

# 2024 LGBTIQ+ Ministerial Advisory Council - Nomination Form

## Form Preview

### Form explanation

#### About 2024 recruitment to the ACT LGBTIQ+ Ministerial Advisory Council

##### About LGBTIQ+ Ministerial Advisory Council

The ACT Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) Ministerial Advisory Council (the Council) provides strategic advice to the ACT Government on issues affecting LGBTIQ+ communities in the ACT. LGBTIQ+ is used respectfully to include all people of diverse sex, gender, variations of sex characteristics or sexual orientation. The plus symbol is a reminder that the acronym is not intended to limit this to those who are lesbian, gay, bisexual, trans and gender diverse, intersex, queer and/or asexual.

The work of the Council reflects the aim of the ACT Government for Canberra to be a socially and culturally inclusive community that celebrates its diversity and makes Canberra the most LGBTIQ+ welcoming and inclusive city in Australia. The Council supports the achievement of this objective through consultation with the LGBTIQ+ community and relevant organisations and its advice to the Chief Minister.

The Chief Minister may consider the composition of the Council when selecting members to ensure that the Council represents the broad spectrum of people in LGBTIQ+ communities.

In addition to ensuring that the Council is composed of members who hold knowledge and expertise about each of these communities, the Council will include (where appropriate) people with disability, people of diverse cultural and linguistic backgrounds, Aboriginal and Torres Strait Islander people, and people of different ages and from different locations. The Office for Women and the Office for Multicultural Affairs as well as the Office for Aboriginal and Torres Strait Islander Affairs will be consulted prior to appointments being made.

##### 2024 skills and representational gaps to be filled

This recruitment round we are looking to fill representational and skills gaps on the Council. There are up to six vacancies. **It is essential that applicants for all vacancies have demonstrated expertise in at least one of the following areas:**

- An understanding of the issues faced by:
  - Young LGBTIQ+ people
  - Older LGBTIQ+ people
  - Asexual people
  - People born with variations of sex characteristics
  - Parents and carers
  - Aboriginal and Torres Strait Islander people
  - People who are currently on migrant/refugee visas and international students
- Legal issues for LGBTIQ+ people
- LGBTIQ+ Aboriginal and Torres Strait Islander people
- Disability justice and inclusion in LGBTIQ+ spaces
- LGBTIQ+ health
- LGBTIQ+ homelessness
- Family, domestic and sexual violence in LGBTIQ+ communities
- LGBTIQ+ sex workers

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**It is also expected that all applicants demonstrate at least one of the following skills and are willing to contribute them during the term of their appointment:**

- demonstrated ability to provide policy advice;
- demonstrated ability to use your lived experience to consult and engage with diverse LGBTIQ+ communities in Canberra and demonstrated ability to run genuine consultations; and
- demonstrated research skills.

Council members are paid per diems for each meeting (with a maximum of 6 payments per calendar year) as per the latest determination of the ACT Remuneration Tribunal for Part-time Public Office Holders. Current per diem rate for a member is \$525 and for the Chair is \$615 per meeting with an additional superannuation contribution.

### **Confidentiality**

All information provided in this form will be treated as confidential.

To obtain a hard copy of this form please contact the LGBTIQ+ Ministerial Advisory Council Secretariat on 02 6205 1317 or [LGBTIQCouncil@act.gov.au](mailto:LGBTIQCouncil@act.gov.au)

### **Community information session**

The Office is holding a community information session where you can learn more about the role on the Council and meet current members.

**Thursday 4 April 5:30pm-6:30pm | online via teams**

register here: <https://forms.office.com/r/MGDRUwTqPQ>

### **Accessibility**

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format**—such as large print or audio—please telephone **(02) 6207 7667**.

If English is not your first language and you require **translating and interpreting services**, please telephone **131 450**.

If you are deaf or hearing impaired and require the **TTY typewriter service**—please telephone (02) 6205 0888.

If you are unable to complete this online application contact the LGBTIQ+ Council Secretariat on [LGBTIQCouncil@act.gov.au](mailto:LGBTIQCouncil@act.gov.au) to obtain a hard copy application.

