Terms of Reference



TERMS OF REFERENCE

These terms of reference were last reviewed and updated on 14 July 2023.

Banyule City Council Population Committees

Introduction

Banyule City Council values and is proud of its diversity. Banyule is a diverse community, made up of people from different cultures, beliefs, abilities, bodies, ages, sexualities, genders and identities. Council is committed to inclusion, access and equity for everyone. These principles foster cohesiveness, empower people and improve the wellbeing of the Banyule Community.

We uphold the right all people to have the opportunity to engage on the future of the Banyule community and collaborate to address issues that impact individuals, groups and the whole community. Engaging and empowering people to have a say on matters that affect them builds social cohesion and committees play an important role.

Within Banyule there are a range of specific groups, with unique knowledge and lived experiences, who can provide specialised advice on specific subjects.

Banyule City Council formed Committees to ensure advice from these specific groups, consisting of a diverse range of perspectives from a cross section of the Banyule community, is reflected in decision-making and to support Council to achieve an uplift in community health, wellbeing, sustainability and prosperity.

In 2021, Council developed an overarching Inclusive Banyule Advisory Committee (IBAC), which includes members from multiple intersections across Banyule. The Population Committees will feed into the Inclusive Banyule Advisory Committee. The Inclusive Banyule Advisory Committee will meet a minimum of four times per year.

See **Appendix B** for specific information relating to the four Population Committees.

1. AIMS AND OBJECTIVES

Committee	Aims and Objectives
LGBTIQA+	To provide Council with advice and information on inclusion, access and equity issues facing the LGBTIQA+ community, and on the implementation and review of Council's LGBTIQA+ Plan.
Disability and Inclusion	To provide Council with Disability, Inclusion, Access, Equity and Human Rights advice and information on the evolving context of disability, and on the issues, barriers and challenges facing, the opportunities available to, and the aspirations of, people with disabilities in Banyule.
Multicultural	To provide Council with advice and information on the evolving context of multiculturalism, and on inclusion, access, equity and human rights issues, barriers and challenges facing, the

	opportunities available to, and the aspirations of, multicultural communities in Banyule.
Age-friendly	To provide Council with advice on older adult issues and ageing well in Banyule. The Age-friendly Committee will oversee the relevant strategic plan and Councils involvement in the World Health Organisations Global Network of Age-friendly Cities.

2. Key Objectives

- Provide feedback and advice to Council on its policies, plans, services and projects that impact the Population Committee communities.
- Consider and provide advice on key Government initiatives, programs and reviews that impact on Population Committee communities.
- Advocate on Population Committee communities
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing Population Committee communities
- Provide advice to Council in relation to its communication, engagement and consultation with Population Committee communities
- Monitor the implementation of the Population Committees Action Plans.

3. Good Governance

3.1 Community Engagement

Banyule City Council will uphold the community engagement principles specified in section 56 of the Local Government Act 2020.

3.2 Committee member obligations

In performing the role of Committee member, a person must:

- act with integrity
- impartially exercise their responsibilities in the interests of the local community; and
- not improperly seek to confer an advantage or disadvantage
- avoid conflicts between their Committee role and their personal and/ or professional interests and obligations.

These obligations relate to:

- misuse of position as a member of the Committee (Section 123)
- confidential information (Section 125) and
- conflict of interest (Sections 126 to 131).

See Appendix A for further information

3.3 Conflict of Interest

Conflict of interest is essentially about transparency. A failure to provide the right level of transparency or to take appropriate action may be perceived as an indicator of impropriety.

Where a member has a conflict of interest, they must advise the Chair in advance of the meeting and no later than the beginning of the meeting. The member must leave the leave during discussion.

3.4 Confidentiality

Member email addresses provided to the Executive Support Officer will be shared with other members of this committee for the purpose of organising meetings and distributing shared information. Names of Committee members will be published in minutes and agendas, which will be made available on Council's website.

Under any other circumstances, permission will be sought from individual members before personal information is shared with any other Council staff or third party.

