

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

15 April 2014

Agenda Item 7.2	Women's Charter Advisory Committee Terms of Reference Update	
Attachment 1	2014 Women s Charter Alliance Advisory Committee Terms of Reference.....	52



GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE

TERMS OF REFERENCE

Adopted by Resolution of Council on [insert date]

For Review [insert date]

1. Purpose

The purpose of the Greater Shepparton Women's Charter Alliance Advisory Committee is to promote women in leadership and decision making roles.

2. Role of the Greater Shepparton Women's Charter Alliance Advisory Committee

The Greater Shepparton Women's Charter Alliance Advisory Committee is appointed in an advisory capacity to the Greater Shepparton City Council. It has no executive authority but it does:

- Provide advice to the Council on issues relating to the Victorian Local Government Women's Charter and the three key issues of gender equity, diversity and active citizenship that create innovative ways to encourage leadership roles for women in all aspects of Council and community decision-making processes;
- Make recommendations to Council to encourage delivery of Victorian Local Government Women's Charter principles;
- Ensure there are opportunities for women in Greater Shepparton to access information about the Council and leadership opportunities within Council;
- Promote women in local leadership roles;
- Support and mentor Council and the community about issues surrounding women obtaining leadership positions;
- Provide a collaborative network;
- Support Council staff and the community to coordinate projects and events to promote women in local leadership roles;
- Develop appropriate opportunities for women to build leadership capacity.

3. Additional functions

In furtherance of its role, the Committee may:

- Recommend to Council meetings, forums, seminars or other activities as may be deemed of value by the Committee to meet or assist in meeting its objectives and assist with running these events;
- Liaise with the Council and its staff (through the Support Person) to ensure continuing cooperation and coordination of women in all levels of decision making;

1

Trim Ref: M14/3666

GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE
TERMS OF REFERENCE

Adopted by Resolution of Council on [insert date]

For Review [insert date]

- Publicise and promote interest in, and membership of, the Committee.
- Liaise and link in with other women's alliances.

4. Sub-Committees

Establishment and/or cessation of sub-committees may be directed from time to time by the Committee or otherwise by the Support Person. See Annexure One for a list of current sub-committees of the Alliance and the terms under which they will operate.

5. Committee Membership

Vacancies

The Committee will call for applications to fill vacant community positions by way of notice in the public notice section of the Shepparton News and other media before appointing community representatives to the committee. This will be done as required, with a concentrated membership drive occurring in March of each year – with recommendations finalised in May for forwarding to Council for endorsement.

Nominations/applications to become a committee member

Community positions will be declared vacant at the end of the current members' two year term. Potential new members can complete an Expression of Interest form available online or at Greater Shepparton City Council reception at any time. This form will be endorsed by a current member of the committee and progressed to Council for endorsement as part of the Annual General Meeting (AGM) process.

Composition

The Committee shall comprise up to fifteen members representative of the community and up to five representatives from the Council (which will include one Councillor as a Charter Champion, and one secretary/support administration position filled by a Council employee). The Committee shall not exceed 20 members.

All members, except the Support Person, will have voting rights.

Terms of appointment

Terms of office for community positions will run for two years commencing 1 July.

As Committee members will be appointed on an annual basis, two year terms will rotate. That is: the first year appointees will have their terms of office finish a year before the second year appointees. This will ensure the Committee is not void of experienced Members in any one year, thus ensuring consistency and stability.

Vacated community positions will be subject to a public call for applications with the outgoing member/s eligible for reappointment. In the case of a casual vacancy on the Committee, any appointment (filled by application or co-option) will be for the remainder of the term of the original appointment.

New Committee Members will receive an orientation pack upon commencement of their role.

If a member does not attend a scheduled meeting of the Committee for more than three consecutive meetings without submitting an apology, membership may be reviewed by the Committee and may prompt a vacancy on the committee. Any decision to revoke a member's appointment to the Committee will be via resolution at a formal Council Meeting.

Friends

Friends of the Committee will be people who do not wish to become members (at the present time) but do wish to be kept informed of the Committee's events, awards, and news. A list will be kept of Friends and it is anticipated the Committee members will keep Friends informed of the Committee's activities. Friends are welcome to apply for membership at any time.

Co-option

At any time members may be nominated for co-option to the committee. This will require the completion of an Expression of Interest form endorsed by a current committee member. The term of the co-option will be negotiated with the applicant and the committee. Co-opted members to the committee will not have voting rights during meetings of the committee but are able to take part in discussions.

Chairperson

In order to appoint a Chairperson, Committee Members will, at the first meeting following the AGM, indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a list/roster will be drawn up allocating people as chair in alphabetical order.

The position of Chairperson will rotate every three meetings, to enable Committee Members to build their skills as Chairperson and leader, whilst at the same time ensuring continuity and consistency.

