion of LGBTIQ+ voices.
- Involvement in tracking progress and evaluating actions in the *Council Plan* and *Community Wellbeing Plan*.

Membership

The Advisory Group will include the following membership:

- Community members and leaders who identify as LGBTIQ+ and/or allies that live, work, study, volunteer or have a connection with Glen Eira. A maximum of (9) representatives.
- Key government and non-government agency representatives with a demonstrated commitment to the health, wellbeing and inclusion of LGBTIQ+. A maximum of (3) representatives.
- Senior Glen Eira City Council officers. A maximum of (2) representatives.

Criteria for membership

Members will demonstrate:

- They are over the age of 18 years
- Knowledge and understanding of the Glen Eira community
- An understanding of and interest in the LGBTIQ+ community
- A commitment to inclusion for people who identify LGBTIQ+
- An understanding of the intersectional and diverse strengths and barriers which may exist for people in all aspects of their identity including Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation.
- Strong, proven community networks to connect and engage with
- Alignment to Council's values of integrity, collaboration, respect, innovation and service excellence

One or more Council officers will be appointed as conveners of the Advisory Group. The convener will develop the agenda in consultation with members, attend meetings, advise members about Council plans, strategies, programs, services and policies where relevant

and take notes of recommendations resulting from agenda items.

Term of appointment

Appointment will be made for two years. This will be followed by a review of membership and terms of appointment.

Selection process

Membership is selected by a panel of Glen Eira City Council officers following an Expression of Interest process. The selection panel is to include LGBTIQ+ representative(s).

Casual vacancies

Where vacancies occur, the Advisory Group will agree to appoint new members. Community members may register their interest in the Advisory Group at any time. The Advisory Group may seek to co-opt suitable members as identified by the Working Group and Advisory Group members.

Review

The Advisory Group will review the Terms of Reference including the structure, role, achievements and composition every two years.

Chairperson

The Advisory Group will appoint a Chairperson for the term of two years who will identify LGBTIQ+. The Chairperson is responsible for the fair conduct of meetings and for ensuring open opportunity is available for all members to voice their views and opinions.

Scope of decision making and voting rights

As far as practicable the Rainbow Pride Advisory Group will provide advice and guidance reflecting the collective wisdom of the Advisory Group and the best available information provided by representative groups, community organisations and Council officers.

The Advisory Group has no delegated authority to make decisions on behalf of Glen Eira City Council.

The Advisory Group will provide advice, make recommendations and decisions to support the development of Council plans, strategies, programs, services, events and policies by consensus. Where a matter is unable to be determined by consensus, a vote may be held.

All members have voting rights with the following rules:

- A minimum of 50 per cent of LGBTIQ+ representative(s) need to be present.
- If 50 per cent of LGBTIQ+ representative(s) are not present the vote will be undertaken by email.
- Members will be advised of the outcomes of any item subject to a vote.

Representation of views and conduct of meetings

Advisory Group meetings will encourage fair and inclusive discussion and respect for each member's views:

- Embodying Council's values of integrity, collaboration, respect, innovation and service excellence
- Respectfully incorporating the perspectives of people with a lived experience
- Having due regard for the opinions, beliefs and rights of each member
- Committing to regular attendance at meetings
- Not improperly seeking to confer an advantage or disadvantage on any person
- Not making improper use of information acquired because of their position or release information that the member knows or should reasonably know, is confidential.

Schedule of meeting times

Meetings will be held quarterly with four (4) meetings held per calendar year (additional meetings may be arranged if agreed to by Advisory Group members and the Chair).

A schedule of meetings will be confirmed in advance with all relevant papers distributed (as appropriate) to each member.

Meetings will be scheduled on a Wednesday, starting 5.30pm up to no later than 7.30pm at Caulfield Town Hall and/or online.

Advisory Group members will need to attend a minimum of three meetings per annum. Minutes of meetings will be maintained by the Community Development Department and circulated to all members in a timely manner.

Support for meeting attendance

Funding is available for members of the Advisory Group who required attendant care, transport, carer support or an interpreter service.

Reporting

Council officers will forward any recommendations made by the Rainbow Pride Advisory Group to the Rainbow Pride Working Group and relevant Glen Eira Council business units.

Glossary

The following glossary of terms has been adapted from the Australian Government, Australian Institute of Family Studies resource sheet which is available online [here](#)

Aromantic/aro: refers to people who do not experience romantic attraction. Aromantic individuals may or may not identify as asexual.

Asexual/ace: a sexual orientation that reflects little to no sexual attraction, either within or outside relationships. People who identify as asexual can still experience romantic attraction across the sexuality continuum.

Bisexual: a person who is sexually and/or romantically attracted to people of the same gender and people of another gender.

Gay: a person who identifies as a man and is sexually and/or romantically attracted to other people who identify as men. The term gay can also be used in relation to women who are sexually and romantically attracted to other women.

Gender: refers to the socially constructed categories assigned to individuals based on their apparent sex at birth i.e. male = man/masculine and female = woman/feminine. Many people do not fit into these rigid gender norms. For example, some women may feel masculine, some men may feel more feminine and some people may not feel either or may reject gender altogether.

Gender binary: the spectrum-based classification of gender into the two categories of either man or woman based on biological sex.

Gender identity: refers to an inner sense of oneself as man, woman, masculine, feminine, neither, both, or moving around freely between or outside of the gender binary.

Genderqueer/Non-binary gender: a term used to describe gender identity that does not conform to traditional gender norms and may be expressed as other than woman or man, including gender neutral and androgynous.

Heteronormativity: the view that heterosexual relationships are the only natural, normal and legitimate expressions of sexuality and relationships, and that other sexualities or gender identities are unnatural.

Heterosexual: a person who is sexually and/or romantically attracted to the opposite gender.

Intersex: an umbrella term that refers to people who have anatomical, chromosomal and hormonal characteristics that differ from medical and conventional understandings of male and female bodies.

Lesbian: a person who identifies as a woman and is sexually and/or romantically attracted to other people who identify as women.

Pansexual: a person whose sexual and/or romantic attraction to others is not restricted

by gender. A pansexual may be sexually and/or romantically attracted to any person, regardless of their gender identity.

Queer: a term used to describe a range of sexual orientations and gender identities. Although once used as a derogatory term, the term queer now encapsulates political ideas of resistance to heteronormativity and is often used as an umbrella term to describe the full range of LGBTIQ+ identities.

Sexual orientation: refers to an individual's sexual and romantic attraction to another person. This can include, but is not limited to, heterosexual, lesbian, gay, bisexual and asexual.

Transgender/Trans/Gender diverse: umbrella terms used to refer to people whose assigned sex at birth does not match their internal gender identity, regardless of whether their internal gender identity is outside the gender binary or within it. Transgender/trans or gender diverse people may identify as non-binary, that is: they may not identify exclusively as either gender; they may identify as both genders, they may identify as neither gender; they may move around freely in between the gender binary; or they may reject the idea of gender altogether.