

THE CITY OF
GREATER GEELONG

LGBTQIA+ ADVISORY COMMITTEE

TERMS OF REFERENCE

VERSION: V4

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Responsible Officer	Executive Director City Life
Authorising Officer	Manager Community Strengthening

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Introduction

PURPOSE

1. This document sets out the roles and responsibilities of the LGBTQIA+ Advisory Committee. It provides guidance on the Advisory Committee's purpose, roles, responsibilities, operations, tenure, and obligations with any specific legislative requirements.
2. As an established Advisory Committee, the purposes to be achieved are as follows:
 - a. The LGBTQIA+ Advisory Committee provides strategic advice to Council on issues affecting LGBTQIA+ people and their families in the City of Greater Geelong, contributing to the City's commitment to a safe and inclusive community for all.
 - b. The Committee provides strategic advice to Council on ways to enhance equality and social inclusion through collaboration with the community in the development of strategies, plans, and policies, strengthening belonging, and ensuring LGBTQIA+ people have equitable access to opportunities, services, and civic participation.
 - c. The Committee supports the implementation of the Rainbow Action Plan 2025–2029 by advancing its four focus areas: understanding, inclusion, visibility, and safety.

AUTHORITY

3. The Committee's work will be confined to providing advice to Council on strategic issues related to matters outlined in point 2 of the purpose above.
4. The Committee:
 - a. does not have delegated authority.
 - b. may appoint working groups and approve their terms of reference, on an as needed basis, to pursue specific projects and issues. The Committee will receive reports from its working groups and be responsible for monitoring and evaluating each working group's activities against their functions and responsibilities.

OBJECTIVES AND FUNCTIONS

5. To represent the interests, experiences, and needs of LGBTQIA+ people and their families across the Greater Geelong municipality.
6. Provide advice and feedback to Council on the impacts of policies, plans, services, and initiatives on the LGBTQIA+ community.
7. Support Council in engaging and consulting with LGBTQIA+ people, groups, and organisations to ensure inclusive decision-making.
8. Support Council by providing advice on the implementation of the Rainbow Action Plan 2025-2029.
9. Identify and advise Council on barriers and issues affecting the LGBTQIA+ community and recommend actions to improve equity and inclusion.
10. Contribute to Council's work in addressing and reducing discrimination, including homophobia, biphobia, transphobia, and other forms of sex or gender-based inequality, to foster a safer and more inclusive community.

Definitions

DEFINITIONS

Act

The *Local Government Act 2020*.

CEO

The Chief Executive Officer of the City appointed by Council.

City

The administration of the Greater Geelong City Council, led by the Chief Executive Officer.

Council

The Greater Geelong City Council.

Councillor

Elected officials representing the City of Greater Geelong, including the Mayor.

Council officer

All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

Conflict of interest

Has the same meaning as defined in the Act.

Delegated Committee

Committee established by council under section 63 of the Act.

Delegated Authority

Where Council has given its powers to act on behalf of Council. This can be to members of staff or to Delegated Committee's under the Act.

Disability

The definition of disability under the Disability Discrimination Act 1992 is very broad. This ensures that people with a wide range of disabilities are protected from discrimination. The categories of disability vary between states and territories, but all include intellectual, sensory and physical disabilities. The City also recognises behavioural, or socio-emotional disorders and severe language and communication disorders.

Election Period

The period that starts at the time nominations close on nominations day and ends at 6.00 p.m. on election day.

Commonly referred to as Caretaker Period.

ELT

Executive Leadership Team consisting of the Directors of the City who all report to the Chief Executive Officer.

LGBTQIA+

LGBTQIA+ is an abbreviation for lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more. These terms are used to describe a person's sexual orientation or gender identity.

Terms of Reference

COMMITTEE TERM

Term starts

1. The Committee's term commences upon approval of these Terms of Reference by the City. Meetings will commence following completion of the Expression of Interest (EOI) process, and induction session for external members.

Term ends

2. All Advisory Committees will be formally disbanded by 30 June in the year of the Local Government Election.
3. Should the purpose of the Committee be achieved prior to this time, the Committee will be disbanded by resolution of council.
4. Ongoing requirements post the election will be subject to Council resolution.

MEMBERSHIP

Make-up of the Committee

5. The composition of the Committee will be both internal and external members. The Committee will consist of up to twelve external members who are qualified in the discipline relevant to the Committee mandate or with perspective necessary for fulsome consideration of the associated topic.
6. Community members chosen to represent the broader spectrum of people living or working in the City of Greater Geelong representing the diversity of the Geelong's LGBTIQA+ community and allies. Specific areas desirable to be covered may include young people, Aboriginal and Torres Strait Islander people, people from a Culturally and Linguistically Diverse (CALD) background, people with a disability.
7. Internal member will include at least one Council Officer and may include Council support staff to represent the City and may include additional Council Officers to support the administration of the Advisory Committee.
8. The Advisory Committee will include the Councillors members as resolved by Council.

