

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

19 August 2014

Agenda Item 7.1 Volunteer Strategy and Action Plan 2014 - 2018

Attachment 1 Volunteer Strategy and Action Plan 2014 - 2018..... 162





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Acknowledgement of Traditional Custodians

"We, the Greater Shepparton City Council, acknowledge the Traditional Owners of the land which now comprises Greater Shepparton. We pay respect to their tribal elders, we celebrate their continuing culture and we acknowledge the memory of their ancestors."

Message from the Mayor

Why do volunteers matter? Because everyone benefits...that's why!

Volunteers play a vital role in the Greater Shepparton community with many clubs, groups and organisations relying heavily on volunteers to continue to deliver the services and functions they provide to the community. The 2011 ABS Census states that 20% of the Greater Shepparton population reported doing some form of voluntary work in 2011. Volunteering enables individuals to participate in their community, developing friendships and networks as well as a sense of belonging and being valued. This demonstrates the great culture of giving through volunteering in our municipality.

The Greater Shepparton Volunteer Strategy and Action Plan provides a framework for how we promote, recruit, retain, support, celebrate and recognise volunteers across the municipality. This is the first Volunteer Strategy and Action Plan for Greater Shepparton City Council and it has been developed through extensive consultation with the volunteering community.

Council looks forward to implementing this strategy in partnership with the Volunteer Managers Network, made up of many local organisations as well as the wider community who participate in or support volunteers in Greater Shepparton. We recognise that these partnerships will be essential to effectively plan and deliver many of these initiatives.

I wish to express my sincere thanks to everyone who has contributed to the development of this strategy and I know together we will work towards realising the aims and objectives.

I encourage every resident to become actively involved in a voluntary capacity. A little bit of effort goes a long way and collectively we can all make a difference to the lives of others!

Cr Jenny Houlihan
Mayor
Greater Shepparton City Council





Executive Summary

The Volunteer Strategy sets out Greater Shepparton City Council's vision and approach to support volunteering in our region. This Strategy will provide a framework for the promotion, recruitment/retention, recognition and celebration of Council's volunteers at a local level, encouraging a responsive and supportive environment for all volunteers. Greater Shepparton City Council recognises, where there is a vibrant culture of volunteering, communities are stronger due to the inclusiveness volunteering promotes in the community.

Aims of the Volunteer Strategy:

- Promote volunteering opportunities
- Engage and retain volunteers
- Ensure standards of best practice and consistency in supporting volunteers
- Respond to emerging trends and issues in the volunteer sector; and
- Recognise and celebrate volunteers.

As Council moves forward we want to be confident that our contribution to the volunteer sector serves us well. Volunteers are a resource we should nurture, support and celebrate. Through effective collaboration we will continue to review the achievements of the action plan, evaluate new opportunities and monitor the resources available, to ensure we continue to work more effectively in today's complex world.

Vision

"The Greater Shepparton Volunteer Strategy and Action Plan demonstrates Council's ongoing commitment to the volunteering sector and provides a framework for building on the brilliant work we do.

We aim to achieve the regional average of volunteering for our municipality.

Greater Shepparton City Council acknowledges that volunteering is an investment in our community. It strengthens the fabric of our society, providing a sense of belonging and builds positive relationships. "





Key Directions and Action Plan

Key Strategic Direction 1: Promotion

Council will work to raise the profile of volunteering across the Greater Shepparton municipality.

Key Strategic Direction 2: Recruitment

Council will provide a consistent approach to recruitment of volunteers.

Key Strategic Direction 3: Supporting

Council will work towards ensuring our volunteers across the Greater Shepparton Municipality are supported with standards of best practice and consistency; providing opportunities to share information.

Key Strategic Direction 4: Celebrate and Recognise

Council will acknowledge the valued contributions of volunteering in the Greater Shepparton municipality.