Code of Conduct

All members will:

- Act honestly and treat others with respect.
- Exercise due diligence and reasonable care.
- Not make improper use of their position or make improper use of information acquired because of their position.
- Support colleagues to raise issues or problems and have them dealt with in an honest and respectful manner.
- Have equal opportunity to participate in the committee discussions.
- Provide constructive feedback or complaints to the Committee via the Executive Support Officer prior to raising it at a committee meeting.

Extent of Authority

Committee members do have not authority to:

- Expend money on behalf of Council.
- Speak on behalf of Council.
- Speak on behalf of the Committee.
- Commit Council to any arrangement.
- Consider any matters outside its area of reference.
- Direct Council officers in the performance of their duties.
- Make decisions behalf of Council.

The Committee has the authority to make recommendations to Council as outline in section 6.3.

Volunteers

Committee members, other than Councillors and staff, are volunteers. Following appointment by resolution by Council (or via delegation by the Director), Committee members must sign a declaration that they will abide by the Terms of Reference.

Child Safety

Committee members must comply with the Council's Child Safe Policy and uphold the commitment to the safety and wellbeing of children and the prevention of child abuse. As a volunteer, committee members fall under the Reportable Conduct Legislation.

4. Membership

The Committees will consist of the following members:

Committee	Membership
LGBTIQA+	One Councillor
	Up to 12 members
	Up to 3 representatives from community
	organisations, agencies and service
	providers who have a focus on provision
	of services to LGBTIQ+ communities in
	Banyule
Disability and Inclusion	One Councillor
	up to 12 community members (people
	with a disability, their carers and families)
	 up to 3 agency, service provider and
	organisational members
Multicultural	One Councillor
	• up to 10 community members (people
	from multicultural communities)
	 up to 5 agency, service provider and allied organisational members
Age-friendly	One councillor
	• 15 members
	6 individual community representatives
	• 6 representatives from community groups
	or volunteer representatives of
	community and not for profit
	organisations

As far as practicable, the membership of the Committee will reflect:

- A diverse range of interests and experience, to provide a balance of perspectives.
- The demographics of the municipality.
- The geographic diversity of Banyule.

4.1 Councillor Membership:

Council will appoint one Councillor and one substitute Councillor for a one-year period.

Role of Councillor

- Act as the Chairperson of the committee (where appropriate).
- Acknowledge and value the diverse views of members.
- Listen to and represent the views of the committee by acting as the bridging link between the Council and the committee.
- Act as an advocate on behalf of the Committee on recommendations presented at Council.
- Give one week's notice to the Executive Support Officer if they are unable to attend, and request that the substitute Councillor to attend in their absence.
- Assist members to abide by the Code of Conduct and act if there are breaches by issuing: a verbal warning, followed by a written warning and then expulsion if behaviour/breach is not addressed satisfactorily.

Role of Chair

- Approve the agenda and the minutes.
- Guide the meeting according to the agenda and time available and facilitating fruitful discussions.
- Acknowledge and value the diverse views of members.

- Give one week's notice to the Executive Support Officer if they are unable to attend, and request that the substitute Councillor to attend in their absence.
- Assist members to abide by the Code of Conduct and act if there are breaches by issuing: a verbal warning, followed by a written warning and then expulsion if behaviour/breach is not addressed satisfactorily.

4.2 Community and Organisational membership

Community and organisational members are voluntary and may hold a position on the committee for a term of two years. Council will seek representation from community and organisational members via the Recruitment process specified in section 6. The committee will consist of:

Committee	Community and Organisational Membership
LGBTIQA+	 Up to 12 Banyule residents from the LGBTIQA+ community. Community members that identify as an Ally (a strong supporter of the LGBTIQA+ community) will also be considered Up to 3 representatives from community organisations, agencies and service providers who have a focus on provision of services to LGBTIQA+ community committee members will be involved in recruitment and selection of organisational appointments.)
Disability and Inclusion	 Up to 12 residents who meet the selection criteria Up to 3 representatives from community organisations, agencies and service providers who meet the selection criteria.
Multicultural	 Up to 10 residents who meet the selection criteria Up to 5 of representatives from community organisations, agencies and service providers who meet the selection criteria.
Age-friendly	 6 individual community representatives 6 representatives from community groups or volunteer representatives of community and not for profit organisations

