

Rainbow Territory Essential Processes Document

This document outlines the processes Rainbow Territory considers essential for the operations of Rainbow Territory. It is to be reviewed and signed off on annually by Core Crew members.

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RAINBOW TERRITORY - WHY WE DO IT

Mission Statement

The mission statement outlines Rainbow Territory's purpose as agreed by members.

Formed in September 2014, Rainbow Territory is an unfunded community group that uses law and policy reform to advocate for the human rights of Northern Territorians who identify as Lesbian, Gay, Bisexual, Trans, Queer and Intersex (LGBTQI). Rainbow Territory aims to create a safer, fairer and a more inclusive Northern Territory ('NT').

RAINBOW TERRITORY - HOW WE DO IT

GOVERNANCE

Rainbow Territory what's cool / what's not list (Code Of Conduct)

This section outlines the guiding principles of the Code of Conduct, whom it applies to, and what the Code of Conduct requires.

Guiding principles: Rainbow Territory has a Code of Conduct to guide people who are Rainbow Territory members when they are concerned their own behaviour is not appropriate or someone else's behaviour is not appropriate. This Code of Conduct will not cover all instances that may arise. It is intended to apply to all activity done in relation to Rainbow Territory.

Who does this apply to? People who are willing to be active in Rainbow Territory as a Core Crew member. Individuals who have been provided with this Code of Conduct are presumed to have read it and will be subject to it.

Code of Conduct review will be subject to Rainbow Territory's Major Decision Making process and reviewed not less than annually.

(As a member of Rainbow Territory's Core Crew), I undertake to:

1. Act with honesty, integrity and transparency in all dealings with other Rainbow Territory members, external stakeholders and the community
2. Ensure all decisions are transparent and in keeping with any confidentiality requirements. Consider and declare a Conflict of Interest when carrying out Rainbow Territory work.
3. Support an inclusive environment for the work of Rainbow Territory:
 - treat others with respect and dignity. Including by refraining from sexist, transphobic, homophobic, biphobic, racist, demeaning, discriminatory, or harassing behaviour and speech
 - consider what privilege you have and how this can impact the participation of others
4. Support an environment of constructive discussion and decision making:
 - provide constructive and considered criticism and comment on ideas, never attack the person
 - refrain from dominating discussion.
5. Refrain from presuming that people are "out" in all areas of their life. Be respectful of the decisions that other members have made in relation to their own safety and well being.
6. Refer to and comply with the Process Document.

7. Carry out the work of Rainbow Territory in line with the mission statement and current agreed priorities of Rainbow Territory.

Structure

This section describes how Rainbow Territory is currently structured, and how this structure can be reviewed and changed.

Rainbow Territory's current structure is an informal, non-hierarchical group of people collectively working towards law and policy reform, and increased community visibility, for Northern Territory Lesbian, Gay, Bisexual, Transgender and Intersex peoples. We are not a representative group, we do not seek to represent or say we represent LGBTQI peoples.

The structure is a standing agenda item at the annual planning meeting where retaining or changing the structure can be discussed and decided upon. Any issues relating to structure can also be raised during the year, and changes proposed. Any changes to structure at any time is a Major Decision.

Rainbow Territory priorities

This section describes the guiding principles for how Rainbow Territory priorities are determined, and the process for determining priorities.

We do what we have the capacity to do, if that means that one day people no longer have capacity for RT, that's okay – it will be a great farewell party!

Rainbow Territory works on issues that:

- are of interest to members
- are in line with priorities identified by Rainbow Territory community consultation activities
- have members committed to actions associated with the natural completion of that issue – even if Rainbow Territory is not able to achieve all priorities associated with the action.

Rainbow Territory accepts that it may cease to function if members stop participating in or contributing to achieving the priorities.

Rainbow Territory has an annual review/planning meeting before the end of February each year. Priorities can be set at this meeting, and must follow the Major Decision making process.

Due to the informal and non-hierarchical nature of Rainbow Territory, it is not recommended to plan for more than the coming year.