Volunteers Coordinate major events





Introduction

Greater Shepparton City Council recognises the pivotal role that volunteers play within the community. Many community organisations, programs, clubs and sports would simply not exist without the dedication of volunteers. Volunteering is an essential community resource which promotes active citizenship and social inclusion. Volunteering extends value to our communities to make them safe, robust, inclusive and culturally rich as volunteers come from all walks of life and come together to achieve a common goal for their volunteer organisation.

Volunteering provides a vehicle for individuals or groups to address human, environmental and social needs. Volunteering is often thought of in terms of the benefits it brings to others; however it also benefits the individual, helping them to achieve their own objectives, enhance their skills and extend their experience.

To understand the impact that volunteering has in our community try this exercise. Imagine if one day all the volunteers did not show up.

How would Meals on Wheels be delivered?

How many country fire fighters would assist in a bush fire in a small town?

Would there be Opportunity Shops?

The economic value of volunteers is enormous, their hard work and dedication equates to large volumes of paid work. To use Council as an example, if our 1000 volunteers, did only one hour of volunteering per year (that is far from reality), calculated at \$25 per hour, the value of that time would equate to \$25,000 annually. This is only a fraction of the incredible contribution to the Greater Shepparton community.

“Volunteers are the soul of society”

Greater Shepparton City Council - Volunteer Survey - 2013



Meals On Wheels Volunteers





What is Volunteering

Volunteers are critical partners of, and participants in, societies throughout the world. Volunteers can give their time through formal volunteering avenues, through ad hoc opportunities, by taking part in "informal volunteering" where citizens voluntarily participate in community activities or by providing personal care for family, friends, neighbours, or even strangers.

Definition of Volunteering

Formal volunteering is an activity which takes place through a not for profit organisation or project, and is undertaken:

- To be of benefit to the community and the volunteer
- Of the volunteer's own free will and without coercion
- For no financial payment; and
- In designated volunteer positions only.

Source - © 2009 Volunteering Australia

Volunteering can be confused with work experience that is done in exchange for payment or a token reimbursement of the cost of time given up – most importantly volunteering is not a compulsory activity and is always a matter of choice.



Volunteer at work





Principles of Volunteering

The principles of volunteering are the result of a national consultation undertaken in 1996 with a wide range of stakeholders.

- Volunteering benefits the community and the volunteer;
- Volunteer work is unpaid;
- Volunteering is always a matter of choice;
- Volunteering is not compulsorily undertaken to receive pensions or government allowances;
- Volunteering is a legitimate way in which citizens can participate in the activities of their community;
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs;
- Volunteering is an activity performed in the not for profit sector only;
- Volunteering is not a substitute for paid work;
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers;
- Volunteering respects the rights, dignity and culture of others; and
- Volunteering promotes human rights and equality.

Source - © 2009 Volunteering Australia

“Environmental volunteering sustains, conserves and regenerates the natural environment for the benefit of all”

Greater Shepparton City Council - Volunteer Managers Survey – 2013



Environmental Volunteers





Volunteering Across Australia

Where do volunteers come from?

- Volunteers come from all walks of life
- From the community as individuals who want to make a difference
- From the corporate sector and the public with support to use work time to contribute to the community
- From schools and tertiary institutions as part of a structured program of community service; and
- From religious and service organisations committed to the betterment of the community.

Traditional forms of volunteering remain popular, such as a regular commitment with a sporting club, service club or hospital. However, new forms of volunteering are emerging as a result of wider social, economic and technological change. These forms include virtual, corporate and other one off roles (such as events volunteering). The volunteer sector needs to respond to these changes through developing roles that are a flexible, shorter-term commitment and innovative in the technology space.



Volunteer at Work





Local Statistics

City of Greater Shepparton	2011		
	City of Greater Shepparton	%	Regional Vic
Volunteer	9,342	19.7	23.4
Not a Volunteer	33,814	71.2	68.4
Volunteer work not stated	4,342	9.1	8.1
Total persons aged 15+	47,498	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011. Compiled and presented in profile.id by .id, the population experts.