Once appointed, community and organisational members will:

- Attend a minimum of 60% of all meetings.
- A member who is absent from two consecutive meetings without forwarding an apology, will be considered as having resigned from the committee.
- Sit for a maximum of 2 consecutive terms (4 years in total).
- Members can resign from the committee at any time, by notifying the Executive Support Officer.
- Prepare for, attend and actively participate in meetings. This includes:

- Taking an active role in communicating the views of residents and organisations to Council.
- Keeping the Committee informed of current and emerging developments, issues, opportunities and activities relevant to Council.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Respond to communication from Council between meetings in a timely manner.
- Share relevant information with your networks as requested.
- Support Council events and initiatives, where possible.
- Volunteer for working groups, as appropriate.
- Assist Council with the evaluation and review of the Committee at the completion of the term of the committee (every two years).

4.3 Council staff

A specific Council Officer will be assigned as the Executive Support Officer.

Once assigned, the Council Officer will:

- Act as the key contact for all members.
- Prepare agendas, keep minutes of the meetings, follow up on actions identified in meetings.
- Provide access to objective, relevant and timely information to inform the participation of members between meetings.
- Support individuals to access reasonable support to enable meaningful and informed engagement.
- Ensure Recommendations made by the committee are presented to Council.
- If unavailable, the Council officer will arrange for a suitable substitute to perform the duties.

5. Recruitment Process

A fair and transparent process will be adopted to attract and select community and organisational members to the committee.

5.1 Advertising

Leading up to the expiration of the term of the current Committee, an Expression of Interest that invites applications from community members for the following term will be advertised through Council publications, social media, local media, and circulated through Committee network. The Expressions of Interest will be advertised for a minimum of 14 days.

Key organisations may be recruited directly by Council Officers.

5.2 Selection Criteria

Committee members will be able to demonstrate:

Essential criteria

- Live, work or study, or have a relevant connection with Banyule
- Knowledge and understanding of the needs and issues related to the specific population committee to which they are a member
- Interest and involvement in local and/or broader projects, social and economic participation, inclusion, human rights and change-based advocacy or networks
- Direct links to local community populations and/or relevance organisations in Banyule

Desirable criteria

- Experience and/or understanding of the role of an advisory committee
- Specialist knowledge or interest in a topic or concept which related to the specific population committee to which they are a member
- An understanding of Local Government services and programs from an inclusion perspective

• Direct links to the local community and/ or relevant organisations in Banyule City Council

Permanent staff members of Banyule are not eligible to apply for membership.

5.3 Selection process

An assessment panel of a (business unit) Manager and two Council officers will assess the applications against the selection criteria and the diversity principles specified in Section 4. Where appropriate, applications may be contacted for further information to aid decision making.

The assessment panel will make a recommendation regarding the filling of vacancies to Council via a report. Council (or the Director via delegation) will make the determination. All candidates will be notified of the outcome of their application in writing by Council.

Employees of Banyule City Council and contractors are ineligible to hold a position on the Committee if a conflict of interest exists.

Should positions become vacant during the term of the Committee, previous nominations may be considered to fill the vacancy. An Expression of Interest Process will be undertaken if there are no previous nominations that meet the criteria. Alternatively, representatives from specific cohorts can be sought out to join the Committee to ensure adequate representation as per Section 4. The Director has the delegation from Council to approve appointments to the Committee fill vacancies that arise part way through the term of the Committee.

5.4 Induction and orientation

An induction and orientation process will occur for all members at the beginning of the term of the Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Committee.
- Providing members with an overview of the structures and decision-making processes of key stakeholders, including Council.
- Introduction to any policies, plans or strategies
- Overview of key issues identified
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Where appropriate, additional training relevant to the role may be offered to committee members.