Rainbow Territory priorities can be changed during the year using the Major Decision making process.

Membership and Supporters

This section describes how people become members of Rainbow Territory, how people are recognised as supporters of Rainbow Territory, and how people join the Rainbow Territory core crew. It also lists what people receive as a member or supporter.

Members and supporters are people who support us because they asked to be on our mailing list.

Rainbow Territory acknowledges that some people join Rainbow Territory for social reasons, others for political action.

Members and supporters are emailed the minutes and are welcome to help out if they want to.

The following RT principles and processes are published on the website so members and supporters can be informed about how Rainbow Territory operates:

- Mission Statement
- What's cool, what's not cool for Rainbow Territory Core Crew members
- Important processes e.g. decision making, dispute resolution

If members and supporters want to become more involved in Rainbow Territory they can join the RT core crew

Becoming a Core Crew member

There are three ways a person can become a core crew member having joined as a new member:

- Consecutive participation: person has attended meetings and actively participated fully over a 13-week period (i.e. six consecutive meetings), or
- Non-consecutive participation: 50% attendance and active participation over six-month period (i.e., up to six months to attend six meetings), or
- Past active participation: demonstrated by other means (over preceding 3-6 months) as agreed upon by consensus, i.e., attendance criterion can be waived by consensus.

Note: meetings can include via phone-in, Skype, and the nomination can be self-nomination.

Having met one of the participation criteria above, the person also needs to have read and be willing to adhere to and/or apply:

- Rainbow Territory essential processes document, which includes the:
 - Code of conduct/Cool not cool
 - Mission statement
- Rainbow Territory identified priorities

Acknowledgement of having read and understood and an indication of willingness to adhere to these documents will be minuted at a regular fortnightly meeting as new members apply for Core Crew membership.

The nomination to join Core Crew must be agreed upon by consensus amongst existing core crew members.

There is currently no process for blocking someone from becoming a Core Crew member. If this was necessary the Major decision making process should be used by existing Core Crew members to consider a proposal to block someone's Core Crew membership.

Serious breach of Core Crew duties or Code of Conduct/Cool not cool

Rainbow Territory gets stuff done through its Core Crew. On being recognised as a Core Crew member a person agrees to certain things (see Becoming a Core Crew member). Core Crew members hold responsibility for completing tasks, core functions and decision-making on behalf of Rainbow Territory at the discretion of the other core crew members. This position can be

suspended or revoked by other Core Crew members if a serious breach of Core Crew duties or Code of Conduct is committed.

Decisions in relation to this process area are to be made by consensus, using the Major Decision Making process. The person who is alleged to have committed a breach has a COI and cannot partake in decision making.

Decision must relate to behaviour that demonstrates a serious (i.e. not trivial) act or omission.

Decision making must following principles of natural justice (i.e. the person has full appreciation of complaint against them, plus an opportunity and time to respond).

- person has been informed in writing of the allegations to a sufficient level of detail
- person has been given time to respond to the allegations
- any decision in relation to consequences of a breach are clearly communicated to the person and they can respond to the decision

The decision will be treated as a priority (i.e. timeliness - this is both out of consideration for the party/ies affected by the decision, and to ensure continuity of RT activities).

The member's status as core crew member (including email access, decision-making roles and other RT responsibilities/tasks) will be suspended until the situation is resolved, and they will be informed of this suspension.

Triggers include (but are not limited to):

- Alleged serious failure to discharge the responsibilities of a given role;
- Alleged serious breach of Code of Conduct/Cool not cool.

If either of the above are found, and the process has followed natural justice, the other Core Crew members can decide to:

- take no further action other than to outline why the breach was a serious breach
- remove the person from Core Crew tasks and assign to other Core Crew tasks
- suspend the person's Core Crew membership for a period
- permanently revoke the person's Core Crew membership (can reapply)
- suspend the person for a period from any activities as a Rainbow Territory member
- stop recognising the person as a Rainbow Territory member/someone who acts on behalf of Rainbow Territory

Conflicts of Interest

This section describes what a conflict of interest (COI) is, how Rainbow Territory is informed about members' COI, and what the consequence of a COI is.