Statistics from the ABS Census 2011 indicate that almost 20% of the Greater Shepparton population volunteer. Understanding why people volunteer makes it easier to find and keep volunteers participating. It makes sense to do everything we can to promote, support, grow and recognise volunteering, aiming to increase participation.



"I am building a better community"

Greater Shepparton City Council - Volunteer Survey - 2013





National Statistics

Who volunteers?

- 5.4 million adult Australians (34%)
- Slightly more women (36%) than men (32%)
- 44% of those aged 35 to 44 yrs volunteer, the highest participation level of any age group
- 34% of people in full-time and 44% of people in part-time work.

Where do they live?

- QLD and the ACT have the highest volunteering rates at 38%
- 36% of the population volunteers in Western Australia, Tasmania and the Northern Territory
- The volunteering rate in rural and regional areas is higher (38%) than in the cities (32%).

How many hours do they volunteer?

- 46% contributed less than 50 hours in the past 12 months
- 8% contributed at least 400 hours in the past 12 months
- A median of 56 hours per year or 1.1 hours per week.

What do they do?

Four most common types of agencies in which people volunteer:

- Sport / physical recreation (26%)
- Community / welfare (19%)
- Religious groups (17%)
- Education / training (10%).

(Sourced from the Australian Bureau of Statistics 'Voluntary Work Survey' 2006.)



Clean Up Australia Day





Four most common volunteering activities:

- Fundraising (48%)
- Preparing and serving food (31%)
- Teaching / providing information (28%)
- Administration (26%).

Why do they volunteer?

- To help others or the community (57%)
- Personal satisfaction (44%)
- To do something worthwhile (36%)
- Social contact (22%)
- To be active / use skills (16%).

How much is volunteer time worth?

- While more people are volunteering, many are doing so for less time
- 713 million hours were volunteered in 2006
- Volunteer time is currently valued at \$24.09 per hour (Ironmonger, 2009)
- Volunteering contributes approximately \$15.7 billion to the Australian economy.

(Sourced from the Australian Bureau of Statistics 'Voluntary Work Survey' 2006.)

Rewarding
Fun
Helpful
Community

Interesting

Positive





How Volunteers Contribute at Council

Greater Shepparton City Council relies heavily on volunteers to run many of our essential programs. An estimated 1000 volunteers participate in these programs every year. The programs utilising volunteers include but are not limited to:

Activities In The Park / Twilight Stroll - Active Living Department

Active Living has volunteers contributing to major events such as Activities In The Park and Twilight Stroll.

General Events - Arts, Events and Tourism Department

The Arts, Events and Tourism Department assists with up to 80 events and attend various promotions annually in Greater Shepparton. Volunteer activities include traffic management, event registration and administration and marketing of events.

Kidstown - Active Living Department

Volunteers support Kidsfest, Twilight Strolls and other events held at Kidstown. Volunteers also assist with general maintenance, participate in gardening programs and miniature train driving assistance. Over 150 volunteers support Kidstown.

Meals on Wheels – Neighbourhoods Department

Volunteers deliver around 100 meals a day across Shepparton, Mooroopna and Tatura. Over 200 residents volunteer for this program.

Revegetation activities – Sustainability and Environment Department

Volunteers assist with Council's revegetation projects through tree planting and other activities. Many volunteers assist with tree planting on National Tree Day each year.



Christmas for Those Alone





Riverlinks - Arts, Tourism and Events Department

Volunteers for Riverlinks work as ushers for all performances presented at the Eastbank Centre and Westside Performing Arts Centre.

Shepparton Art Museum – Arts, Tourism and Events Department

Volunteers provide guided tours of the Shepparton Art Museum for members of the public.

Social Connections Program – Neighbourhoods Department

Social Connections volunteer operate within the community, and provide a comprehensive range of support services for frail aged and people with a disability, as well as their carers. Council's Social Connections program relies on its volunteers and acknowledges the invaluable support they offer.

