

TERMS OF REFERENCE



STAND OUT COMMUNITY OF PRACTICE 2025

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RESPONSIBLE OFFICER:	Team Leader Youth Community Development
AUTHORISING OFFICER:	Coordinator Youth Development

1. PURPOSE

Commencing in 2023, the Stand Out Community of Practice (SOCOP) was established for the purpose of:

- Facilitating knowledge exchange and support for secondary school staff who support LGBTQIA+ students and their allies, particularly through Stand Out groups.
- Cultivating a shared space for problem-solving and event promotion.
- Ongoing professional development opportunities.
- Ensuring the sustainability of Stand Out groups through consistent support of school staff.

2. OBJECTIVES

- Provide a central access point for secondary school teachers and staff to receive support from COGG's Youth Development unit.
- Increase members knowledge and interest in supporting LGBTQIA+ young people according to best practice and available evidence.
- Ensure members feel supported and equipped to deliver a Stand Out group in their school.
- Facilitate peer support opportunities amongst members to share experiences and strategies supporting LGBTQIA+ students.

This will be achieved through 4 network meetings annually and providing access to a SOCOP online hub.

3. DEFINITIONS

In this Terms of Reference:

City refers to the administration of the Greater Geelong City Council, led by the Chief Executive Officer.

City of Greater Geelong refers to the geographical local government area.

Council refers to the Greater Geelong City Council.

LGBTQIA+ refers to people who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual as well as Pansexual, Gender Diverse, Non-Binary, Gender Queer, Agender, Aromantic, Brother boy and Sister girl.

Members refers to individuals from secondary schools represented on the SOCOP mailing list.

SOCOP refers to Stand Out Community of Practice (name of this network).

Stand Out group refers to school-based group for LGBTQIA+ students, allies and any students who may be questioning their sexuality or gender identity.

Youth Development Unit refers to the business unit within the City of Greater Geelong dedicated to the development of young people.

4. TERMS OF REFERENCE

4.1 Expected / Definite life of the Network

This update of the Terms of Reference becomes effective upon adoption by the network on 25/02/2025. A biennial review of the networks role and function will inform new iterations of the Terms of Reference.

4.2 Constituency of the Network

The SOCOP invites secondary school staff within the City of Greater Geelong who facilitate or are seeking to establish a Stand Out group within their respective school to participate in the meetings.

Registration as a member is discussed with and approved by the City's Youth Development Officer – Social Inclusion.

4.3 Authority of the Network

The SOCOP members do not have delegated authority to act on behalf of the City or provide advice to the City beyond the parameters of the SOCOP.

4.4 The Network Members Commits to

- Lead the establishment and maintenance of a Stand Out group within their respective school as per the Stand Out Implementation Guide.
- Contribute to a safe and inclusive environment for sharing experiences and positive conversations.
- Promote LGBTQIA+ days of significance to the broader school community.
- Participate in SOCOP network meetings regularly and inform the chair prior to meetings if an apology (where possible).
- De-identify and protect students' privacy when providing case studies or seeking advice.

4.5 Meeting Procedure

- 4.5.1 The network meets once per Victorian school term, but may meet more regularly, if deemed necessary and approved.
- 4.5.2 Meetings will be held for one-hour in hybrid format, both in person at Wurriki Nyal Civic Precinct (137-149 Mercer St, Geelong) and online via Microsoft Teams.
- 4.5.3 An additional 30 minutes will be included at the end of the meetings for those wanting to network with the stakeholders involved.
- 4.5.4 Meeting agendas will be circulated via email at least one week prior to the meeting.
- 4.5.5 Meeting minutes will be circulated via email no later than one week following the meeting.
- 4.5.6 The meeting agenda and minutes for each meeting will be made available on the SOCOP online hub.

4.6 Meeting Schedule

- 4.6.1 Term 1 meeting will be held on Tuesday 25 February, 2:30pm – 4:00pm.
- 4.6.2 Term 2 meeting will be held on Thursday 1 May, 2:30pm – 4:00pm.
- 4.6.3 Term 3 meeting will be held on Tuesday 12 August, 3:30pm – 4:30pm*.
- 4.6.4 Term 4 meeting will be held on Thursday 30 October, 2:30pm – 4:00pm.

* Term 3 meeting is also an interschool Stand Out group gathering alongside GASP social program.

4.7 Reporting Requirements

- 4.7.1 The network reports its activity and achievements annually.

- 4.7.2 Meeting agendas and minutes are kept on electronic file at the City.
- 4.7.3 Participate in the evaluation of SOCOP network annually.
- 4.7.4 Assist students to complete evaluation of Stand Out group annually.

4.8 Secretariat

- 4.8.1 The City's Youth Development Unit will appoint an officer to act as Chair and Secretariat.

5. QUALITY RECORDS

QUALITY RECORDS SHALL BE RETAINED FOR AT LEAST THE PERIOD SHOWN BELOW.

Record	Retention/Disposal Responsibility	Retention Period	Location
SOCOP - Agendas	City of Greater Geelong	5 years	REX – SUB-24-1584
SOCOP - Minutes	City of Greater Geelong	5 years	REX – SUB-24-1584
Documentation from Meeting Presentations	City of Greater Geelong	5 years	REX – SUB-24-1584

6. ATTACHMENTS