### **Application requirements**

For your nomination to be considered, please:

- 1.Fill out this application form
- 2.Provide 1 referee reports
- 3.Attach your CV

**Closing date: Midnight 5 May 2024**

## Nominee details

\* indicates a required field

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### Your full name (legal) \*

First Name

Last Name

This information is required for setting up per diems and superannuation payments. It is only shared with the payroll team.

### Your preferred full name

If same as above, skip this question.

### What are your pronouns?

- ☐ They/them
- ☐ She/her
- ☐ He/him
- ☐ Xe/xem
- ☐ Avoid pronouns/use name
- ☐ Prefer not to answer
- ☐ Another combination (please specify)

### If you selected another combination above, please specify

### What is your address? \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Phone / mobile number \*

Must be an Australian phone number.

### Email \*

Must be an email address.

## Diversity characteristics

We collect this data to ensure that the composition of the Council is representative of diversity of LGBTIQ+ communities. This data is confidential and is not shared with other members of the Council.

### Age Group \*

- ☐ Under 25 years
- ☐ 25 - 34 years
- ☐ 35 - 44 years

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- ☐ 45 – 54 years
- ☐ 55 – 64 years
- ☐ Over 65 years

This is to ensure the Council has representation of people across the lifespan.

### How do you describe your gender? \*

- ☐ Man
- ☐ Woman
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ I use another term (please specify)

**If you use a different term to describe your gender than provided above, please specify:**

### How do you describe your gender experience? \*

- ☐ Cis (your gender is the same as your sex recorded at birth)
- ☐ Trans (your gender is different to your sex recorded at birth)
- ☐ Prefer not to say
- ☐ I use a different term (please specify)

**If you use a different term to describe your gender experience, please specify**

### Were you born with a variation of sex characteristics? \*

- ☐ Yes
- ☐ No
- ☐ I do not know
- ☐ Prefer not to say

### How do you describe your sexual orientation? (Please tick all that apply) \*

- ☐ Straight or heterosexual
- ☐ Gay, lesbian or homosexual
- ☐ Bisexual or pansexual
- ☐ Pansexual
- ☐ Asexual
- ☐ Prefer not to say
- ☐ I don't know
- ☐ Another sexual orientation (please specify)

**If you use a different term to describe your sexual orientation than provided above, please specify:**

### Are you of Aboriginal or Torres Strait Islander origin? \*

- ☐ Yes, Aboriginal
- ☐ Yes, Torres Strait Islander
- ☐ Yes, both Aboriginal and Torres Strait Islander
- ☐ No

This is to ensure the Council has representation of people across the cultural range for the ACT.

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**What cultural background or ethnicity do you identify with? \***

**Do you speak a language other than English in your daily life?**

**What best describes your current migration status? \***

- ☐ International student
- ☐ Migrant visa (including temporary)
- ☐ Refugee visa (including temporary)
- ☐ Bridging visa
- ☐ I am a citizen (born in Australia)
- ☐ I am a citizen (previously on a migrant or refugee visa)

**Do you have a disability or chronic illness? \***

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

**Are you a parent and/or carer?**

- ☐ Yes, I am a parent
- ☐ Yes, I am a carer
- ☐ Yes, I am both a parent and a carer
- ☐ No
- ☐ Prefer not to say

**How long have you lived in the ACT? \***

Please state years and months

**Are you currently engaged in paid and/or unpaid work? \***

- ☐ Yes
- ☐ No

**Name of the organisation / employer**

Please provide further details, if you answered 'Yes'

**Your role**

**Address of employer**

**Telephone (Work)**

**Email**

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**Have you previously been a member of any other ACT Ministerial Advisory Councils, Boards or Committees?? \***

- ☐ Yes  
☐ No

**Please specify your current or past involvements in Ministerial Advisory Councils, Boards or Committees including your role and date/s of appointment/s, if you answered 'Yes'**

**Please provide your short biography \***

Word count:

Must be no more than 100 words.

Please write from a third person.

