

**DRAFT**

# **Greater Shepparton Women's Charter Advisory Committee Terms of Reference**

**Adopted Date: Day Month Year**  
**Review Date: to be inserted following adoption date**

## 1. Purpose

The Greater Shepparton Women's Charter Advisory Committee (the Committee) is established for the purpose of:

- 1.1 providing advice to Council on matters relating to the participation, representation, leadership, recognition, rights, safety, and wellbeing of people that identify as a woman in Greater Shepparton
- 1.2 contributing to the advancement of gender equity in the Greater Shepparton community
- 1.3 maintaining dialogue and active partnerships between participating agencies, associations, organisations and individuals which share a set of beliefs, attitudes and values that support and celebrate the diversity of Greater Shepparton.

## 2. Role of Committee

The role of the Committee is to:

- 2.1 act as reference group to Council identify opportunities, barriers and emerging issues related to communication, participation, representation, recognition, safety and wellbeing of people who identify as women in Greater Shepparton
- 2.2 provide feedback and advice to Greater Shepparton City Council (Council) on its policies, plans and services with a focus on gender equity
- 2.3 contribute to, and monitor the development and implementation of the Greater Shepparton Women's Charter Action Plan.
- 2.4 where possible, ensure at least one Committee member will be in attendance at every Council led Women's Charter event
- 2.5 commit to, and promote cooperation between all participating representatives.
- 2.6 strengthen links between Council and women in the community, including organisations, networks, groups and individuals.

## 3. Role of Council

The role of Greater Shepparton City Council is to:

- 3.1 consider, support and lead on advice and actions recommended by the Committee
- 3.2 embed inclusive practices for all people that identify as women across all Council policies, programs and activities
- 3.3 appoint a Councillor as the Chair and Champion of the Committee
- 3.4 ensure at least one Councillor, preferably the Committee Chair, will be in attendance at every GSCC led Women's Charter event
- 3.5 appoint a Council Officer to provide administrative support and guidance to the Committee.

## 4. Committee Membership

- 4.1 The Committee will consist of between ten (10) and twelve (12) members comprising of, but not limited to:
  - 4.1.1 one (1) Councillor, appointed as the Chairperson by resolution of Council
  - 4.1.2 a minimum of six (6) and a maximum of ten (10) community members chosen to represent the interests of people who identify as women in Greater Shepparton. Community representatives should, as far as

possible, be balanced in regard to age, disability, ethnicity, and geographical location.

- 4.1.3 a maximum of six (6) representative of non-profit organisations, groups or networks that work to improve the participation, representation, recognition, safety and wellbeing of people who identify as women Greater Shepparton
- 4.1.4 a maximum of three (3) representatives of businesses who are committed to the representation, recognition, safety and wellbeing of people who identify as women Greater Shepparton
- 4.1.5 The Committee will be supported by at least one (1) Council Officer. Council Officers who attend the meetings of the Committee do so to provide advice and support to the Committee, are not considered Committee members and do not have voting rights.

#### 4.2 **Membership Eligibility**

- 4.2.1 Members must be able to demonstrate commitment to gender equity and be appropriately experienced and skilled in matters relating to gender equity and/or women's participation, representation, leadership, recognition, safety, and wellbeing
- 4.2.2 Members must live, work or study within Greater Shepparton City Council.
- 4.2.3 To maintain eligibility, members must adhere to relevant Council policies that maintain a safe and respectful working environment.
- 4.2.4 Membership of the Committee is open to all genders. This recognises that to achieve gender equity, changes in all areas of communities, organisations and government, commitment and effort will be required by women, men, trans and gender diverse people.

#### 4.3 **Membership of the Committee**

- 4.2.1 Established via a public expression of interest process via:
  - a. Council social media platforms
  - b. Council website
  - c. Council community consultation platform Shaping Greater Shepparton
- 4.2.2 a review of the submitted and eligible Expressions of Interest will be conducted by an Internal Review Panel (the Panel). The Panel will assess against an established set of criteria reflecting the Purpose, Role and Composition of the Committee. The Panel will comprise of a minimum of four (4) Council officers representing each Council Directorate to provide a cross organisational approach
- 4.2.3 appointments will be made by Council resolution at a Council Meeting, based on recommendations provided by the Panel.

#### 4.4 **Membership Terms**

- 4.3.1 Committee members will be appointed:
  - a. for a period of two (2) years, or until otherwise resolved by Council
  - b. via a public expression of interest process at the end of the two (2) year term to recruit to the Committee. Existing members may renominate via this process

- c. existing Committee members can serve a maximum of two (2) consecutive terms, total of four (4) years
- d. Members must continue to meet membership requirements to maintain their membership. If a member no longer meets membership requirements, their membership will be revoked.
- e. Council reserves the right to review membership at any time should the Committee not be functioning adequately to meet its purpose.

#### 4.5 **Vacancies**

4.5.1 Any vacancy to the Committee will:

- a. be made in writing to the Committee Council Officer with at least one weeks' notice prior to the next scheduled meeting of the Committee
- b. be created when a member of the Committee fails to attend three (3) repeated consecutive meetings without notice of an apology to the Committee Council Officer.

Where a member resigns before the end of their term, a replacement Committee member will be sought following consideration of the Committee's ability to continue to operate the vacancy if a quorum can be reliability maintained. Should a quorum not be able to be maintained, the Expression of Interest process will be undertaken and appointment of a replacement member will be made by Council resolution at a Council Meeting.