The rotation will commence and recommence at the second formal meeting after the AGM of the Committee each year.

Deputy Chairperson

The Deputy Chairperson will be the member whose name follows that of the Chairperson. This role will also rotate every three meetings.

The Deputy Chair will assume the Chair at any meeting at which the designated Chair is not in attendance.

6. Role of the Support Person

The Council Support Person will not have voting rights. The Support Person's role is to provide administration support to the Committee. This includes tasks such as minute keeping/distribution, agenda writing and distribution, and record keeping.

7. Funding

Council allocates funding for the Committee through annual budgeting processes. Recommendations about spending of funding will be made by a motion of the Committee supported by a quorum. The recommendation will then be processed by the Team Leader, Community Strengthening to arrange formal approval of the decision.

It will be the responsibility of the Support Person to keep the Committee informed of budgetary issues, and to provide information for the Annual Report.

The Committee may enter into funding partnerships with other organisations. This may mean the Committee can assist with funding, or may be able to apply for funding. Funding partnerships can be formed as directed by a motion of the Committee.

3

Trim Ref: M14/3666
GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE
TERMS OF REFERENCE
*Adopted by Resolution of Council on [insert date]
For Review [insert date]*

8. Committee Meeting Procedure

Meetings of the Committee shall be conducted in accordance with the following procedures:

- The Committee is not required to comply with Council's Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal);
- The quorum at any Committee meeting shall be half plus one of appointed committee members. Motions cannot be adopted if a quorum does not exist but may be ratified at a full legal meeting;
- The Chairperson shall take the chair at all meetings at which he or she is present. In the Chairperson's absence, the Deputy Chairperson will chair the meeting;
- Minutes shall be kept of the proceedings at all meetings and they must be certified by the Chairperson of the meeting at which they are confirmed. Copies of minutes must be kept on record by Council and distributed to the Committee within 14 days of a meeting;
- The Support Person will ask any Councillors in attendance at meetings to declare any conflicts of interest. The Support Person will fill out the Record of Assembly of Councillors form (refer Section 12); stating all Councillors and Council Staff in attendance, Councillors in attendance, topics discussed and any conflicts declared. This information shall be stored as per the Assembly of Councillors CEO Directive 07.CEOD2.

9. Reporting Procedure

Reporting of Committee activities shall be conducted in accordance with the following procedures:

- The nominated Councillor will provide Council with ad hoc briefings regarding the activities of the Committee, as required;
- Any issue on which the Committee requests Council advice or information will be communicated through the Director of Community and/or the Chief Executive Officer (via the Support Person).
- The Committee shall provide a written report to the Council on the operation and activities of the Committee on an annual basis (which shall be deemed to be the Annual Report). This report will be completed in May and tabled at a Council meeting in July of each year and shall include, but will not be limited to:
 - A brief rundown on the Committee's activities/events held during the year
 - An account of monies in and monies out
 - A report of Committee Membership and new member nominations for endorsement.

Sub-Committees will be required to report as outlined in Annexure One.

All funds will be subject to Council's annual budgetary process and will be administered by the Team Leader – Community Strengthening.

10. Committee Meeting Frequency

The Committee shall hold an Annual General Meeting (AGM) in July of each year, following Council's endorsement of the annual report and new membership. The business of the AGM shall be to receive the annual report and officially appoint new members.

The Committee shall hold monthly meetings. The Support Person shall give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven clear days prior to the meeting.

4

Trim Ref: M14/3666

**GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE
TERMS OF REFERENCE**

Adopted by Resolution of Council on [insert date]

For Review [insert date]

The Support Person may call a special meeting.

11. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.
- f. forward apologies to the support person before the meeting date they are unable to attend.

12. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

13. Review

The terms of reference for the Greater Shepparton Women's Charter Alliance Advisory Committee will be reviewed on a biennial basis prior to recruitment of community members, or at the direction of the Committee.

Document Title:	Greater Shepparton Women's Charter Alliance Advisory Committee Terms of Reference [TOR]
Approved by:	Greater Shepparton Council
Approval Date:	[Month] 2014
Responsibility for Review:	Greater Shepparton Women's Charter Alliance Advisory Committee
Review Date:	[Month] 2016

ANNEXURE ONE

List of Sub-Committees

1. International Women's Day Steering Committee

Role of the International Women's Day Steering Committee

The International Women's Day Steering Committee is responsible for assisting Council officers with the organisation of the annual International Women's Day event, usually held in March each year. The Steering Committee will act upon suggestions/ideas put forward by the wider Committee and approved by Council. In order to organise the annual International Women's Day event, the Steering Committee will be required to undertake tasks including but not limited to:

- Identifying a suitable guest speaker for the event
- Booking an appropriate venue
- Organising catering
- Organising invitations and/or promotion of the event
- Organising media coverage of the event, where possible
- Post event evaluation
- Acquittal of budget with the assistance of the support person.

