

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**20 September 2016**

**Agenda Item 5.1      Women's Charter Alliance Advisory Committee - Terms  
Of Reference Review**

**Attachment 1      GSWCAAC Terms of Reference ..... 84**



## GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE

### TERMS OF REFERENCE

Adopted by Resolution of Council on **DATE TO BE ADVISED**

For Review **April 2018**

#### 1. Purpose

The purpose of the Greater Shepparton Women's Charter Alliance Advisory Committee is to provide advice to the Greater Shepparton City Council (Council) on the promotion of 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 Council. It has no executive authority but it does:

- 2.1 Provide advice to Council on issues relating to the Victorian Local Government Women's Charter and the three key principles of gender equity, diversity and active citizenship that create innovative ways to encourage leadership roles for all women in all aspects of Council and community decision-making processes;
- 2.2 Make recommendations to Council to encourage delivery of Victorian Local Government Women's Charter principles;
- 2.3 Ensure there are opportunities for women in Greater Shepparton to access information about the Council and leadership opportunities within Council;
- 2.4 Promote women in local leadership roles.

#### 3. Additional functions

To further its role, the Committee may:

- 3.1 Support and advise Council and the community about issues surrounding women obtaining leadership positions;
- 3.2 Provide a collaborative network;
- 3.3 Support Council staff and the community with projects and events to promote women in local leadership roles;
- 3.4 Develop appropriate opportunities for women to build leadership capacity.

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- 3.5 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.
- 3.5.1 The Committee will work with Council to organise meetings, forums, seminars or other activities as deemed of value by the Committee, within the designated scope of the Committee.
- 3.6 Through the Support Person, liaise with the Council and its staff to ensure continuing cooperation and coordination of women in all levels of decision making;
- 3.7 Publicise and promote interest in, and membership of, the Committee.
- 3.8 Liaise and link in with other women's alliances.

#### 4. Committee Membership

##### 4.1 Composition

The Committee shall comprise up to 17 members representative of the community and up to seven representatives from Council staff as well as one Councillor as the Charter Champion).

- 4.1.1 The Committee shall not exceed 20 members.
- 4.1.2 In addition to the members, Council will provide one Support Person (secretary/support administration) and the Team Leader Community Strengthening (budget and Council policy guidance).
- 4.1.3 All members will have voting rights. The Support Person and the Team Leader Community Strengthening will not have voting rights.

##### 4.2 Vacancies

The Council will call for applications for the Committee to fill vacant community positions by way of a notice in the public notice section of local print media before appointing community representatives to the Committee.

- 4.2.1 This will be done as required, with a concentrated membership drive occurring in March/April of each year – with the Committee's recommendations completed in May. A report outlining the Committee and officers' recommendations will be presented to Council for consideration.  
**Note:** This process must be completed by the July Committee meeting.

##### 4.3 Nominations/applications to become a Committee member

Positions will be declared vacant at the end of the current members' two year term. Potential new members are encouraged to complete an application form at any time. The application form is available online or at Council reception.

- 4.3.1 Current members whose term is due to expire may reapply for another two year term, as long as they are still within their tenure as outlined in 4.4.1. Such applications will be considered in the same way as the applications of potential new members.

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- 4.3.2 If there are less applications than vacancies, the applications will be endorsed by way of a Committee vote. A majority vote must be recorded to endorse the applications.
- 4.3.3 Should applications be received from existing Committee members who are wanting to reapply, these members must be excluded from consideration / voting on the applications. If the number of Committee members reapplying results in the inability to reach a majority vote, consideration of the applications will be referred to the membership working group who will utilise a ranking system to assess the applications. The membership working group will then present their recommendations to the Committee for endorsement.
- 4.3.4 Should there be more nominations/applications than vacant positions, all nominations/applications will be provided to the membership working group who will utilise a ranking system to assess the applications. The membership working group will then present their recommendations to the Committee for endorsement.
- 4.3.5 The Committee will (through the Support Person) progress their recommendation to Council for endorsement by way of a membership report.

