

## Terms of Reference

### Acknowledgement

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land.

We acknowledge that the Traditional Custodians have inherent rights to this land. We embrace Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognise, celebrate, and pay respect to Elders past, present and future.

We recognise LGBTIQ+ Aboriginal and Torres Strait Islander peoples, Sista Girls and Brother Boys and their contribution to culture around Australia.

### 1. Background

Hume City Council's commitment to social justice is embedded across Council. We aim to make the community central to everything that we do. This commitment is outlined in the [Social Justice Charter](#).

The Social Justice Charter reflects Council's commitment to social justice - tackling disadvantage, discrimination and responding equitably to the needs and aspirations of Hume's diverse community. Since 2021, the Social Justice Charter has recognised the unique needs of Hume's LGBTIQ+ communities as members of a marginalised group.

On 11 June 2024, Hume City Council endorsed a public petition for the establishment of an LGBTIQ+ Working Group to inform Council of the challenges facing the LGBTIQ+ community and to provide guidance to advance Hume City as an inclusive place for all.

### 2. Purpose

The purpose of the Working Group is to:

- Identify ways to make Council services, facilities, and events more culturally safe, welcoming, and supportive of the LGBTIQ+ community,
- Actively engage in the 2025/2029 Council Planning consultation process,
- Investigate opportunities to increase the visibility and inclusion of the LGBTIQ+ community across Hume City.



### 3. Group Values

The agreed values will be presented at the start of each meeting.

- Responsiveness
  - We do our best to be responsive to the priorities of the diverse LGBTIQ+ community members.
- Respect for diversity
  - We respect the diversity of group members and address them by their preferred name, pronouns, and gender.
- Integrity, honesty, and reliability
  - We bring our best self to the meetings and are present in the commitment we have given,
  - We will provide Council with 48 hours' notice if we cannot attend a meeting,
  - We speak our truth in an open yet confidential manner.
- Partnership
  - We partner with Council and other relevant stakeholders to achieve positive outcomes for the LGBTIQ+ community.
- Consensus
  - Decision making is guided by the principles of consensus. If a consensus cannot be reached, then a decision by agreement will be negotiated; and finally, if a decision by agreement is unsuccessful then a majority vote will be taken. In these circumstances, each member will have a single vote.
  - There may not always be agreement, but respect should be given when a final decision is determined.

### 4. Membership

Membership will consist of

- no less than 10 and up to 12 representatives of the LGBTIQ+ community representing diversity in terms of age, gender, sexuality, ethnicity, neurodiversity, language spoken, disability and other markers of uniqueness.
- One Hume City Councillor, as nominated by Council. An alternate Councillor will be appointed as a proxy for the appointed Councillor if they are not available.
- Up to two Council Officers from lead department.

## 5. Roles and Responsibilities

Members will:

- Support Council's engagement with the LGBTIQA+ community including the delivery of events and programs.
- Act in a manner consistent with the roles, values and priorities of the Working Group and Hume City Council. Respect should be given to all parties, and protocols should be agreed upon and followed.
- Contribute to agendas and meeting topics prior to meetings.
- Read agendas, minutes, and other relevant documents in preparation for meetings.
- Communicate the views of the LGBTIQA+ community and understand that one person does not and cannot speak for all communities.
- Declare conflict of interest or representation on other boards/advisory bodies/committees.
- Apply a cultural lens, respond to requests for input into and/or feedback on Council initiatives, policies, and reports.
- Notify the meeting organiser 24 hours prior if unable to attend a scheduled meeting.
- Assist Council to connect with organisations and networks to deliver collaborative services and programs that support LGBTIQA+ inclusion
- Not make public statements, submissions or announcements or issue correspondence (including emails) to external stakeholders on behalf of the Working Group or Council.

Councillor(s) will:

- Commit to regular attendance and active participation in meetings.
- Listen to and learn from the life experiences of Working Group members.
- Share knowledge and experience as a Councillor with Working Group members.
- Act as the liaison between the Working Group and Councillors.
- Build the profile and recognition of the Working Group to the wider community.

Chairperson will:

- Be determined by the Working Group.
- Guide the meeting according to the agenda and time available.
- Assist members to abide by the roles, responsibilities and agreed values.
- Facilitate productive discussions that are within the scope of the Terms of Reference and agendas.
- Encourage inclusion and participation by all members.

Council Officers/Secretariat will:

- Provide induction to all members.



- Establish agendas and meeting topics/issues in consultation with members as relevant.
- Provide executive support including the provision of meeting agendas and minute taking.
- Build profile of group members within the wider community.

## 6. Selection process

Appointment to the Working Group will be through an Expression of Interest (EOI) process.

- EOIs (Expression of Interest) will be advertised in writing for a minimum of 14 days.
- Advertising will be through Council's website, social media platforms and distribution to LGBTIQ+ people, organisations, and stakeholders.

Members will be provided with any new EOI to join the group.

A selection panel comprising two Council Officers and one representative from an LGBTIQ+ organisation will assess the nominations against the selection criteria below.

Council will determine and appoint a Councillor Representative.