A COI is where a person has interests, not connected to Rainbow Territory, that could or do influence or impact their ability to act in the interests of Rainbow Territory. This conflict of interest can be perceived or real.

For example, Rainbow Territory is deciding whether to criticise a politician, and a member of Rainbow Territory is also a member of that political party. That Rainbow Territory member should

declare this membership, and not participate or otherwise influence the decision making of other members.

Rainbow Territory members will identify their own COIs in relation to Rainbow Territory activity. Rainbow Territory members accept that other Rainbow Territory members may identify that their colleagues may have conflicts of interest that have not been declared.

Rainbow Territory members who have identified in themselves, or accepted that others identify their have a real or perceived conflict of interest, will not be part of decision making processes in relation to the real or perceived conflict.

If a person does not feel comfortable saying you believe someone has a COI, that person can ask that the meeting hold off on that decision and to table it again at the next meeting. This perceived COI is to be raised and discussed with other members who do not have a COI before the next meeting.

DECISION MAKING

This section describes what information Rainbow Territory needs to make decisions, and how Rainbow Territory makes decisions.

In general four Core Crew members (Quorum) can make decisions as Rainbow Territory. Quorum must not have COIs that have not been declared, and the decision must not be a Major Decision. People who are Rainbow Territory members who are not Core Crew can be involved in decision making, but do not make up Quorum. The decision making processes are outlined below. In order to make a decision Rainbow Territory should have purpose positions for each separate activity we are involved in e.g. “key purpose of Seabreeze participation being visibility”.

Decision making process for non Major Decisions

- Enough and equal information is provided by the person asking for a decision to be made, and Conflicts of Interest (COIs) have been declared and all decision makers are aware of any such COIs.
- All Core Crew members are invited to make a decision on the matter by email, at a meeting or other communication form. Quorum is required to to make a decision. So if there are four Core Crew members present at a meeting then no other Core Crew members are asked to participate unless it is a Major Decision.

The response to the request to make a decision can be

- support
- support with changes (core crew member to outline)
- do not support
- need more information
- need more time to decide
- one core crew member thinks this is a major decision, then escalated to the major decision process.

If 4 Core Crew members (can include the proposer) who do not have a COI are in support and it is not a Major Decision, then it goes ahead as is to be minuted if at a meeting, or via email if not.

If less than 4 Core Crew members support and others have not responded the decision must wait until enough Core Crew members have responded.

Other Rainbow Territory members or supporters who are not core crew can provide input/information and support or not support a decision. Their position does not impact the consensus of the decision, but should be noted in meeting minutes about the decision.

What needs to go to the core crew for decision making?

Decisions can be delegated to a sub-committee if a Quorum decides. This should be defined at the start of any sub-committee work, and the sub-committee should report back at each meeting.

Major decision making

This section outlines guiding principle and process for Major Decision making by Rainbow Territory.

Guiding principle: where possible, Major Decisions by Rainbow Territory are reached by consensus (not just Quorum) but consensus of all Core Crew members. Consensus is “I can live with this decision”.

Process

A decision is identified as a Major Decision, and framed as a question. “Should Rainbow Territory hold its annual planning meetings in Bali?”

All Core Crew members must be consulted and given sufficient time to consider the decision. If all Core Crew members are not present, information is provided to the members who are not there, including that the decision is a Major Decision.

At a meeting discussion is facilitated by the Chair, and views are provided via a ‘go round’. A go round is where everyone present states their view and position without interruption from others. The 'go round' is the opportunity for members to be heard about their views, not for other members to try and convince each other to change views. The only thing to be debated is the issue or proposition RT should make a decision on, not the merit of someone's position.

After the go round Core Crew members are asked to make a decision. Responses can include:

- support
- support with changes (core crew member to outline)
- do not support
- need more information
- need more time to decide

If consensus, minute and action the decision.