Street Rider– Neighbourhoods Department

The Shepparton Street Rider initiative provides late night transport from the nightclub district to prevent crime and violence in the Shepparton CBD. This proactive and successful project is a joint partnership between Council, Victoria Police, a number of late night venues, the Department of Corrections, Berry Street and operated with the support of volunteer drivers.

Wipeout – Works & Parks Department

Council and Victoria Police have teamed up to develop a Wipe out Graffiti program which aims to remove graffiti quickly in a bid to discourage further incidents. A special community trailer is now available for sporting and trading groups, schools and organisations wishing to conduct graffiti working bees. A volunteer program has been developed to help businesses and residents who may be unable to remove graffiti themselves.

Visitors Centre (VC) – Arts, Tourism and Events Department

Volunteers at the VC provide a first point of welcome and information for visitors to Greater Shepparton. VIC volunteers play an important role as ambassadors for the Greater Shepparton area. The VC has over 30 registered volunteers.

Some of the other Council activities that volunteers are involved in include Community Plans, Section 86 Committees and other short term Community Committees.



Celebrating Our Volunteers





Developing the Strategy

Process

This strategy has been formed through significant consultation with volunteers and volunteer managers across the Greater Shepparton municipality. This provided an avenue for the volunteers, volunteer managers and the wider community to give feedback regarding resourcing and ideas on strengthening the volunteer sector within the Greater Shepparton municipality. This feedback has been used to shape the key strategic direction for the action plan. The consultation has enriched Council's understanding of the opportunities and challenges faced by the volunteer sector.

Consultations

Volunteers

Consultation provided an understanding of the current environment of volunteering, what is working well and opportunities moving forward. A number of different mechanisms were used to engage and consult with the volunteer community. A survey was developed and placed on the external Council website, hard copies of the survey were distributed to not for profit organisations and one-on-one interviews were conducted with volunteers.

Volunteer Managers external to Council

An extensive volunteer sector engagement project was undertaken to connect with over 50 Volunteer Managers from a variety of local organisations. Volunteer managers and coordinators were encouraged to complete an online survey seeking information about the vital elements of maintaining volunteers.

Questions included:

"What is working well for your organisation's volunteers?"

"What can Council undertake to encourage more volunteers?"

One-on-one interviews were undertaken with Volunteer Managers from both large organisations and smaller groups. Volunteer Managers also participated in two round table forums prior to the release of the draft strategy. The forum provided an opportunity to give feedback on best and current practices with volunteers and identify opportunities for improvement in the future. This information was utilised to inform the development of the action plan.

Council Staff

Internal volunteer managers, volunteer coordinators and other key Council staff participated in the online survey and also came together for round table discussions to share current practices and to make suggestions on working as a collective to produce a consistent set of standards across Council. Many ideas were generated from these discussions, some highlighting trends across the different volunteering operations and some more specific to individual operations.

Draft

Following the development of the draft strategy, further consultation was undertaken. The strategy was available for public viewing and feedback for a four week period. During this time, additional feedback was provided by external volunteer managers and other internal stakeholders through forums, one on one meetings and other informal feedback methods.





Feedback from Surveys - Volunteers

The survey of volunteers asked them to describe their volunteer experience in three words. The results clearly indicated that volunteers found their experience in volunteering rewarding and satisfying. Respondents also highlighted that they felt appreciated for their contribution.

Volunteers say that volunteering is...