Features of effective members

9. The features of an effective member include:
 - a. Shows good judgement and balance in consideration of issues
 - b. Understands the role of the Committee and the expectations of the governing body or person
 - c. Takes the time to understand changes that affect the objectives and functions of the Committee and any associated risks
 - d. Brings knowledge and expertise to bear in Committee deliberations
 - e. Displays a constructive and positive attitude in dealings with other members and meeting visitors
 - f. Is a good communicator, builds effective networks and relationships while maintaining necessary confidences
 - g. Devotes sufficient time to Committee business
 - h. Displays independence of mind on Committee deliberations and asks the 'hard' questions when necessary

Role and responsibilities of members

10. The role of an Advisory Committee is to provide appropriate advice on matters relevant to its Terms of Reference in order to support decision making by the Council in relation to the discharge of its responsibilities.
11. Members are expected to perform the following roles:
 - a. Maintain knowledge of issues and matters related to the objectives and functions of the Committee
 - b. Represent their constituents and maintain effective two way communication between their constituents and the Committee, as appropriate.
 - c. Share information with other members
 - d. Maintain confidentiality of information designated confidential
 - e. Fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting
 - f. Prepare and present sponsored items
 - g. Provide feedback or endorse minutes of each meeting

Nomination of members

12. City Officers must be nominated by their respective Executive Director having regard to their current role with the City and their knowledge and skills that relate to the Committee's objectives and functions.
13. Independent community representatives will be invited onto the Committee by the CEO through a process of seeking expressions of interest.
14. Selection will be made by a working group who will oversee the recruitment process of members.

Appointment of members

15. Council appoints by resolution Councillors to hold the Chair and Deputy Chair positions of the Committee.
16. Council appoints independent members for Delegated Committees.
17. The CEO appoints:
 - a. City Officers
 - b. Statutory authority representatives (if applicable)
 - c. Representatives from other Councils
 - d. Independent community representatives
 - e. Non-profit organisation representatives (if applicable)

Length of appointment of members

18. External members may serve a maximum of two terms on an Advisory Committee.
19. Members must continue to meet membership requirements to maintain their membership.
20. If a member no longer meets membership requirements, their membership will be revoked.
21. Where a member does not attend three consecutive meetings without adequate cause, that person's membership may be revoked.

Filling casual vacancies

22. Members wishing to resign from the Committee are requested to do so in writing.
23. A new member will be appointed for the remainder of the term of a vacant position via an EOI process.

24. New members are appointed by following the member nomination and appointment processes set out in the terms of reference.
25. Vacancies may not be filled in the final 12 months of the Council term.

CHAIRPERSON

Appointment of the Chairperson

26. The Chairperson and Deputy Chairperson are Councillors appointed by Council.
27. If the Chairperson is absent from a meeting, the appointed Councillor Deputy Chair will preside. If neither the Chairperson nor the Deputy Chair is available, the meeting will be deferred.

Role and responsibility of the Chairperson

28. The Chairperson is expected to perform the following roles:
 - a. Ensure the Committee functions follow the Terms of Reference
 - b. Approve the agenda
 - c. Conduct meetings with the degree of formality appropriate
 - d. Facilitate the flow of information during meetings
 - e. Approve draft minutes after each meeting

MEETING VISITORS

29. Any person may be invited to attend meetings to give a presentation or provide information related to the Committee's business.
30. Meeting visitors will be made aware of their responsibilities and obligations about conflicts of interest and use and disclosure of information.

MEETINGS

Frequency of meetings

31. Meetings will be held quarterly.
32. Future meeting dates, times and broad tasks may be decided by the Committee.
33. The Chair in consultation with City Officers can call for additional meetings or adjust the frequency of meetings.

Minimum meeting attendees

34. The minimum number of attendees at a meeting for that meeting to proceed is at least one more than half of the appointed members.
35. If after 30 minutes from the scheduled starting time of any meeting, the minimum number of attendees cannot be obtained:
 - a. those members present; or
 - b. if there are no members present, an authorised officer,must adjourn the meeting for a period within 4 weeks from the date of the meeting.
36. The minimum number of meeting attendees must at all times include at least one representative of Council.

Conflicts of interest

37. If a member has a conflict of interest in relation to an agenda item this must be declared, and the member must refrain from participating in the decision-making process.

Misuse of information

38. All information received by members in the course of their work as members is confidential and must not be shared with any party outside Council.

Election Period (Caretaker)

39. Advisory Committee operations will be suspended during Council's pre-election caretaker periods.

REPORTING

40. Accurate minutes will be kept of each meeting.
41. Full copies of the minutes, including attachments, will be provided to all members no later than one week following each meeting.
42. The City's minutes template will be used to record minutes.
43. Committee meeting minutes will be made available to Councillors via the Councillor portal. These will be uploaded no later than 10 business days from the date of the meeting.
44. An annual report to Council will be provided on the Advisory Committee's activities and may include recommendations for ongoing Committee requirements or changes to the Terms of Reference.
45. A report on the effectiveness and ongoing operation of the Advisory Committee will be prepared by the responsible department for Council's consideration at the end of the Council term.

SECRETARIAT

46. The Manager Community Strengthening will identify and provide secretariat services for the Committee.
47. Agendas will be prepared and issued one week prior to the meeting.
48. The Community Strengthening department will provide administrative support for the Committee. The Community Strengthening department of Council accepts responsibility for directly supporting the Committee. This involves convening meetings, providing all documentation, recording meeting notes and publishing the annual report to Council and the community.

REVIEW

49. The Terms of Reference for this Committee will be reviewed as required during the current Council term.
50. The review of the Committee's effectiveness is ongoing throughout the current Council term.

Records

Records shall be retained for at least the periods shown below.

Table 1: Record retention and disposal schedule

Record	Retention / Disposal Authority	Retention Period	Location
Records relating to arranging and facilitating Committee meetings. Records of general administrative nature relating to management of Committee meetings, including the preparation and circulation of minutes, use of premises where the meetings take place and travel arrangements for attendees.	PROS 09/05 VAR 1 Retention and Disposal Authority for Records of Local Government Functions	Temporary	Destroy after administrative use has concluded.

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CUSTOMER SERVICE CENTRE

Wurriki Nyal

137-149 Mercer Street, Geelong

8.00am – 5.00pm

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