If no consensus first time around

If a Core Crew member/s supports but with changes the changes are communicated and an adjusted proposal is put to the group for decision again.

Where a Core Crew member does not support, this member and other members should try to develop solutions to the reasons why this member does not support. This becomes support with changes based on what all core crew members will accept.

If no consensus second time around

Try again

If no agreement third time around

If after two attempts at consensus there is a Core Crew member who does not support, the number of Core Crew members in support are counted vs those who do not support. If 70% or more of decision makers support the decision, then it is accepted and implemented by Rainbow Territory. If less than 70% support then the decision is not accepted and not implemented.

Other Rainbow Territory members and supporters who are not Core Crew can be included in the major decision making process subject to full consensus from all Core Crew members. For example, if RT was to end, it would be ideal if other members and supporters who are generally involved in RT were asked if they wanted to be part of the decision and the discussion.

Example of major decision

An example of a major decision made by RT in 2017 was whether RT should actively campaign for a national issue. This was raised at a meeting as a major decision. A 'go round' was held, where every person present stated their position and why. Consensus was not reached. It was then discussed, and a consensus was reached by those at the meeting that RT would allow members to campaign in RT's name on this issue, but other members could continue with other priorities in parallel. This proposal was then put to Core Crew members who were not present via email, and their support was provided via email. RT then completed various actions actively campaigning for marriage equality, and updates were provided to the core crew as needed.

COMMUNICATIONS

Media

This section outlines guiding principles for Rainbow Territory engagement with media, and the process for providing comment as a named representative of Rainbow Territory to the media.

Guiding principles

Rainbow Territory advocacy does not always require media comment.

Rainbow Territory will not be pressured to do media.

Rainbow Territory members interested in commenting in the media are encouraged to do media training. Rainbow Territory will support members by trying to organise media training periodically.

Rainbow Territory can produce a media release for publication rather than participate in radio, online and or TV interviews.

Rainbow Territory will only do media if there is consensus from a minimum of four members to do so.

Rainbow Territory members must identify as Lesbian, Gay, Bisexual, Transgender, Intersex, same sex attracted or gender diverse if they are speaking in the media on behalf of Rainbow Territory.

Process

The process can start in two ways, a) Rainbow Territory receives a media request and a quorum accepts request or b) a quorum of Rainbow Territory decides it should seek media coverage.

A person who is both a core crew member and who is currently carrying out media for RT considers whether they can do media on this topic and at this time. If not inform other core crew asap.

If the core crew member cannot do media RT quorum can decide to provide a cold referral (give a name) or warm referral (contact person and let them know about media interest) from media to another person to speak on the issue, or decline outright.

If core crew member can do media, one or more core crew members develop (from scratch or from template/other) quotes or a full statement or a media release on the topic.

Draft is circulated amongst the quorum for review, edits and final approval.

If media is for radio or tv a rough outline of what will be said is to be circulated amongst quorum for review and approval.

Quotes, statement or media release is sent using RT letterhead, email, or otherwise communicated to be a statement by Rainbow Territory. All people doing media should be listed as "Rainbow Territory member".

If the member speaking to the media does not agree with final media release they can decline the media request.

No statements can be made to the media by Rainbow Territory members identified as "Rainbow Territory members" without support from 3 other core members and approved content.

The above process can be done using phone, email, or face to face.

[Rainbow Territory Facebook page](#)

This section outlines what is the Rainbow Territory facebook page is, and what should be published on the Rainbow Territory facebook page

The Rainbow Territory facebook page is a public voice of Rainbow Territory. The Rainbow Territory facebook page is to be used for publishing or promoting RT meetings, RT media releases, RT campaigns, RT statements, RT surveys, RT events, eg sea breeze.

Currently there is no process for approving what goes up on the facebook page. All core crew can request or suggest a post be edited or deleted or otherwise changed.