"I volunteer because I like to help people and my community"
Greater Shepparton City Council - Volunteer Survey - 2013

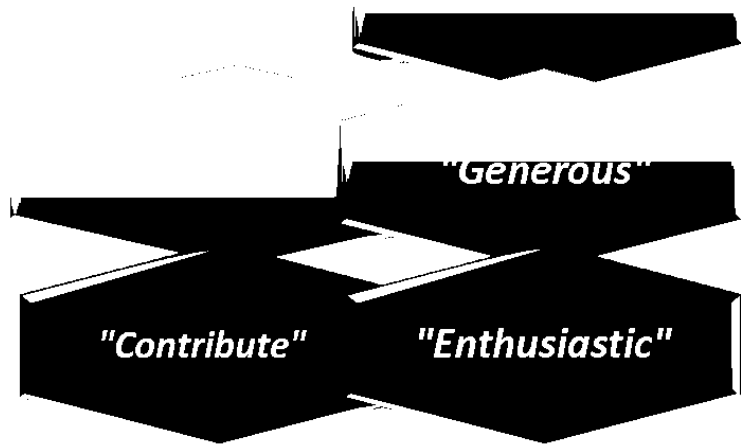




Feedback from Surveys – Volunteer Managers

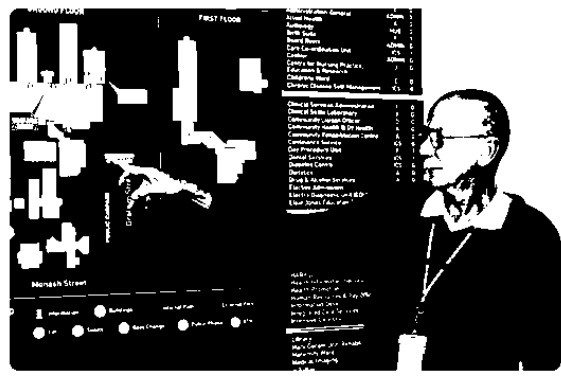
Volunteer managers were asked to describe the impact of volunteering in their organisations. The overwhelming response was that many programs and activities would not survive without the assistance of volunteers.

Volunteer Managers say their volunteers are...



“Our volunteers are making a difference in people’s lives and the community”

Greater Shepparton City Council - Volunteer Managers Survey – 2013



“Passionate contributors to community”

Greater Shepparton City Council - Volunteer Managers Survey – 2013



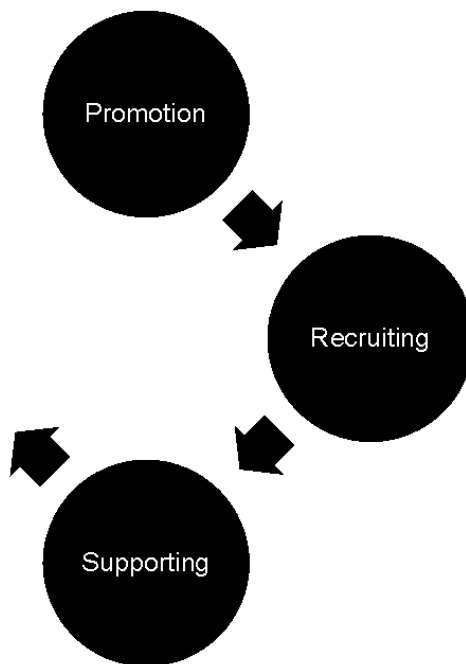


The Strategy

Key Directions and Action Plan

Through the consultation four strategic directions have been created to highlight the actions that Council will undertake to support the volunteering sector and strive for best practice for the volunteers of Greater Shepparton. The action plan consists of identified activities Council and the volunteer managers network will undertake during 2014 – 2018 based on these strategic directions.

- 1 Promotion
- 2 Recruitment
- 3 Supporting Volunteers
- 4 Celebrate and Recognise.





Monitoring and Evaluation

The implementation of the Greater Shepparton Volunteer Strategy and Action plan will be monitored and reviewed annually. The internal volunteer managers and coordinators together with the external Volunteer Managers Network and Council's Community Strengthening team will be responsible for driving the momentum of carrying out the actions of the strategy. The strategy will be updated and reported against annually by the Council Officers.