Membership

The International Women's Day Steering Committee's membership will consist of interested and willing committee members. Non committee members who are interested in participating may be invited to steering committee meetings and may participate in discussions. However non committee members will not have a voting role on the steering committee.

Steering Committee Chairperson

In order to appoint a Steering Committee Chairperson, Committee Members will indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a decision will be made by vote amongst the Steering Committee.

Steering Committee Deputy Chairperson

The Deputy Chairperson will be appointed in the same way as the Chairperson. The Deputy Chair will assume the Chair at any Steering Committee meeting at which the designated Chair is not in attendance.

Term of Appointment

Members will be appointed through expression of interest for a period of one year. Members may be appointed to consecutive terms.

Members will be appointed in August of the year preceding the event (held in March).

Reporting Procedure

Reporting of the Steering Committee activities shall be conducted in accordance with the following procedures:

- Minutes of the Steering Committee will be provided to the Advisory committee for noting and ratification.
- The Committee shall provide a brief written report of the committees activities for inclusion in the Annual Report.

2. Women's Charter Award Steering Committee

Role of the Women's Charter Award Steering Committee

The Women's Charter Award Steering Committee is responsible for assisting Council with the organisation the annual Women's Charter Award. In the Award's inaugural year the Steering Committee will act upon suggestions/ideas put forward by the wider Committee to draw up Award criteria. The Steering Committee will be required to undertake tasks including but not limited to:

- Advise Support Person to organise for the Mayor to call for nominations
- Collate and review nominations for the award
- Decide who will receive the Award
- Organise an appropriate date/time to present the Award
- Invite the Mayor and other dignitaries to the Award presentation
- Organise media coverage of the Award presentation
- Post event evaluation
- Advise on the acquittal of budget with the assistance of the support person.

Membership

Women's Charter Award Steering Committee's membership will consist of interested and willing committee members. Non committee members who are interested in participating may be invited to steering committee meetings and may participate in discussions. However non committee members will not have a voting role on the steering committee.

Steering Committee Chairperson

In order to appoint a Steering Committee Chairperson, Committee Members will indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a decision will be made by vote amongst the Steering Committee.

Steering Committee Deputy Chairperson

The Deputy Chairperson will be appointed in the same way as the Chairperson. The Deputy Chair will assume the Chair at any Steering Committee meeting at which the designated Chair is not in attendance.

Term of Appointment

7

Trim Ref: M14/3666

**GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE
TERMS OF REFERENCE**

Adopted by Resolution of Council on [insert date]

For Review [insert date]

Members will be appointed through expression of interest for a period of one year. Members may be appointed to consecutive terms.

Members will be appointed in August of the year preceding the allocation of the award.

Reporting Procedure

Reporting of the Steering Committee activities shall be conducted in accordance with the following procedures:

- Minutes of the Steering Committee will be provided to the Advisory committee for noting and ratification.
- The Committee shall provide a brief
- report of the committees activities for inclusion in the Annual Report.

3. Membership Steering Committee

Role of the Membership Steering Committee

The Membership Steering Committee is responsible for increasing membership throughout the year and with a focused drive to align with the International Women's Day event. The Steering Committee will act upon suggestions/ideas put forward by the wider Committee. The Steering Committee will be required to undertake tasks including but not limited to:

- Assisting with co-ordinating the annual recruitment advertising
- Promoting the Committee to potential members
- Collating nominations for Committee approval and to accompany the annual report to Council
- Post event evaluation
- Acquittal of budget with the assistance of the support person

Membership

The Membership Steering Committee's membership will consist of interested and willing committee members. Non committee members who are interested in participating may be invited to steering committee meetings and may participate in discussions. However non committee members will not have a voting role on the steering committee.

Steering Committee Chairperson

In order to appoint a Steering Committee Chairperson, Committee Members will indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a decision will be made by vote amongst the Steering Committee.

Steering Committee Deputy Chairperson

The Deputy Chairperson will be appointed in the same way as the Chairperson. The Deputy Chair will assume the Chair at any Steering Committee meeting at which the designated Chair is not in attendance.

Term of Appointment

Members will be appointed through expression of interest for a period of one year. Members may be appointed to consecutive terms.

8

Trim Ref: M14/3666

**GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE
TERMS OF REFERENCE**

Adopted by Resolution of Council on [insert date]

For Review [insert date]

Members will be appointed in August.

Reporting Procedure

Reporting of the Steering Committee activities shall be conducted in accordance with the following procedures:

- Minutes of the Steering Committee will be provided to the Advisory committee for noting and ratification.
- The Committee shall provide a brief report of the committee's activities for inclusion in the Annual Report.