If there is a dispute around whether something should be posted (if not posted yet) or removed (if posted and request from member) which cannot be resolved between the person with responsibility for the FB page and the person unhappy with the decision, the issue should be placed on the agenda at next meeting with consensus decision making required RE whether to post it, leave it up or remove it etc.

OUTNT can promote all RT posts and other rainbow events

[Use of RT letterhead](#)

This section outlines under what circumstances the RT letterhead can be used on a communication, and what the process is for sending such communication.

A communication can be sent on behalf of Rainbow Territory using the Rainbow Territory letterhead if there is quorum has decided this communication should be sent in this form.

The process is as follows. Having agreed as a group to send the communication, a person volunteers to draft the letter.

The draft communication is to be circulated to four core crew members (can include draftee of letter) for review and sign off. At least one of these members who is not the draftee should self

nominate to actively and thoroughly review the communication. If requested the member drafting the letter should recirculate the final version of the letter before sending.

The letter head is stored in google drive. Letterhead is to be used in all formal correspondence including when writing to politicians. In the letter Rainbow Territory is not to be referred to as RT.

A Rainbow Territory members name should always be listed on the sign off a letter using the Rainbow Territory letterhead. This can be the person who drafted the letter on behalf of Rainbow Territory Rainbow Territory, or another member as agreed. A name should not be used without the permission of that person.

The communication should be emailed from Rainbow Territory email address wherever practicable. As a last resort, letters can be sent from private email addresses so long as the Rainbow Territory email is cc'd in and set down as the point of contact for response.

Rainbow Territory email account

This section outlines guiding principles and protocols for use of the RT email account

Email should only be used and accessed by Rainbow Territory for the purpose of Rainbow Territory work. Rainbow Territory email to be treated as a work email – professionalism and good judgement must be used. Conflict of Interest applies to the use of the email.

Protocol

RT will endeavour to respond to all emails seeking a response in a timely manner. Email will be checked at least once weekly. An out of office response advising senders of this can be used.

If an email is received that the person with responsibility for checking the emails does not know how to respond or action, a response is provided to the sender confirming receipt and that a response will be provided as soon as possible. If urgent, the email is to be circulated to core crew via email for a decision on how best to respond. If not urgent, the email can be discussed at the next meeting.

If the RT member checking the email has concerns for the safety and/or mental health of the sender, the sender is to be encouraged to contact Lifeline (13,11,14), the Suicide Callback Service (1300 659 467), or QLife (1800 184 527). If someone's life is in danger or there is an immediate risk of harm, call emergency services on 000. The recipient of the email is not responsible for anyone else's actions.

External meetings

This section outlines guiding principles and protocols for external meeting

Guiding principles: if RT does not have capacity for a meeting we do not have to attend. If you are not comfortable with what is happening in a meeting you can leave. The other member can stay or also leave.

Prior to meeting

- have or gather an understanding of past advocacy and RT position on a the issue/s being discussed

- clarify in what capacity the meeting request is sought (ie as a RT member/LGBTQI community member/ally)

During meeting

- find out name and position of all people in the room
- minimum 2 people to attend meetings
- do not commit to doing things in RT capacity unless consensus prior and being mindful of overpromising

After meeting

- record meeting occurrence and action items in XXX (link and doc created by AOD)
- undertake any action items in a timely manner and if action item not able to be completed in time or at all, letting the person we met with know

RT project: OutNT

This section outlines the purpose, guiding principles, and processes related to OUTNT

OUTNT is a project of Rainbow Territory. Its purpose is to be a flexible, inclusive information and community connection service that supports but also extends beyond law and policy reform. What is promoted on OUTNT should be for the benefit of LGBTQI Territorians.

OUTNT is a website, email newsletter and facebook page. It is ultimately controlled by Rainbow Territory, but it is not a public voice of Rainbow Territory. People who use OUTNT do not have to be Rainbow Territory members.

Any Rainbow Territory related correspondence is forwarded to the Rainbow Territory email address (e.g. media requests) for response/attention, and if required referred to at meetings in the standard agenda item.