The attached Action Plan identifies a lead agency for each action. Where Council has been identified as the lead they will be responsible for co-ordinating the planning and implementation of the action. Some actions will be led by the Volunteer Managers Network and Council will only report on these.

The following evaluation method's will be undertaken to ensure the strategy achieve its target.

1. Annual review forum with internal volunteer managers/coordinators working group, to review measurements, ensure timelines are being adhered to; and to adjust the process where necessary.
2. Ongoing facilitation of Volunteer Managers Network meetings.
3. Annual report provided to Council outlining achievements and the current status of implementation of actions.

Budget Implications

The Action Plan measurements assigned to Council are set within the Council context of financial constraints and staff capacity. Any actions requiring additional funding will be considered through the annual budget process. Grant opportunities will also be sought by Council Officers through government and non-government funding bodies to implement actions requiring additional funding.

The Volunteer Managers Network may collectively investigate external funding opportunities to develop and expand actions and projects that will ultimately benefit volunteers within our community.



Celebrating Our Volunteers





Key Strategic Directions: Action Plan 2014 - 2018



Key Strategic Direction 1: Promotion

Council will work to raise the profile of volunteering across the Greater Shepparton municipality.



Key Strategic Direction 2: Recruitment

Council will provide a consistent approach to recruitment of volunteers.



Key Strategic Direction 3: Supporting

Council will work towards ensuring our volunteers across the Greater Shepparton Municipality are supported with standards of best practice and consistency; providing opportunities to share information.



Definitions – Action Plan

<u>Year 1</u>	2014 – 2015 financial year
<u>Year 2</u>	2015 - 2016
<u>Year 3</u>	2016 - 2017
<u>Year 4</u>	2017 – 2018

'Lead Agency' This column reflects either the Volunteer Managers Network or Council as the responsible party for coordinating the planning and delivery of the action.

'Partnership' The first party listed in this column is the officer or team responsible for coordinating the planning and delivery of the action.

<u>GSCC</u>	Greater Shepparton City Council
<u>VMN</u>	Volunteer Managers Network

Key Strategic Direction 1: Promotion

Council will work to raise the profile of volunteering across the Greater Shepparton municipality.

	Action	Lead Agency	Partnerships	Measurement	Timeframe
1.1	Continue to maintain the Volunteer Manager's Network "Quick Reference Guide" which outlines volunteering opportunities across Greater Shepparton	Volunteer Managers Network (VMN)	GSCC - Community Development Officer GSCC - Internal Volunteer Managers Department Human Services; Job Services Australia; Disability Employment Services	Review and update the guide twice a year or as required.	Year 1 / Ongoing
1.2	Develop a campaign plan to promote volunteering opportunities in the community, including print, website and social media.	GSCC	GSCC - Marketing and Communications VMN GSCC - People Performance	Develop campaign plan. Utilise Council's 'Calendar of Events' to highlight vacancies.	Year 1 / Ongoing
1.3	Actively promote the benefits of volunteering in educational settings such as career expos; secondary schools; community services; tertiary campuses; Neighbourhood houses.	VMN	GSCC - Community Strengthening Team GOTAFE Career teachers GSCC - Internal Volunteer Managers	Attend a minimum of two events per year.	Year 1 / Ongoing
1.4	Identify opportunities for young people aged under 18 years to volunteer and promote these volunteering positions. Include these opportunities in the "Quick Reference Guide".	GSCC	GSCC - Youth Development Officer Word and Mouth Schools	Produce a youth volunteering opportunities list. Add to "Quick Reference Guide". Include this list on Council's Volunteering web page.	Year 2
1.5	To promote and support CALD community volunteering through utilising culturally appropriate methods of communications and existing networks.	GSCC	GSCC - Community Strengthening Team VMN	Quick reference guide utilises 'Easy English'.	Year 2
1.6	To promote and support Aboriginal community volunteering through utilising culturally appropriate methods of communications and existing networks.	GSCC	GSCC - Community Strengthening Team GSCC - Aboriginal Partnerships Officer VMN	Quick reference guide utilises 'Easy English'.	Year 2

Key Strategic Direction 1: Promotion (continued)

Council will work to raise the profile of volunteering across the Greater Shepparton municipality.

