

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**19 June 2018**

**Agenda Item 8.4      Greater Shepparton Womens Charter Advisory  
Committee Terms of Reference**

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## GREATER SHEPPARTON WOMEN'S CHARTER ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### 1. Purpose

The purpose of the Greater Shepparton Women's Charter Advisory Committee (Committee) is to provide advice to the Greater Shepparton City Council (Council) on the implementation and application of the Victorian Local Government Women's Charter in the areas of gender equity, diversity and active citizenship.

#### 2. Role of the Women's Charter Advisory Committee

The 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;

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- 3.4 Develop appropriate opportunities for women to build leadership capacity.
- 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 Responsible Council Officer and 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 14 members representative of the community and up to three representatives from Council staff as well as one Councillor as the Charter Champion.

- 4.1.1 The Committee shall not exceed 15 members.
- 4.1.2 In addition to the members, Council will provide one Support Person (secretary/ administration support) and a Responsible Council Officer (budget and Council policy guidance) to oversee the Committee.
- 4.1.3 All members will have voting rights with the exception of the Council Support Person and the Responsible Council Officer.

##### **4.2 Vacancies**

The Council will call for applications for the Committee to fill vacant positions by way of a notice in the public notice section of local print media and available web platforms.

- 4.2.1 This will be done as required, either when there are more than three positions vacant, or as part of the concentrated membership drive occurring in April of each year.
- 4.2.2 Recommendations of new members will be presented to Council for endorsement at an Ordinary Council Meeting.

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

Positions will be declared vacant at the end of a members' two year term.

- 4.3.1 All new members or reapplying members are required to complete a Greater Shepparton Women's Charter Advisory Committee Application Membership Form.
- 4.3.2 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.

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Such applications will be considered in the same way as the applications of potential new members.

- 4.3.3 All applications will be reviewed by the Responsible Officer and one other independent Council Officer. Applications will be assessed by the two officers, using a scoring system based on the information provided in the applications. A reference check may also be undertaken to verify the content provided in the applications for the successful applicants.
- 4.3.4 Based on the assessment outlined in item 4.3.3, the responsible Council Officer will make a recommendation to Council by way of a membership report for endorsement at the next available Ordinary Council Meeting.

#### 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 New Committee members will receive an orientation pack upon commencement of their role.
- 4.4.3 The Support Person will keep a record of all attendance and this will be attached to the agenda for every meeting to ensure members are aware of attendance.
- 4.4.4 A leave of Absence can be requested for up to six months if a member feels they are unable to make it to a number of meetings due to particular circumstances. The request for a leave of absence will be sent to the Responsible Council Officer. The leave of absence will be agreed to by the Responsible Council Officer.
- 4.4.5 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.
- (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.
- (b) Any decision to revoke a member's appointment to the Committee will be by way of a resolution at a formal Council Meeting on recommendation of the Committee.

#### 4.5 Friends

Friends of the Committee will consist of individuals 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.

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4.5.2 Friends have no voting rights and are not members.

#### 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 Advisory Committee Co-option 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 Council.
- 5.2 The Committee forms working groups to work on particular projects as required. These may include:
  - International Women's Day Working Group
  - Award Working Group
- 5.3 Working group guidelines will be developed biennially and endorsed by the Committee.

### **6. Role of the Support Person and Responsible Council Officer**

- 6.1 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.
- 6.2 The Responsible Council Officer provides advice and oversight to the Committee on operational matters of Council and the Committee. This includes financial decision making (within the Officers delegation), strategic advice on Council's processes and procedures and making formal recommendations to Council regarding the Committee and the Committees' recommendations to Council where appropriate.

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## 7. Funding

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

- 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 Responsible Council Officer 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 Members of the Committee are required to comply with the Victorian Local Government Act with respect to any conflicts of interest and each Committee agenda must contain a 'Conflicts of Interest' item.
- 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 (when a decision is critical).
- 8.1.4 Minutes shall be kept of the proceedings at all meetings.

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- (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.

## 8.2 Chairperson

The position of Chairperson will rotate every six 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, when requested indicate their willingness to undertake the role of Deputy Chair.

- 8.3.1 The Deputy Chairperson role will also rotate every six 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 Responsible Council Officer)
  - 9.1.3 The Committee shall provide a written report (through the Responsible Council Officer) 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 at the end of the financial year and will include:
    - (a) A brief description on the Committee's activities/events held during the year, key achievements and budget acquittal.
    - (b) A report on membership status.
  - 9.1.4 It will be the responsibility of the Responsible Council Officer to keep the Committee informed of the available budget.

## **10 Committee Meeting Frequency**

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The Committee shall hold monthly meetings.

- 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 Act in accordance with the Code of Conduct developed by the Committee,
- 12.1.2 Actively participate in Committee discussions and offer their opinions and views,
- 12.1.3 Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- 12.1.4 Act with integrity,
- 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



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 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 Advisory Committee Terms of Reference [TOR]
Approved by:	Greater Shepparton City Council
Approval Date:	
Responsibility for Review:	Greater Shepparton Women's Charter Advisory Committee
Review Date:	June 2020

**Appendix 1: 5.3 Working Group Guidelines****5.3.1 Membership**

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

- (a) Co-opted Committee members who are interested in participating may be invited to working group meetings and may participate in discussions.
- (b) There is no cap on the number of members of a 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 general consensus of the working group members.

- (a) All major decisions and recommendations need to be voted on by the Advisory Committee
- (b) Where there is division and a consensus cannot be agreed, the matter is to be discussed with the Responsible Council Officer or Support Person to progress appropriately.

**5.3.4 Reporting Procedure**

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

- (a) A report/ update/ minutes of each meeting 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.

**5.3.5 Working Group Code of Conduct**

- (a) Members of the Working Groups are expected to act in accordance with the Working group Code of Conduct.