

# Women's Charter Advisory Committee

## Terms of Reference



### 1. Purpose

The purpose of the Greater Shepparton Women's Charter Advisory Committee (the Committee) is to provide advice to the Greater Shepparton City Council (GSCC) on the implementation and application of the Victorian Local Government Women's Charter (The Charter) guiding principles of gender equity; encouraging diversity in representation and participation; and women's active citizenship.

### 2. Membership

Greater Shepparton City Council (GSCC) will appoint a maximum of fourteen (14) community members to the Committee who will represent and be reflective of our diverse community. Members will be selected on a variety of criteria including:

- connections with community through involvement in community groups and/or participation in other aspects of the community
- passion to support the guiding principles of The Charter demonstrated through life experience/s
- knowledge of/or demonstrated willingness to gain knowledge of, local, state and national strategies, policies and frameworks that have direct linkages to the Charter and associated principles.

The Committee will reflect the diverse community of our municipality. An intersectionality lens will be applied in the recruitment and appointment of members.

Community members will be appointed for a term of two (2) years and are eligible for reappointment for a further one (1) term.

Co-opted members can be appointed by the Committee for an allocated time period to contribute to specific tasks/investigations. Co-opted members can attend committee meetings and do not have voting rights.

Council will appoint one (1) Councillor Representative who will be the designated GSCC Charter Champion.

The Committee will be supported by a dedicated responsible Officer and/or any relevant delegates.

The Councillor representative and responsible Officer/s do not have voting rights.

The meeting quorum is half of the Committee plus one.

### 3. Function

The function of the Committee is to:

- act as a reference to Council on The Charter
- play an active role in the implementation of the Committee Action Plan
- through the Responsible Officer put forward recommendations to Council about further work required to support The Charter
- provide advice and feedback to Council on key proposals and strategies
- work in partnership with Council and the community towards acknowledging and valuing the driving principles of The Charter
- promote participation in community activities
- assist Council in the development of activities, promotion and cause days.

### 4. Chairperson

The Chairperson will be the GSCC Charter Champion.

If the Chairperson is not present at a meeting of the Committee members will appoint an Acting Chairperson for that meeting. Appointment of the Acting Chairperson will be done by way of a vote of committee members present at the meeting.

### 5. Committee Conduct Principles

Committee members are expected to:

- actively participate in discussions and offer their opinions and views
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting where practical
- avoid conflicts of interest
- refrain from releasing confidential information
- not speak on behalf of GSCC or the Committee unless provided approval/authority from a relevant Council Officer
- understand that personal expenses associated with attending meetings will not be reimbursed

### 6. Confidentiality

The discussions and deliberations of the Committee will remain confidential and will not be communicated outside the Committee without GSCC's prior permission. A Committee member must not use any confidential information:

- for purposes other than those of the Committee

- for personal gain of any kind
- to further the activities or purpose of any association, committee, or organisation of which Committee members may be a member of, affiliated with, employed by or represent

## 7. Application

These Terms of Reference apply to all members of the Committee. Committee members are required to acknowledge their commitment to comply with these terms by signing the declaration (refer to Appendix 1).

## 8. Review

The terms of reference for the Committee will be reviewed on a biennial basis prior to recruitment of community members.

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### Appendix 1: Declaration

I have read and understood the Greater Shepparton City Council Terms of Reference for the Greater Shepparton Women's Charter Advisory Committee.  
I hereby undertake to comply with the Terms of Reference.

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Appendix 2: Declaration of interests

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Advisory Committee Member	
Registrable Interests	Details of Interests
<p>Any other interests (whether of a pecuniary nature or not) of yours or a person related to you by blood or marriage, of which you are aware and which you ought reasonably to consider might appear to raise a material conflict between your private interest and your duty as a member of a GSCC Advisory Committee.</p>	

I declare this information is complete, true and correct at the date of signing:

Signature of declarer..... Date.....

Signature of witness: ..... Date.....

Name of witness .....