Where the respondent may require privacy (e.g. requesting information about counselling services in the NT) cc'ing Rainbow Territory is not necessary, however the general nature of the correspondence and the response is to be noted at next meeting

Where the response does not require privacy the Rainbow Territory email can be cc'd in the reply for archiving.

All signs offs from the OUTNT email should explain RT and its relationship to OUTNT and sign off as a Rainbow Territory member "OUT NT is a project of Rainbow Territory. The project's purpose is to provide information and community connection for LGBTQI Territorians."

RT has the option to shut down the OUTNT email address at any time.

ENDORSEMENTS

This section outlines whether Rainbow Territory endorses other groups, people, or services, and in what circumstances this is done.

General endorsements

Rainbow Territory does not endorse organisations or people to represent the LGBTQI community, provide services, or meet needs. We will advocate for a need identified by the community to be met but not specifically by any purpose or organisation.

Rainbow Territory acknowledges the volunteer work that people provide to our community and if we are requested can provide a record of service and speak to the need.

Rainbow Territory can offer to connect organisations with our project OUTNT to spread the word about their *Rainbow related** organisation or project.

**Rainbow related* is an arbitrary phrase, adherence with it is to be decided on a case by case basis.

Support Letter Position Statement

Rainbow Territory will assess each request for a support letter on the following criteria:

- Whether the letter of support request is in conflict with our endorsement position above
- The purpose of the group or organisation is to be aligned with the priorities and mission of Rainbow Territory
- The support letter content and associated actions are to be approved by consensus
- Identifying, but clearly not endorsing, organisations with capacity to provide services in the event of funding becoming available
- Rainbow Territory can make a general statement
- Rainbow Territory can provide a letter of support, provide examples of what we consider to be best practice is in the area under consideration and provide evaluation examples for the need not the organisation.

Endorsing Submissions

Rainbow Territory will endorse law or policy reform submissions if we have consensus among Rainbow Territory core group members to do so. Our focus is largely on considering whether to endorse the law reform or policy reform elements of a submission where it relates to the LGBTQI community. We will not necessarily endorse an entire submission.

DISPUTE RESOLUTION

This section outlines how Rainbow Territory guiding principles for managing disputes between members, and the process for managing disputes between members. Dispute/feedback about how Rainbow Territory operates are to be applied via the Feedback process. This process applies where there is no other process and a dispute exists between members of Rainbow Territory, including Core Crew.

To resolve disputes, Rainbow Territory members are to raise the issue with the person at or after meeting if you feel comfortable, and if they are relevant to Rainbow Territory activities.

It is really difficult for Rainbow Territory to resolve disputes between individuals.

The members who are in dispute are considered to have a conflict of interest and cannot participate in any decision making relating to the dispute that Rainbow Territory may determine. Some Core Crew members may also have a conflict of interest that stops them from participating.

Step 1. members should attempt to resolve disputes outside of Rainbow Territory where safe and appropriate to do so. Where this is not possible, see step 2.

Step 2.

If there are not sufficient (4) members of Core crew to do step 2, members in dispute are to go straight to step 3.

Each member involved in the dispute will be asked to provide the other Core Crew members with a written outline of the nature of the dispute, and a suggested resolution that the person can live with.

These written outlines are to be discussed at the next regular Rainbow Territory meeting or at another Rainbow Territory meeting.

Rainbow Territory core crew members at the meeting are to develop a resolution that incorporates what each person can live with, and are to be informed by the outline provided by members and any other relevant information.

Rainbow Territory core crew members are to inform the other members of the decision in writing, with reasons why the decision has been made.

If the resolution proposed is not achievable or the decision is not accepted by either of the members in dispute see step 3.

Step 3. The members who have the dispute will be asked to attend mediation at the Community Justice Centre to try and resolve the dispute.

Step 4. If steps 1-3 cannot resolve the dispute the other Core Crew are to hold a specific meeting, and use the Major Decision Making process to determine a safe and fair outcome for the members in dispute and their ongoing relationship with Rainbow Territory. This can include removal of responsibilities from the member in relation to RT, suspension from RT as a member or core crew member, or permanent exclusion from RT as a member or core crew member.