An abridged induction and orientation will also be provided to new members who join the Committee midway during the Committee's term.

5.5 Co-opted members

The Committee may invite suitably skills persons to join the Committee as a co-opted member for a specified purpose and period. A co-opted member joins the Committee in an advisory capacity and does not form part of the quorum.

6. Meetings

6.1 Frequency and duration

Meetings may be held face-to-face, online or a combination of both. A call to the membership for agenda items will be issued two weeks prior and confirmed agendas will be distributed at least one week prior to the meeting. Minutes will be distributed to members for confirmation within two weeks of the meeting.

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LGBTIQA+	The LGBTIQA+ Committee will meet six times per year for a duration of up to two hours. The Committee usually meets on the second Thursday bi-monthly (from February 2021), for no less than 1.5 hours from 5.30pm.
Disability and Inclusion	The Banyule Disability (Physical, Sensory, Intellectual, Mental Illness, Neuro-divergency and Psycho-Social) and Inclusion Committee will meet six times per year for a duration of up to two hours. Meetings are typically held on a Wednesday evening from 5.30 – 7:00pm.
Multicultural	The Banyule Multicultural (Asylum Seekers, Refugees, International Students and Culturally and Linguistically Diverse Communities) Committee will meet six times per year for a duration of up to two hours. Meetings are typically held on a Tuesday evening from 5.30 – 7:00pm.
Age-friendly	The Age-friendly Committee will meet six times per year for a duration of up to two hours. Additional working group meetings will be scheduled as required. Working groups may form around a certain topic, activity or event, and Committee members with interest or expertise may volunteer to meet more frequently on that matter. See 6.5.

6.2 Quorum

A meeting will become an official Committee meeting once a quorum attends the meeting.

Committee	Quorum
LGBTIQA+	A Quorum of the LGBTIQ+ Committee will consist of eight community and organisational members being present who vote in support of the Recommendation with the Councillor present. If there are less than 15 permanent members of the committee, half of the majority plus one shall form a quorum.
Disability and Inclusion	The quorum for the committee is one Councillor plus eight community and organisational members.
Multicultural	The quorum for the committee is one Councillor plus eight community and organisational members.
Age-friendly	The quorum for the committee is one Councillor plus 4 members.

Neither Councillors, nor Council staff, including the Executive Support Officer, have a vote under the quorum.

6.3 Making Recommendations

- A committee may decide to bring an action item to the attention of Council, for their consideration and possible adoption.
- The wording of the Recommendation will be developed with the assistance of the committee and the Executive Support Officer, voted on by the members (in a meeting with a quorum) and noted in the meeting minutes.
- Council staff and the Councillor will ensure the Recommendation is presented to Council in a timely manner.
- Council's decision and rationale for the decision will be communicated back to the Committee at the following meeting after the Council decision is made, by the Chair.

6.4 Support to participate in meetings:

Participants are entitled to reasonable support to enable meaningful and informed engagement. To allow for diverse participation, and considering the various circumstances of members, Council can support participation of members through provision of assistance, including but not limited to:

- Hearing loops
- Translators
- Provision of refreshments at face-to-face meetings
- Transport vouchers
- Childcare reimbursement.

Individuals seeking support to participate are asked to contact the Executive Support Officer as soon as possible and prior to the meeting to discuss individual needs.

6.4 Working Groups

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues, opportunities or projects. Membership of the working groups will be open to all members and non-members. A committee working group member will be nominated to provide feedback at the committee meetings.

7. MONITORING AND REPORTING

Record of Meetings to be tabled at Council Meetings

This committee is considered an informal meeting involving Councillors and in accordance with the Banyule Governance Rules the details of the meetings including topics discussed, attendees and any conflicts of interest declared will be recorded and tabled at the next convenient Council meeting; and recorded in the minutes of that Council meeting.

The minutes of meetings will be circulated to members via email for confirmation, and then placed on Council's website for viewing.

Recommendations and requests arising from meetings will be presented to Council for consideration. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's Policies and Plans and budgetary processes.