#### 4.6 **Attendance at meetings**

4.6.1 Notice of attendance and apologies will be directed to the Committee Council Officer via email or telephone.

#### 4.7 **Meeting Visitors**

- 4.7.1 persons may be invited to attend meetings to provide a presentation or provide information related to the Committee's business and in direct line with Council's core business
- 4.7.2 approval for attendance will be provided by the Chair via the Committee Council Officer
- 4.7.3 meeting visitors will be made aware of their responsibilities and obligations in relation to conflicts of interest and disclosure of information.

#### 4.8 **Co-opted members**

4.8.1 The Advisory Committee may:

- a. identify a suitable person to join the Committee in an advisory capacity, for a specified purpose and period of time, as co-opted member of the Committee. A co-opted member of Committee does not form part of the quorum, does not have voting rights and be appointed for a maximum period of three (3) months
- b. appoint a co-opted member via vote at a Committee meeting.

#### 4.9 **Sub-Committees**

Where appropriate, sub-committees may be established as required to provide an opportunity for members to work collaboratively on specific issues

and projects. Membership of the sub-committees will be open to members. A sub-committee member will be nominated to provide feedback at meetings.

## 5. Committee Meeting Procedure

### 5.1 Agendas and Minutes

#### 5.1.1 *Standing items*

Meeting Agendas will include, at a minimum:

- a. Meeting attendees and apologies
- b. Acknowledgement of Traditional Owners
- c. Declarations of Conflicts of Interest
- d. Confirmation of previous meeting minutes
- e. Standing Items
- f. Action Log
- g. Date of next meeting.

#### 5.1.2 *Distribution*

- a. Agenda will be circulated to members no less than one business day prior to the meeting
- b. Minutes will be provided within 5 business days following the meeting.

#### 5.1.3 *Meeting Schedule*

- a. The Committee will at a minimum of 6 times a year on a day and time agreed to by the Committee.
- b. Notice of a meeting will be given to all members at least one week in advance of the meeting unless exceptional circumstances exist.

#### 5.1.4 *Role of Chair*

The Councillor appointed to the Committee will be designated Chairperson of the Committee.

The role of the Chair includes, but is not limited to:

- Chairing Meetings.
- Ensuring Quorum requirements.
- Calling and determining votes on all Committee recommendations.
- Managing Committee Member conduct.

Note: Where the elected Chair is not present at the meeting, the committee will appoint one of the voting members present to perform the role of acting Chairperson for the duration of that meeting.

#### 5.1.5 *Quorum Requirements*

A quorum of the Committee will be half of the voting members plus one.

#### 5.1.6 *Voting*

- a. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- b. Council will revise the membership and voting rights of each Committee member as it sees fit.

- c. Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote
- d. The Council Responsible Officer, Meeting Visitors and Co-opted member do not have voting rights.

## 6. Committee Requirements

### 6.1 Committee Conduct Principles

#### 6.1.1 Committee members are expected to:

- a. act in the best interests of the broader Women's Charter community
- b. be an active and attending member of the Committee meetings and activities
- c. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- d. attend each meeting where practical and advise the Council Responsible Officer if unable to
- e. not speak on behalf of Council or the Committee unless provided approval/authority from the Council Responsible Officer or their delegate
- f. understand that no personal expenses associated with attending meetings will be reimbursed
- g. understand issues relating to individual support lie outside the scope of this Committee; individuals requiring this assistance will be directed to the relevant support service.
- h. demonstrate community leadership and active promotion of the Committee's purpose

#### 6.1.2 The Chair may request:

- a. any member of the committee to refrain from certain conduct or language which the Chair deems to be inappropriate and in breach of the Committee Standard of Conduct
- b. any committee member to leave the meeting if their conduct has not improved after initial warnings
- c. Council officers to formally address inappropriate conduct by writing to the Committee member.

#### 6.1.3 Council Officers may recommend to Council the removal of a Committee Member, if warranted by the Committee members' conduct.

### 6.2 Confidentiality

Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

### 6.3 Conflicts of Interest

Committee members are required to declare any conflicts of interest to the meeting Chair. In the event that one arises, the Committee member will be

directed, by the Chair, to leave the room for the discussion and decision making.

A person has a conflict of interest when they have a personal or private interest that might compromise their ability to act in the public interest. A conflict of interest can exist even if no improper action results from it.

First, there must be a relevant private or personal interest. Often this is a financial interest, but it can also be another sort of interest, such as a special advantage to a family member or a responsibility to another organisation.

Second, the private interest must intersect or overlap with a person's official duty. This may involve a decision to be made in a Council or Committee meeting or a decision to be made by a Council officer who has been delegated a Council power.

As it is usually not possible to prove whether or not a person has been influenced by their private interests, the law usually only requires that a particular type of private interest exist for there to be a conflict of interest.

## **7. Review**

The Terms of Reference for the Committee will be reviewed every two (2) years, by Council officers and with direct input from the Committee, in line with the appointment of each Committee term.

## Appendix 1: Declaration

I have read and understood the Greater Shepparton City Council Terms of Reference for the 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**

1. 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.

**Details of Interests**

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

Signature of declarer.....

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

Name of witness .....