## Selection Criteria

**\* indicates a required field**

### Selection criteria

Members of the ACT LGBTIQ+ Ministerial Advisory Council (the Council) need to be able to communicate the needs and views of Lesbian, Gay, Bisexual, Transgender, Intersex and Queer communities to the ACT Government. The Council will consist of individual representatives, to provide strategic advice to the ACT Government on issues affecting LGBTIQ+ communities in the ACT.

An appointment to the LGBTIQ+ Council will be for up to three years (unless otherwise determined by the Chief Minister). The LGBTIQ+ Council generally meets six times a year for a minimum of two hours. It is the responsibility of members to negotiate to be released from other commitments, including employment, to enable attendance at Council meetings.

In addition to these meetings, members are expected to undertake additional work out of session including:

- reading
- preparation for meetings
- writing proposals/submissions
- participation in the work of sub committees.

**Which Council position/s are you nominating for? \***

- ☐ Chair only

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- ☐ Deputy Chair only
- ☐ Member only
- ☐ I would like to be considered for either position and would like to leave this decision to the selection panel

Please refer to the Terms of Reference to read the position descriptions <https://www.cmtedd.act.gov.au/policystrategic/the-office-of-lgbtqi-affairs/terms-of-reference>

### Chair and Deputy Chair selection criteria

**Please demonstrate your skills and capability to be appointed as the Chair or Deputy Chair (whichever is applicable)**

Word count:

Must be no more than 250 words.

In answering this question, consider providing the following details. Can you provide examples of your initiative and leadership abilities in previous roles, including leading the development of work plans and specific projects? Can you describe your experience in acting as a public spokesperson for a group or organisation, facilitating discussions, ensuring equal participation among members, and maintaining a positive and constructive atmosphere during meetings while encouraging courtesy, respect, and openness. How would you ensure that you act in the best interest of Council business and the LGBTIQ+ community in accordance with the ACTPS Code of Conduct?

### Selection Criteria

Please provide a statement of no more than 250 words against each of the following criteria, with examples of how you have demonstrated the criteria.

**Criterion 1. A demonstrated commitment to the promotion of diversity and an inclusive community (please provide examples of how you have achieved this) \***

Word count:

Must be no more than 250 words.

**Criterion 2a. Please select your area/s of expertise (select as many as apply) \***

- |   |  |
|---|--|
| <input type="checkbox"/> An understanding of the issues faced by young LGBTIQ+ people                               | <input type="checkbox"/> Legal issues for LGBTIQ+ people                             |
| <input type="checkbox"/> An understanding of the issues faced by older LGBTIQ+ people                               | <input type="checkbox"/> Disability justice and inclusion in LGBTIQ+ + spaces        |
| <input type="checkbox"/> An understanding of the issues faced by asexual people                                     | <input type="checkbox"/> LGBTIQ+ health  |
| <input type="checkbox"/> An understanding of the issues faced by people born with variations of sex characteristics | <input type="checkbox"/> LGBTIQ+ homelessness  |
| <input type="checkbox"/> An understanding of the issues faced by LGBTIQ+ parents and carers                         | <input type="checkbox"/> Family, domestic and sexual violence in LGBTIQ+ communities |

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- ☐ An understanding of the issues faced by Aboriginal and Torres Strait Islander LGBTIQ+ +
- ☐ An understanding of the issues faced by LGBTIQ+ people who are currently on migrant/refugee visas and international students
- ☐ LGBTIQ+ sex workers
- ☐ Engagement with government

**Criterion 2b. Sound knowledge and experience regarding issues affecting LGBTIQ+ people and stakeholders (provide substantiation of your selections above) \***

Word count:

Must be no more than 250 words.

**Criterion 3. Demonstrated skills to use your lived experience to consult and engage with diverse LGBTIQ+ communities in Canberra and demonstrated ability to run genuine consultations, recognising that you may have particular expertise with one or more communities within the broader LGBTIQ+ community. \***

Word count:

Must be no more than 250 words.

**Criterion 4. The ability to draw support to effectively contribute to the LGBTIQ+ Council. (see further guidance below) \***

Word count:

Must be no more than 250 words.