Appendix A

Local Government Act (LGA) 2020 Regulatory Obligations

Guidance to Committee Members

LGA Section	Local Government Act Requirement
Misuse of Position	•
123(1)	A member must not intentionally misuse their position to: Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the committee include: Making improper use of information acquired as a result of being a member of the Committee; or Disclosing information that is confidential information; or Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or Using public funds or resources in a manner that is improper or unauthorised; or Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Informatio	n
125	A member of the committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: A general conflict of interest as described in Section 127; or A material conflict of interest as described in Section 128.
127	A member of the committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

Appendix B Population Committees Specific Information

LGBTIQA+

Background - Council acknowledges that the wellbeing of certain groups, including our LGBTIQA+ community is impacted more than others and requires a greater level of attention. The LGBTIQA+ Committee contributes to Council's commitment to engaging and supporting diverse communities as outlined in Council's City Plan.

Key Objective – of LGBTIQA+ Committee is to provide feedback to Council about the key issues and concerns of the LGBTIQ+ community in Banyule, to drive the implementation and oversight of Council's LGBTIQA+ Action Plan and to work collaboratively with Banyule Council and our partners to promote access, equity, participation and rights of LGBTIQ+ people in Banyule and more broadly.

Membership - The LGBTIQA+ Committee will consist of up to 15 members. As far as practicable, the membership of the Committee will reflect:

- A diverse range of lived experience under the Rainbow acronym and within local demographics
- An interest in and/or good working knowledge of social justice issues as they pertain to LGBTIQA+ communities and more broadly,
- An understanding of how LGBTIQA+ identities can intersect with broader identities and life experiences (for example ethnicity, ability or older age) and increase vulnerability to disadvantage.

Essential criteria:

- Members must live, work or study in Banyule and have an understanding of factors the local LGBTIQA+ community
- Members must have a strong interest in, or involvement with, LGBTIQA+ advocacy more broadly, including an understanding of human rights and social justice at the State and national tier
- The capacity to attend bimonthly meetings and be an active member of the committee, undertaking tasks between meetings as agreed.
- An interest in social inclusion as expressed through LGBTIQA+ participation in economic, cultural and social life of the municipality,
- An appreciation of intersectionality and how LGBTIQA+ identity may be expressed diversely across age groups, socio-economic status, ethnicity and faith and so forth.
- An understanding of the (mental) health consequences associated with discrimination and stigma for LGBTIQA+ people.

Desirable criteria

- Experience and/or understanding of the role of representing a population cohort on a local government committee
- An understanding of (Local) Government processes, services and programs from an inclusion perspective
- Direct links to LGBTIQA+ peak state/national organisations

Multicultural (Asylum Seekers, Refugees, International Students, Interfaith and Culturally and

Linguistically Diverse Communities)

Background - Council established this committee in January 2015 to provide input and feedback about the key issues and concerns of Banyule's multicultural communities, consistent with Council's commitment to engaging and supporting diverse communities. The Committee has played a key role in the development and implementation of Council's Multicultural Action Plan and advising Council on key issues relating to multicultural communities.

Key Objective - is to contribute to and inform the development of, and to assist and monitor the implementation of, Council's 2022-2026 Multicultural Plan and related multicultural policies, procedures and programs.

Membership - Wherever possible, the membership should have an interest in and a beginning working knowledge of the following human rights and social justice issues as they pertain to multicultural communities:

- Asylum seeker, refugee and new migrant needs, referral pathways and services
- Intergenerational culturally and linguistically diverse (CALD) communities
- Culturally inclusive employment, small business, income and social enterprise
- Culturally inclusive education and training, sport and recreation and arts and culture
- Accessible social housing, transport, food and medical, mental health and welfare services
- The social and mental health consequences and stigma associated with racism

