

# Community Liaison Group Terms of Reference

## Hobsons Bay Pride Program

April 2024 – November 2024

### Introduction and purpose

A Community Liaison Group (CLG) is established to assist Council in the design and implementation of 2024 Hobsons Bay Pride, a commitment of the 2024 Mayoral program in support of our LGBTIQIA+ community.

Hobsons Bay Pride explores programs, services, resources and ways for the LGBTIQIA+ community to connect in Hobsons Bay.

The purpose of the CLG is to bring together local knowledge, expertise and networks, including to contribute ideas and contacts, and to guide engagement with the community.

### Community Liaison Group details

#### Duration

- It is planned that the CLG will be engaged for the period April through until November 2024.

#### Formation

The CLG is convened by Hobsons Bay City Council, formed through an Expressions of Interest process.

Applications are invited from people who meet one or more of the following criteria

- A personal or professional link with the Hobsons Bay LGBTIQIA+ community
- Commitment to making a positive contribution in the community
- Experience in designing programs
- Interest in community engagement including in the western region

To be eligible, applicants need to

- Work, live or study in Hobsons Bay
- Be able to attend and contribute to meetings which are scheduled monthly – in person or virtual can be arranged

The selection of members for the CLG will be guided by diversity, skills, geographic representation. Members will be invited to local and regional LGBTIQIA+ events and activities.

Council may invite people as members onto the CLG or invite as guests to meetings.

### Operation of the CLG: meetings, requirements and code of conduct.

- CLG members need to agree and adhere to a code of conduct that supports a respectful and safe environment in the exchange of ideas and in creating an open and trusting committee atmosphere.
- Meetings are planned to be held monthly from to November 2024 or as agreed by the group
- All meeting venues will be accessible. Council can provide support to transport or other requirements, and sign or language interpreter as appropriate.
- Membership of the CLG is on a voluntary basis, there is no fee paid to attendees.
- The CLG itself doesn't have budgetary responsibility, decision-making powers or any delegated authority.

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Role of a Community Liaison Group member:

- Develop recommendations toward Council's Hobsons Bay Pride Program
- Actively participate in the CLG including attendance at meetings, and sharing ideas and contributing expertise

Role of the Chair:

- Facilitate discussion and assist the group to a consensus and position on activities and events to guide Council's 2024 Hobsons Bay Pride Program
- Support members in their role within the CLG
- Act as the official spokesperson of the CLG
- Guide the group on factors that will ultimately impact and determine the development of the 2024 Hobsons Bay Pride Program (examples such as operational, safety, budgetary, liability as a guide)
- Run the CLG meetings efficiently and effectively including, but not limited to tasks such as
  - Delegating meeting chair responsibilities to a Council staff member if unable to attend
  - Meeting with Council staff members to plan meeting agendas
  - Encouraging participation of CLG members
  - Keeping meetings to time, unless agreed to by the group at the meeting;
  - Ensuring all are able to express views
  - Ensuring no one person dominates proceedings

## Things to note – governance

- CLG members note that the Chair is the authorised spokesperson/s for the CLG and members are not authorised or required to speak for the group including to the media, or in the distribution of materials and information until agreed
- CLG members are to advise the Chair or a Council staff member if they are unable to attend meetings
- All members of the CLG are required to
  - Observe the provisions of the Hobsons Bay City Council Privacy Policy relating to any access to personal information. Privacy legislation governs the collection, holding, use, correction, sharing, disclosure and transfer of personal information.
  - Disclose any Conflicts of interest
  - Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information