#### 4.4 Terms of appointment

- 4.4.1 Tenure: All members will be appointed for a two (2) year term and are eligible for reappointment for two (2) additional terms.
- 4.4.2 Nominations are called for on an annual basis in March/April each year, or as required when prompted by a vacancy on the Committee.
- 4.4.3 Vacated positions will be subject to a public call for applications with the outgoing member/s eligible for reappointment.
- 4.4.4 In the case of a casual vacancy on the Committee, any appointment (filled by application) will be for the remainder of the term of the original appointment. If the vacancy occurs within six months of the end of the two year term, the position will remain vacant until the call for public nominations is conducted.
- 4.4.5 New Committee members will receive an orientation pack upon commencement of their role.
- 4.4.6 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.
  - (a) When reviewing a membership, consideration of other factors such as participation on working groups or contributions to Committee activities aside from official Committee meetings may be considered.

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- (b) Any decision to revoke a member's appointment to the Committee will be by way of a resolution at a formal Council Meeting.

#### 4.5 Friends

Friends of the Committee will consist of individuals who do not wish to become members (at the present time) but who wish to be kept informed of the Committee's activities, events, awards, and news.

- 4.5.1 A register of Friends and Committee members will be maintained by the Support Person. The Support Person will be responsible for keeping Friends informed of the Committee's activities.
- 4.5.2 Friends are welcome to apply for membership at any time.

#### 4.6 Co-option

At any time members of the public or Council officers may be nominated or apply for co-option to the Committee. Co-option enables the recruitment of people outside the Committee who have specific skills/interests they can contribute to particular activities of the Committee.

- 4.6.1 Co-option will require the completion of the Greater Shepparton Women's Charter Alliance Advisory Committee Application form.
- 4.6.2 All co-option nominations/applications will be endorsed by way of a Committee vote. A quorum of votes is required and must be recorded, with the majority casting the final decision of the Committee.
- 4.6.3 The term of the co-option will be negotiated with the applicant and the Committee.
- 4.6.4 Co-opted members to the Committee will not have voting rights during meetings of the Committee but are able to take part in discussions and sit on working groups.

### **5. Working Groups**

- 5.1 Establishment and/or cessation of working groups may be directed from time to time by the Committee or otherwise by the Support Person.
- 5.2 The Greater Shepparton Women's Charter Alliance Advisory Committee forms working groups to work on particular projects as required. These currently include:
- International Women's Day Working Group
  - Membership Working Group
  - Award Working Group
  - Refugee Week Sub-Committee
  - Terms of Reference Review Working Group (On a biennial basis).
- 5.3 Working group guidelines are as follows:

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**5.3.1 Membership**

Working group membership will consist of interested Committee members and co-opted members.

- (a) Non Committee members who are interested in participating may be invited to working group meetings and may participate in discussions.
- (b) Non Committee members will not have a voting role on the working group.

**5.3.2 Term of Appointment**

Members will be appointed until the particular activity of the working group has been completed.

- (a) Members may be appointed to consecutive and/or concurrent working groups.

**5.3.3 Decision making within the working group**

All decisions of the working group will be reached by consensus of the working group members.

- (a) Where there is a division, the final decision will need to be taken to a full Committee meeting for a vote.
- (b) All major recommendations of the working group need to be endorsed by the Committee.

**5.3.4 Reporting Procedure**

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

- (a) Minutes of the working group will be provided to the Support Person for noting and record keeping. The Committee can request copies of such minutes at any time by notifying the Support Person.
- (b) The working group shall provide a brief report of the working group's activities for inclusion in the Annual Report.

**6 Role of the Support Person**

The Support Person's role is to provide administrative support to the Committee. This includes (but is not limited to) tasks such as minute keeping/distribution, agenda preparation and distribution, maintenance of the membership/Friends register, meeting purchasing/budgetary obligations, correspondence and record keeping.

- 6.1 The Council Support Person will not have voting rights.

**7 Funding**

Council allocates funding for the Committee through annual budget processes. This funding is controlled by Council Officers and can be spent on recommendations from the Committee. Council Officers are not obliged to act on the recommendations of the Committee.

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- 7.1 Recommendations on the allocation of funds will be made by a motion of the Committee supported by a majority vote.
- 7.1.1 The recommendation will then be considered by the Team Leader Community Strengthening and, if approved, will be processed.
- 7.2 The Council (on the Committee's behalf) may enter into funding partnerships with other organisations. This may result in Council Officers, under delegation, agreeing to provide funding, or may be able to apply for funding on behalf of the Committee.
- 7.2.1 Recommendations for funding partnerships can be formed as directed by a carried motion of the Committee, and be referred to the relevant Council Officer as per their delegated authority.
- 7.2.2 All funding partnerships will need to be formalised with the creation of a Memorandum of Understanding signed by the relevant delegated Council Officer.
- 7.2.3 Confirmation of all in kind partnerships will need to be received in writing, through the Support Person.