Desirable criteria

- An interest in multicultural communities human rights as expressed through their full participation in economic and educational, sport and recreation and arts and cultural life, their access to social housing and accessible transport, and to identity expression, validation, celebration, solidarity and advocacy via participation in multicultural politics and culture
- An appreciation of intersectionality and how multiculturalism articulates with, and may be expressed across, gender, socio-economic status, culture and place *(including workplaces)*
- An understanding of the mental health consequences and stigma associated with racism

Disability and Inclusion (Physical, Sensory, Intellectual, Mental Illness, Neuro-divergency and Psycho-

Social):

Background - Council established this committee in January 2015 to provide input and feedback about the key issues and concerns of people with a disability, their carers and families in Banyule, consistent with Council's commitment to engaging and supporting diverse communities. The Committee has played a key role in the development and implementation of Council's Disability Action Plan and advising Council on key issues relating to people with a disability.

Key Objective - is to contribute to and inform the development of, and to assist and monitor the implementation of, Council's 2022-2026 Disability Plan and related disability policies, procedures and programs.

Additional Objective - Consider and provide advice on key government initiatives, programs and reviews, in particular the National Disability Insurance Scheme, the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability, the Royal Commission into Victoria's Mental Health System, the Royal Commission into Aged Care Quality and Safety, and the Productivity Commission Inquiry into Mental Health.

Membership - Wherever possible, the membership should have an interest in and a beginning working knowledge of the following human rights and social justice issues as they pertain to people with disability:

- Inclusive employment, small business, income and social enterprise
- Inclusive education and training, sport and recreation and arts and culture
- Accessible social housing and transport
- Mental health and stigma associated with disability
- The National Disability Insurance Scheme

Desirable criteria

- Lived experience of at least one of the following: being a person with physical, sensory or intellectual disability or mental illness, neuro-divergency or psycho-social disability
- Lived experience of at least one of the following: caring for a person with physical, sensory or intellectual disability or mental illness, neuro-divergency or psycho-social disability
- An interest in people with disabilities human rights as expressed through their full participation in economic and educational, sport and recreation and arts and cultural life, their access to social housing and accessible transport, and to identity expression, validation, celebration, solidarity and advocacy through participation in disability politics and culture
- An appreciation of intersectionality and how disability articulates with, and may be expressed differently across, gender, socio-economic status, culture and place *(including workplaces)*
- An understanding of the mental health consequences and stigma associated with disability
- Participation in or an understanding of the aims of National Disability Insurance Scheme

Age-friendly

Background - In November 2014, Banyule was accepted by the World Health Organization as a member of the Global Network of Age-friendly Cities. In joining the Global Network, Council made a commitment to a cycle of continual improvement in influencing the health and quality of life of older people. A core aspect to the Age-friendly City approach is to include older people as active participants in the process.

The Age-friendly Committee was established in December 2014. This Committee brings various stakeholders together to support Banyule in being an Age-friendly City. The Age-friendly Committee provides feedback to Council about a range of issues that may influence policy, service and program development as it affects older people. Feedback provided assists Council to identify, articulate and respond appropriately to new and emerging issues and to develop and implement plans that benefit the community. The Age-friendly Committee does not have power to make policy decisions and is not legally responsible for the recommendations they make to Council.

In 2016 the Victorian government announced the Age-friendly Victoria Declaration, with Banyule becoming a signatory to the declaration. The Age-friendly Committee also developed the Age-friendly Banyule Policy Statement which was adopted by Council in September 2016.

The Banyule Older Adults Strategic Plan 2017 – 2021 provides a roadmap for Council and others to follow to support the health and wellbeing of all residents, particularly older adults. The Plan provides Council with nine clear areas of focus for the four-year period. The Age-friendly Committee at the time would oversee the implementation of this Plan. A future Strategic Plan will be similarly overseen by the future Committee. (2021-2022)

Key Objective - Contribute to the development of the related strategic plan, associated activities events, and other involvement in the World Health Organisation Global Network of Age-friendly Cities.

- Represent the views and needs of older adults within Banyule.
- Strengthen partnerships with residents, community groups and services in Banyule.
- Contribute to a cycle of continually assessing and improving Banyule's age-friendliness.