## 7. Selection criteria

Working Group members will be able to demonstrate:

1. Having sexuality, gender identity and/or sex characteristic that come under the LGBTIQ+ umbrella.
2. Strong links to LGBTIQ+ community and understanding of issues/priorities in Hume City.
3. Availability and commitment to participate in Working Group meetings (in person or online) and support the purpose of the Working Group.
4. Willingness to work in collaboration with other Working Group members, Council officers and key stakeholders.
5. Experience and/or understanding of the role and scope of a working group.
6. An interest and/or understanding of local government services and programs.

## 8. Terms of Appointment

- Membership will be for a one-year term
- Members are free to resign from the group at any time.
  - Previous nominations may be considered to fill the vacancy.
  - An EOI process will be undertaken if there are no previous nominations.



## 9. Meeting Frequency and Duration

Meetings will be held:

- On the third Wednesday of the month from 6-8pm
- In person at Council Offices, 1079 Pascoe Vale Road, Broadmeadows or hybrid on Zoom/MS Teams

Each member must attend a minimum of 60% of all meetings for each year.

- If this does not occur and no reason is given, the selection panel may be formed to consider alternative appointment options.
- An attendance register will be produced and monitored regularly by Council officers.

## 12. Code of Conduct

Members will:

- Act with integrity, honesty and reliability and treat others with respect.
- Exercise reasonable care and diligence.
- Declare a conflict of interest in relation to any matter the working group is concerned with or that the Working Group will, or is likely to, consider or discuss.
  - The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.
  - Conflict of Interest Form (Attachment) should be submitted for inclusion with the agenda and/or minutes.
- Not speak to the media or make public statements on behalf of the Working Group or Council.
- Only disclose general information such as objectives of the Working Group, membership procedures, list of activities and information regarding any priorities that have been approved in meetings.
- Ensure that new topics raised by the public or community are brought back to the Working Group for consideration before any public information or response is provided in relation to the issue.

## 13. Decision making

- Decision making will take place via consensus
- A decision can only be carried if a quorum of members is present
- A quorum shall consist of 50% of Working Group members, plus one, excluding Council Officers
- Meetings can be held without a quorum present. However, a quorum will be required for decisions of the Working Group.



## **14. Monitoring and reporting**

- Draft agendas will be sent by email five working days before a scheduled meeting.
- Minutes will be sent by email no later than ten working days after a scheduled meeting, including details of proceedings, actions/resolutions, and relevant documentation.

## **15. Evaluation and Review**

- Working Group operations will be evaluated by Council Officers in collaboration with the Working Group members after one year.
- An evaluation of the Working Group will be prepared by Council Officers and a report prepared for Council outlining achievements of the Group.

## **16. Communications**

Communication will be via email, text, or telephone.

Members consent to sharing their email address and/or phone number with Council for the purposes of official communications.

Members will communicate with respect and consider cultural and emotional safety of all.

Communications via flyers or official invitations will be coordinated by Council Officers adhering to Council branding and style requirements.

## **17. Recommendations to Council and Extent of Authority**

The Working Group will provide feedback to Council but has not been delegated any powers from Council as per Section 86 of the Local Government Act (2020).

## **18. Wellbeing and Support**

Council can arrange access to culturally appropriate services or consultants for the group to debrief or discuss concerns arising from the meetings.

The group will support each other to fully participate in meetings.

**Endorsed:** August 2024



**Review:** August 2025



# CONFLICT OF INTEREST FORM

## Filling in this form

- Complete the form as accurately and comprehensively as possible.
- See the LGBTIQ+ Working Group Terms of Reference for further information.
- If you have any questions about completing this form, please contact the Community Development team  
[communitydevelopment@hume.vic.gov.au](mailto:communitydevelopment@hume.vic.gov.au)

## What is a conflict of interest?

Conflicts of interest arise when people use their professional or financial relationships for personal gain.

Such a conflict occurs when a company or person has a [vested interest](#)—such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, or decision-making can be unbiased.

For example, people should strive to avoid the mixing of their personal and professional relationships by hiring people or companies to which they are involved.

Or, by making decisions that will benefit your own interests rather than acting in the best interests of the Working Group or Council.

*\*\* If unsure, please check with a Council Officer*

## When to use this form

This form must be completed at the time a conflict of interest is identified. This may be before, during, after or in-between Working Group meetings.

## What to do with the completed form

Before or after a meeting:

- Send form to [communitydevelopment@hume.vic.gov.au](mailto:communitydevelopment@hume.vic.gov.au) for inclusion in meeting agenda/minutes.

During a meeting

- Give form to Chairperson to discuss with members.

## What happens to the form?





Conflicts of interest will be discussed at Working Group meetings and assessed based on the best interests of the group and the community.

Agreed actions will be noted because of group consensus to respond to the conflict of interest.

## LGBTIQA+ WG CONFLICT OF INTEREST FORM

<b>Name</b>	
<b>Conflict of interest declaration</b>	This declaration is made in relation to the following situation:
<b>Signature</b>	I declare that to best of my knowledge, the information in this form is true and correct.
	Signed:
<b>Authorisation</b>	
<b>LGBTIQA+ WG decision</b>	<input type="checkbox"/> No risk of conflict of interest identified  <input type="checkbox"/> Risk of conflict of interest identified
<b>Action in response to conflict</b>	



--	--