



## **TERMS OF REFERENCE**

### **PRIDE CENTRE EXPRESSION OF INTEREST REFERENCE PANEL**

#### **1. Scope**

The Pride Centre Expression of Interest Reference Panel (PCEOIRP) is guided by Council's Community Engagement Framework. The PCEOIRP does not have delegation or decision-making powers. The final decision-making body is Council.

#### **2. Purpose Statement**

On 22 September 2020, Council endorsed the creation of a Pride Centre Expression of Interest Reference Panel.

The PCEOIRP has been created to provide advice and feedback regarding the Pride Centre, the Pride Centre operational model and Pride Centre future directions where they relate to the Expression of Interest criteria; ensuring the needs and requirements of the LGBTIQ community are incorporated into the setting up of the Pride Centre operations.

A Pride Centre is intended to create a dedicated space in the Inner West to:

- Provide a safe, welcoming and inclusive space for the LGBTIQ community
- Address social isolation of all risk groups within the LGTBIQ community
- Where appropriate, provide access to services and programs (with particular emphasis on being responsive to the Inner West LGBTIQ community)
- Support capacity building within the community

The Reference Panel will provide advice to Council on the following:

- Aspects of the development and delivery of a Pride Centre Expression of Interest process including but not limited to:
  - creating EOI criteria
  - input into EOI assessment process
  - governance structure
  - mission and values statements
  - constitution and strategic plan
  - space use policy which will balance the needs of the LGBTIQ, Newtown and Inner West communities
  - community engagement strategies and other strategic and operational policies as required

#### **3. Community Engagement Framework**

The Community Engagement Framework guides how Council will engage so that a broad range of perspectives are sought and the community has a strong voice in Council's decision-making.

Effective engagement will:

- ensure community needs and expectations are understood and reflected in the decisions and actions of Council
- result in better, more sustainable decisions
- build trust and improve accountability through transparency of decision-making
- value local knowledge and foster local problem-solving
- improve understanding of Council's planning, prioritising and resourcing
- identify critical issues and opportunities early
- optimise use of limited resources and maximise efficient resource allocation.

#### **4. Code of Conduct applies to members.**

[www.olg.nsw.gov.au/strengthening-local-government/conduct-and-governance/model-code-of-conduct](http://www.olg.nsw.gov.au/strengthening-local-government/conduct-and-governance/model-code-of-conduct)

#### **5. Timing of Meetings**

The PCEOIRP will meet as required.

#### **6. Membership and roles**

Members appoint a Chairperson at their first meeting. Council encourages community members to chair meetings. If the elected Chairperson is absent, members elect a Chairperson for that meeting. If a member resigns, a replacement will be recruited.

One or more Council staff members will be appointed as convenors of the panel. The convenor will develop the agenda in consultation with members, attend meetings, advise members about Council policy where relevant and take notes of advice received from the panel resulting from agenda items.

Two members of the Council's LGBTIQ working group are to be members of the reference panel.

#### **7. Quorum**

Although the reference panel is not a decision-making body, a quorum is required when meeting. The quorum for meetings is 50% + 1 additional member. Only one representative from each organisation may vote.

There will be a maximum of 12 panel participants on the panel.

#### **8. Meeting principles**

Members are expected to:

- participate in discussions and offer opinions and knowledge
- treat others with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting where practical
- declare conflicts of interest
- maintain the confidentiality of information where relevant

Panel members will be required to complete a Conflict of Interest declaration and will be required to recuse themselves from decisions relating to organisations that they are connected to, based on the Conflict of Interest declaration. Additionally, Conflict of Interest declarations

will be a standing agenda item and it will be the responsibility of the panel members to declare a conflict of interest should it arise.

### **9. Agendas**

Agendas will be circulated to members one week prior to the meeting.

### **10. Media**

The Mayor and the General Manager are the designated media spokespeople for Council in accordance with Council's Media Policy. Panel members may speak to the media about their own views but must not purport to represent Council.

### **11. Reporting and transparency**

The PCEOIRP will provide feedback through to a staff convenor to the City Living Director. Minutes will be taken of each meeting and kept on Council records.

### **12. Review**

Following the conclusion of the Expression of Interest process, a review will be undertaken of the panel's work to date and any future engagement or role for the panel.