



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 *Community Wellbeing Plan 2021-2025*.

The *Community Wellbeing Plan 2021-2025* outlines 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 the Rainbow Pride Advisory Group:

- 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.

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.

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.
- Provide feedback on LGBTIQ+ Community and Economic Development Officer plans and actions.
- Provide feedback to other Council departments and staff implementing work in the LGBTIQ+ space.
- Involvement in all community engagement activities to ensure inclusion of LGBTIQ+ voices.
- Involvement in tracking progress and evaluating actions in the *Community Wellbeing Plan 2021-2025*.



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.
- A valid volunteer Working with Children Check.
- 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, policies, 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 Chair role to be rotated amongst members. The Chair will self-nominate at the end of a meeting for the following meeting.

The role of the Chair is to facilitate and ensure the meeting is conducted in line with the guiding principles enabling all members the opportunity to contribute. To ensure meeting notes and recording, as provided by the Council officer are an accurate record of the meeting.

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

Minimum of six (6) meeting 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 50% of meetings. Minutes of meetings will be maintained by the Community and Economic 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 relevant Glen Eira Council business units.

Image Consent

I understand and agree that images* of myself and/or my child may be taken, used, or stored by Council for:

- use in publications both printed and electronic, eg. newsletters, reports, promotion of Council services and activities;
- use on social media and the internet, eg. Facebook, Instagram, Council's websites; and
- City of Glen Eira historical collection, presentation, and communication purposes — this may include physical, online and digital publications and public displays, as well as record keeping and archiving.

I understand that Council retains the rights to these images; I will not seek payment for the use of these images and release Glen Eira City Council from any other claims arising out of Council's use of the image.

First Name:

Last Name:

Address:

Email:

Phone:

Signature:

Date:



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.