Where the dispute is major dispute that is significantly disruptive to the operation of RT

If the dispute is a major dispute such that Rainbow Territory cannot operate, all activities in the name of Rainbow Territory are to cease for a period of at least one month. After at least one month the steps for dispute resolution will restart. The decision to cease activities will be voted on using the major decision making process. All core crew members, including the members in dispute can participate in this decision making.

If after two attempts of steps 1-4, and the dispute cannot be resolved and it is a major dispute Rainbow Territory can decide to permanently cease activity, or cease operating for a period longer than 1 month. This is a major decision, all core crew members can participate in this decision making, including those in dispute.

This process is to be review before July 2019 after at least 6 months of use.

FEEDBACK AND COMMUNITY ENGAGEMENT

Feedback

This section outlines why Rainbow Territory supports getting feedback, and how current, former, exiting members, and others can provide feedback, and the process for managing and using that feedback.

Rainbow Territory believes it is important to hear from members about whether they are content with Rainbow Territory processes and activities. If a decision is made by a member to no longer be involved, Rainbow Territory believes it is important to find out why this is and use this as an opportunity for reflection and continuous improvement.

The process for receiving feedback from current, former and exiting members of Rainbow Territory is to offer via email an exit meeting or discussion with people leaving Rainbow Territory.

Anyone (including members) wishing to provide feedback about Rainbow Territory can be directed to do so via the Rainbow Territory feedback [webpage](#). Feedback can also be received through the RT email.

Feedback will be a standing agenda item at fortnightly meetings and a report on this provided. Feedback is to be de-identified where possible.

If feedback relates to processes, Rainbow Territory will analyse the feedback by separating out the system issues and progress this through the Rainbow Territory feedback agenda item.

For any feedback relating to processes the process document will be consulted. If required the process will be clarified or changed using the decision making process. The process document will then be updated if needed.

Feedback can be noted and not actioned by Rainbow Territory beyond the feedback being tabled and discussed at a meeting.

Rainbow Territory will endeavour to respond to feedback on a one off basis where requested by the person providing feedback, but this will be assessed on a case by case basis. Rainbow Territory reserves the option not to respond to feedback. [This will be reviewed in July 2019].

Effectiveness

This section describes how Rainbow Territory measures its effectiveness as a group

Rainbow Territory believes that if people are participating in actions in line with its priorities then Rainbow Territory is achieving its aims and objectives. Effectiveness is a standing agenda item at annual planning day where other measures can be discussed.

Community consultation

This section outlines how Rainbow Territory consults with the communities whose human rights it advocate for.

To accurately reflect the lived experience of Northern Territory Lesbian, Gay, Bisexual, Transgender and Intersex peoples in its law and policy reform activities, Rainbow Territory will advocate positions resulting from:

- past consultations: 2015 community survey; 2015 Darwin Pride forum; 2016 Northern Territory election ask survey; 2017 mental health survey;
- available evidence on LGBTI peoples; Law reform achievements and positions of sister LGBTI activists internationally and from around Australia;

- future consultations: issue specific forums and/or surveys; Lesbian, Gay, Bisexual, Transgender and Intersex peoples engagements at public actions including Nightcliff Seabreeze festival, Darwin Pride; Facebook action; Feedback.

Community partnerships

Community partnerships involve a coming together in an ongoing manner with an external organisation or individual.

The purpose of the proposed partnering group or organisation is to be aligned with the priorities and mission of Rainbow Territory, or at least not be counter to such.

Rainbow Territory will negotiate a Memorandum of Understanding (MoU) with any group or organisation seeking to partner, formally or informally on any event or program. The MoU will outline:

- Role of Rainbow Territory
- Role of Partnering group or organisation
- Decision making delegation of participants
- Dispute resolution process
- Opt out process
- Review date for MOU (ie this MOU will be reviewed on XXX date and will only continue after this date by confirmation in writing)

MOU's will only be entered into by RT by consensus following the Major Decision making process, once the MOU has been drafted, and is then to be signed by two RT core crew members.