This support can be through your employment, association with an organisation or any other relevant avenues of support. This includes support for your capacity to attend meetings and commit additional time to LGBTIQ+ Council responsibilities.

**Please attach your CV (not longer than 3 pages) \***

Attach a file:

Your Curriculum Vitae needs to indicate your employment history, or relevant experience (paid or unpaid); current and previous appointments on Federal, State or Territory bodies (boards, councils, committees); membership of professional or community organisations including membership of non-government boards and committees; and any other relevant experience.

**If you cannot attach your CV, you can type your CV instead.**



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**If you have a social media account which is relevant to your application, please provide details here.**

For example, this may include a professional LinkedIn account, an account which you manage which is for the purpose of LGBTIQ+ community advocacy or inclusion. Do not enter your private social media account.

## Referee reports

### Referee report

**For your nomination to be considered you must provide ONE referee report.**

Applications without a referee report will not be considered.

Your referee must be able to rate and comment on your ability to meet the selection criteria:

- 1.A demonstrated commitment to the promotion of diversity (please provide examples how you have achieved this).
- 2.A sound knowledge and experience on issues affecting LGBTIQ+ people and stakeholders in the ACT including your expertise in one or more identified policy areas as above.
- 3.The ability to consult with, and represent LGBTIQ+ communities and stakeholders in the ACT, recognising that you may have expertise with one or more communities.
- 4.The ability to draw support to effectively contribute to the LGBTIQ+ Council.

The comments your referee provides must be objective and should include specific examples wherever possible to substantiate claims.

Your referee may be contacted to seek clarification of their comments or to obtain further information.

#### **How to submit your referee report:**

1. The referee report can be made via filling out an **online form** <https://CMTEDD.smartygrants.com.au/2024LGBTIQMAC-referee>

#### **OR**

2. The referee report can be **attached** to this application in a Word or PDF format. Templates can be found [LGBTIQ+ Ministerial Advisory Council - Chief Minister, Treasury and Economic Development Directorate \(act.gov.au\)](https://act.gov.au/LGBTIQ+MinisterialAdvisoryCouncil-ChiefMinister,TreasuryandEconomicDevelopmentDirectorate)

The referee report must be provided before the deadline. For accessibility you may arrange a verbal referee report. **Please contact the Office at [LGBTIQCouncil@act.gov.au](mailto:LGBTIQCouncil@act.gov.au) at least 5 business days prior the application deadline.**

**Please note once you've submitted this form, you will not be able to edit it, if you choose to attach the referee report. Should this occur, email the referee reports**

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directly to [LGBTIQCouncil@act.gov.au](mailto:LGBTIQCouncil@act.gov.au) quoting your full name and application number.

### Name of your referee

### Referee report

Attach a file:

If your referees have filled out an online report, please skip this question

## Review, submit and feedback

\* indicates a required field

### Certification

I certify that the information contained on this form and any additional information provided is true and correct. I understand that the lodgement of this nomination form does not guarantee my appointment to the ACT LGBTIQ+ Ministerial Advisory Council.

#### Certification \*

☐ Yes, I have read and agree to the above conditions

#### Name \*

Title

First Name

Last Name

#### Date \*

Must be a date.

#### Day-time phone number / mobile number

Must be an Australian phone number.

#### Email address

Must be an email address.

### Privacy Notice

In compliance with the *Information Privacy Act 2014* (the Act) personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal or

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commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, you will not be able to retrieve your application for additional edits.

Please take a few moments to provide some feedback. We would value any feedback you may have regarding our online grants application process.

### How did you find out about this opportunity?

- ☐ Facebook
- ☐ Instagram
- ☐ Twitter
- ☐ LinkedIn
- ☐ Word of mouth
- ☐ Internet browser
- ☐ Email
- ☐ Information session
- ☐ Website
- ☐ Poster in a venue
- ☐ Magazine or newspaper
- ☐ Other

### Please indicate how you found the online application process.

- ☐ Very easy
- ☐ Easy
- ☐ Neither
- ☐ Difficult
- ☐ Very difficult

### How many hours did it take you to complete this application.

Include any preparation work done before.

### Do you have any recommendations and/or advice that could improve the application process?