

1. INTRODUCTION

The aim of the Gender Equity Advisory Committee (GEAC) is to provide Council with advice on improving Gender Equity within the Hepburn Shire Council and Community.

The GEAC is an advisory committee and not a decision-making body and will make recommendations to Council on matters for determination.

Gender Equity entails the provision of fairness and justice in the distribution of benefits and responsibilities on the bases of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

2. OBJECTIVES

- Advocate for gender equity within the Hepburn community and beyond.
- Provide feedback and advice to Council on the gender equity implications of its policies, plans and services.
- Contribute to the promotion of Council and community collaborations that support and promote gender equity.

3. MEMBERSHIP:

The GEAC membership aims to ensure there is representation of broad community and positions are voluntary.

Membership will comprise of a Councillor as the Chair and ten (10) community members who are committed to working positively to meet the objectives of the Committee. The Committee will operate with a minimum of four (4) members.

Membership shall represent the range of interests and needs of people in the Hepburn Shire. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.

Membership will be invited by way of an expression of interest recommendations of appropriate members will be presented to Council for consideration and appointment appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process.

From time to time, GEAC may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

3.1 SELECTION PROCESS

▶ TERMS OF REFERENCE

The Selection Committee will include the appointed Councillor representative, Director Community & Corporate Services and/or Manager Community Care and a representative from the Community Care Early Years, Youth and Healthy Communities team. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

3.2 REQUIREMENTS FOR MEMBERS (Criteria)

Advisory Committee members will be able to demonstrate some of the following:

- Knowledge and understanding of the needs and issues relevant to gender equity
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities
- The ability to contribute to the strategic development of gender equity initiatives at local government level
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee

Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn. A high level of female representation will be encouraged.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations and the community and business sectors.

3.3 TERMS OF APPOINTMENT

- Appointments will be for a minimum four-year (4) term.
- Council will appoint a Councillor to chair the meetings.
- GEAC members completing a four-year term may re-apply for a further four-year term.

The membership of the Committee will be reviewed as part of the on-going review and implementation of the Gender Equality Action Plan (GEAP).

4. HEPBURN SHIRE COUNCIL

4.1 Role and Responsibilities

Council will have accountability for management of the GEAC.

Council is committed to working co-operatively with GEAC members to improve gender equity across the Hepburn Shire Council and community.

5. ADMINISTRATION AND CONDUCT

5.1 Administration

The Committee will receive administration support by a Council Officer in the Early Years and Healthy Communities Team.

The Committee will meet a minimum of four (4) times annually.

Minutes from the Committee Meetings will be presented to Council at the corresponding Ordinary Meeting.

5.2 Conduct

All members of the GEAC will work in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceived conflicts of interest;
- Act with integrity and avoid the release of confidential information;
- Adhere to the principle of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in revoking the member from representing the committee.