

LGBTIQA+ Reference Group

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Minor amendments to this document may be required from time to time. Where amendments don't materially alter a document, they will be made administratively, without a requirement for formal approval.

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Background

The LGBTIQA+ reference group was formed in 2015 to support LGBTIQA+ strategy and policy development for the municipality, ensuring Council's decisions are evidence based and informed by strong community input.

The group most notably have supported Council's campaign to achieve marriage equality and prepare the LGBTIQA+ Strategy, the MV2040 Strategy, the FAIR Action Plan, and the Council Plan.

Acknowledgement of LGBTIQA+ Elders

We pay our respects to those amongst the lesbian, gay, bisexual, trans, and intersex communities who have worked to support the improved health and wellbeing of their peers, children, families, friends, and country. We honour the elders in the diverse communities of which we are a part and we celebrate the extraordinary diversity of people's bodies, genders, sexualities, and relationships that they represent.

LGBTIQA+ people have always been part of Moonee Valley, although they have not always been acknowledged or treated with respect. Every Council policy affects LGBTIQA+ community members, and every Council service has LGBTIQA+ clients. As local government, we have a responsibility to make Moonee Valley a safer and more inclusive place for people from diverse backgrounds. Our policies, programs and services should be relevant, inclusive and accessible for all community members. Our places, programs, policies and behaviour should reflect these values including respect and human rights.

Definition of LGBTIQA+ and Intersectionality

'LGBTIQA+' is an evolving acronym that stands for lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual. The + sign is generally used to represent genders and sexualities outside of the letters LGBTIQA, including people who are questioning their gender or sexuality.

Intersectionality describes how different parts of a person's identity or circumstances – such as age, race, culture, disability, gender, location or religion – intersect and combine to shape people's life experiences, including of discrimination.

Being LGBTIQA+ is only one part of any person or community. Intersectionality recognises that the different parts of someone's identity and circumstances cannot be disentangled or considered in isolation. Intersectionality is a way of seeing the whole

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person. An understanding of intersectionality is key to designing and implementing effective policies, programs and services.

For more information, please read the [Victorian Government's LGBTIQ+ Inclusive Language Guide](#).

Purpose

The primary function of the LGBTIQ+ working group is support LGBTIQ+ advocacy and visibility throughout the municipality, through the development of an annual action plan, delivering events and activities, or advocacy and engagement campaigns. To achieve this, the LGBTIQ+ working group will:

- hold regular meetings which will have the purpose of supporting LGBTIQ+ advocacy and visibility.
- provide advice to Council representatives on LGBTIQ+ communities.
- broker and encourage involvement of key individuals to the LGBTIQ+ reference group, and subsequent events and activities.
- communicate outcomes of meetings to the broader community.
- undertake reporting on the LGBTIQ+ portfolio.

Membership

This group welcomes any and all people who identify as LGBTIQ+ who live, work, study, and/or recreate in Moonee Valley. Applications will also be considered for those who identify as allies of LGBTIQ+ (e.g. cisgendered¹, endosex², and heterosexual parents of LGBTIQ+ children). It is an open invitation for potential members to attend meetings to see if joining the working group is something they would like to consider.

Membership enquiries can then be made on an ad hoc basis if and when interest arises. All membership enquiries should be directed to [Moonee Valley City Council's website](#). This enquiry will then be taken to current members of the reference group for approval. Following approval, a formal invitation will be extended pending acceptance of the group's terms of reference.

This group is managed by Moonee Valley City Council, and sits within the Equity and Inclusion (Umarkoo Wayi) team.

Membership will be reviewed on a yearly basis.

¹ a person whose sense of personal identity and gender corresponds with their birth sex

² people whose sex characteristics meet medical and social norms for typically 'male' or 'female' bodies

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Responsibilities

The following roles, Council departments and business units have direct and/or supporting responsibilities.

Position	Name and title	Responsibility
Project owner	Ilz Aslan Coordinator Umarmoo Wayi (Equity and Inclusion)	Coordination of the LGBTIQ+ portfolio including the LGBTIQ+ reference group. Provide updates and opportunities for involvement to ELT, Managers and Councillors about the LGBTIQ+ portfolio. Act as an escalation point for decisions and issues that are beyond the authority of the project manager.
Project manager	Jacinta Martin Diversity and Inclusion Officer	Lead coordination of the LGBTIQ+ portfolio including the LGBTIQ+ reference group.
Project sponsor	Jim Karabinis Manager Community Development	Provide organisational context, expertise and guidance i.e. other strategic work that is being done/considered that could impact the LGBTIQ+ reference group. Serve as an advocate for the project and ensure appropriate priority is given to it throughout the organisation. Champion LGBTIQ+ portfolio to ELT, Managers and Councillors, and provide advice on Councillor engagement.
Chairperson	Jacinta Martin	Guiding the meeting according to the agenda and time available.

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	Diversity and Inclusion Officer	Reviewing and approving minutes before distribution as needed. Where appropriate, updating Council on the progress and discussions of the network.
Minute taker	Rotates between group members	Documenting discussion inclusive of action items throughout meetings and providing them to the Chairperson for wider circulation.

Governance

- Meeting details
 - Meetings will be held monthly on the second Thursday of the month at 6pm using a hybrid method (in person and online). In person meetings will be held at Moonee Valley City Council. Online meetings will be hosted via Zoom. A decision about meeting location will be made at the meeting prior.
 - Decisions required by the group will be discussed during meetings in order to reach consensus. When a decision cannot be reached, the Chairperson will call for a vote in which a 50 per cent vote will be required for a decision to go ahead. In the event the group are required to plan or contribute to a separate function (e.g. event planning or reporting etc.), a sub-group may be formed where members can choose to opt-in based on their interests.
 - The minute taker will take minutes and send to the Chairperson for circulation across the group via email.
 - Attendance at 50 percent of meetings and ongoing communication with the group via email is the expected commitment for group members.
- Member conduct
 - In line with our intersectional approach, there is zero tolerance for bigotry on the basis of gender or sexuality. This group respects a difference in opinion, as long as this does not perpetuate harmful stereotypes that can lead to people and spaces feeling unsafe.
 - This group values the voices of those with lived experience.
 - Members are required to act honestly and treat others with respect.

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- Members will ensure that privacy and confidentiality is respected. It is important that issues discussed are with the intention of learning and continuous improvement.
- Members will exercise reasonable care and diligence when it comes to discussing sensitive matters.
- Information management
 - The minutes will be stored in virtual secure storage at Moonee Valley City Council.
 - All contact information for members will be held by the Equity and Inclusion team in virtual secure storage at Moonee Valley City Council. Contact information will not be circulated with anyone without written consent from member/s.
- Communication
 - All communication will be conducted via email. Phone calls may be organised if necessary.
 - Timely communication when possible is valued by this group.

Amendment, modification or variation

These Terms of Reference were adopted by the LGBTIQ+ reference group on 12 May 2022 as per minutes of 12 May 2022 and {trim link}. They may be amended, varied or modified after consultation and agreement by review committee members.