## **8 Committee Meeting Procedure**

### **8.1 Meetings of the Committee**

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

- 8.1.1 The Committee is not required to comply with Council's Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal)<sup>1</sup>;
- 8.1.2 The Support Person will ask members present and entitled to vote (including Councillors) to declare any conflicts of interest.
- (a) The Support Person will fill out the Record of Assembly of Councillors form (refer Section 13); in accordance with the Assembly of Councillors CEO Directive 37.CEOD2.
- 8.1.3 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 or by way of an email vote;
- 8.1.4 Minutes shall be kept of the proceedings at all meetings.
- (a) Copies of minutes must be kept on record by the Support Person and distributed to the Committee within 14 days of a meeting;
- (b) Minutes will be confirmed or corrected at the meeting immediately following. This confirmation/correction will be by way of a motion by one member and seconded by another, present and entitled to vote.

<sup>1</sup> [http://greater-shepparton.com.au/assets/files/documents/local\\_laws/Local\\_Law\\_No\\_2\\_Final.pdf](http://greater-shepparton.com.au/assets/files/documents/local_laws/Local_Law_No_2_Final.pdf) Accessed on 21/4/2016

## 8.2 Chairperson

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

- 8.2.1 In order to appoint a Chairperson, Committee Members will self-nominate and indicate their willingness to undertake the role of Chair.

## 8.3 Deputy Chairperson

In order to appoint a Deputy Chairperson, Committee Members will, at the beginning of each meeting indicate their willingness to undertake the role of Deputy Chair.

- 8.3.1 The Deputy Chairperson role will also rotate every two meetings.
- 8.3.2 The Deputy Chair will assume the Chair at any meeting at which the designated Chair is not in attendance.

## **9 Reporting Procedure**

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

- 9.1.1 The nominated Councillor will provide Council with ad hoc briefings regarding the activities of the Committee, as required;
- 9.1.2 Any issue on which the Committee requests Council advice or information will be communicated through the Director Community and/or the Chief Executive Officer (through the Support Person)
- 9.1.3 The Committee shall provide a written report (through the Support Person) to a full ordinary Council meeting 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 June and tabled at a Council meeting in August or September of each year and shall include, but will not be limited to:
- (a) A brief description on the Committee's activities/events held during the year, and budget acquittal.
  - (b) A report of Committee Membership and new member nominations for endorsement.
- 9.1.4 It will be the responsibility of the Support Person to keep the Committee informed of the available budget, and to provide information for the Annual Report.

## **10 Committee Meeting Frequency**

The Committee shall hold monthly meetings.

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- 10.1 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.

#### **11 Special Meetings**

Special meetings may be called by any three voting members of the Committee. Such requests must be made in writing outlining the reason for calling the meeting, and should be submitted to the Support Person so that the necessary arrangements can be made.

#### **12 Committee Conduct Principles**

12.1 Committee members are expected to:

- 12.1.1 Actively participate in Committee discussions and offer their opinions and views,
- 12.1.2 Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- 12.1.3 Act with integrity,
- 12.1.4 Attend each meeting where practical, and
- 12.1.5 Avoid conflicts of interest and the releasing of confidential information.
- 12.1.6 Forward apologies to the support person before the meeting date in the event that they are unable to attend.
- 12.1.7 Act in good faith and maintain the confidentiality of the matters discussed by the Committee.

#### **13 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.

- 13.1 Any Councillors in attendance at meetings of the Committee are required to declare any conflicts of interest.
- 13.2 Following the meeting a Record of Assembly of Councillors must be completed stating:
  - 13.2.1 The names of all Councillors and members of Council staff in attendance
  - 13.2.2 The matters considered
  - 13.2.3 Any conflicts of interest disclosures made by a Councillor attending, and

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13.2.4 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 CEO Directive 37.CEOD2* (Trim Ref: M13/51766) within seven [7] days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

**14 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 Council or the Committee.

The terms of reference will be adopted by formal resolution of the Council.

Document Title:	Greater Shepparton Women's Charter Alliance Advisory Committee Terms of Reference [TOR]
Approved by:	Greater Shepparton Council
Approval Date:	April 2014
Responsibility for Review:	Greater Shepparton Women's Charter Alliance Advisory Committee
Review Date:	April 2018

Comment [EH1]: To be advised