FINANCES

This section outlines guiding principles for how Rainbow Territory acquires money and goods, and accounts for receiving and spending of money.

Guiding principles

Rainbow Territory should raise and spend funds in line with its mission statement and priorities, and make decisions about this as per the decision making process.

Rainbow Territory is not funded by any grants or outside organisations. Any funds that Rainbow Territory get are from two main sources that being fundraising or donations.

Donations made to Rainbow Territory are made for the sole purpose of assisting Rainbow Territory and do not provide any gain or influence in decision making, voting or function of Rainbow Territory.

Rainbow Territory COI processes apply to all aspects of Rainbow Territory, in particular finances.

Rainbow Territory can choose not to accept donations.

All transfers/transactions of cash are to be counted by two RT members.

Process

- RT has decided to spend or receive money and/or receive goods as per decision making process.
- If RT has decided to spend money a budget must be set before the money is spent. If spending will be 10% over budget it must return to core crew for approval by quorum.
- All spending must be accounted for with a receipt or other proof of purchase
- Any donations received, monies raised or spent whether they are material or monetary are to be counted by two members and recorded in a physical book (managed by a core crew member). A statement of account is to be published twice a year on the website for transparency.
- As Rainbow Territory does not have a bank account, money will be kept with RT Finance officer. A balance of funds is to be supplied once every quarter to the meeting and kept with the Ledger & property folder book.
- If Rainbow Territory elects to disband then any property or funds are to be gifted to another organisation that the core crew agree upon by consensus, and failing that to [a group to be determined at annual planning day]
- Stocktake: material that is donated to Rainbow Territory should be stocktaked twice a year by two RT members, once in January and once in June to ensure it is still functional and accounted for.

RAINBOW TERRITORY MEETINGS

Rainbow Territory standard meeting protocol

This section outlines the guiding principles and standard protocol for Rainbow Territory meetings, and meeting roles

Guiding principle: meetings are a time where Rainbow Territory core crew, members, supporters and others can gather to discuss and progress the aims of Rainbow Territory. Confidential items should be flagged as such.

Standard Rainbow Territory meeting agenda:

- Meeting process (intros, pronouns...
- Welcome to new members including brief overview of consensus decision making model
- Welcome to any guests
- Review minutes, move and second, as true and correct (if true and correct!)
- Review of action items from previous meetings including reallocation as appropriate
- Correspondence in and out, including feedback from website
- Finance report
- Report back from external meetings
- Check participation in roles: does anyone want to change?
- Other business (items in table below)
- Recap of action items (led by the minute taker)
- non standard agenda items

Role of chair

- Facilitate discussion and consensus decision making around what items are to be discussed (if many agenda items), and time and order allocated to each agenda item.
- Support an environment of constructive discussion and decision making for each agenda item. In particular, where there is a heated discussion in the meeting we have a go around (NB. This can be instigated by anyone at the meeting).
- Make sure time allocated to discussion of agenda items is followed
- Endeavour to ensure meeting finishes on time
- Ensure compliance with consensus decision making process, and CoC and process documents more generally
- To assist the minute taker, being clear when a decision is made or an action item has been decided
- Wherever possible, if you chaired last time don't volunteer to chair this time
- Chair to flag and manage items (general meeting content and/or things tabled) that require confidentiality at start of meeting

Guiding principles for minute taker

- Minutes to be circulated within 4 days of the meeting with any feedback from others regarding accuracy of minutes to be circulated via email
- Structure of minutes: Discussion (who & key points), decision (who), action (who & by when)

RAINBOW TERRITORY DEFINITIONS

CONSENSUS Consensus means everybody agrees with or can live with, the decision

CONFLICTS OF INTEREST Conflicts of Interest can be real or perceived ways that an individual receives a direct or indirect benefit from or are not able to make a balanced decision in the best interests of Rainbow Territory.