1.7	Identify suitable partnerships between GSCC and volunteer agencies.	GSCC	GSCC - Community Strengthening VMN	Nurture a partnership with 'Act, Belong Commit'.	Year 2
1.8	To work towards achieving the regional average of volunteering.	VMN	GSCC - Internal Volunteer Managers Volunteer Sector	To increase the percentage of volunteering from 19.7% (2011 Census) to be closer to the regional average of 23.4%.	Year 4 / Ongoing

Key Strategic Direction 2: Recruitment

Council will provide a consistent approach to recruitment of volunteers.

	Action	Lead Agency	Partnerships	Measurement	Timeframe
2.1	Council will develop a Volunteer Policy that reflects the national standards of volunteering.	GSCC	GSCC - Community Development officer GSCC - Internal Volunteer Managers	Council adopts Volunteering Policy.	Year 2
2.2	Create uniformity for internal volunteering recruitment through a consistent registration process across Council.	GSCC	GSCC - Community Development officer GSCC - People Performance GSCC - Volunteer Managers	Update registration forms that are easily accessible for volunteer managers and customer service.	Year 1 / Ongoing
2.3	Create position descriptions for all volunteer positions within Council.	GSCC	GSCC - Community Development officer GSCC - People Performance GSCC - Internal Volunteer Managers	Position descriptions completed for all volunteer positions within Council.	Year 2
2.4	Develop a Council Volunteer Induction kit for all volunteers – which would include registration forms, relevant policies and procedures, grievance procedures, Police checks and name tags.	GSCC	GSCC - Community Development officer GSCC - People Performance GSCC - Internal Volunteer Managers GSCC - Governance	Kits developed and distributed to volunteer managers.	Year 2 / Ongoing
2.5	Develop volunteer induction program for all Council volunteers.	GSCC	GSCC - Community Development officer GSCC - People Performance GSCC - Internal Volunteer Managers	Induction program developed and delivered as required. Collaborative approach to training opportunities.	Year 2 / Ongoing
2.6	Explore professional development opportunities for volunteers including links with Council and Volunteer Sector Training programs.	GSCC	GSCC - Community Development officer GSCC - People Performance VMN	Volunteers participate in training opportunities.	Year 3
2.7	Council will continue to develop and utilise a central management system for the registration of volunteers and mandatory training in OHS and Code of Conduct.	GSCC	GSCC - People Performance GSCC - Community Development Officer	All current volunteers registered on existing central system. New volunteers added on sign up.	Year 2

Key Strategic Direction 2: Recruitment (continued)

Council will provide a consistent approach to recruitment of volunteers.

2.8	Council will monitor emerging volunteer trends and their application within Council e.g. virtual volunteering and corporate volunteering.	GSCC	GSCC - Community Strengthening team GSCC - Marketing and Communications	Council Officer to attend regular volunteer professional development. Collect local data on volunteer trends. Evaluation of data collected.	Annually Year 3
2.9	Council will continue to advocate at all levels of Government and the wider community for volunteer management resources to conduct Selection / Screening / competency / skill matching.	GSCC	VMN	Conduct feasibility study to identify funding options to conduct a feasibility study for a skill match database.	Year 4



Celebrating Our Volunteers

Key Strategic Direction 3: Supporting Volunteers

Council will work towards ensuring our volunteers across the Greater Shepparton municipality are supported with standards of best practice and consistency; providing opportunities to share information.

	Action	Lead Agency	Partnerships	Measurement	Timeframe
3.1	Support the Volunteer Managers Network to continue to strengthen volunteering within the municipality.	GSCC	GSCC - Community Development Officer All organisations that utilise volunteers	Coordinate six meetings per year hosted by various members of VMN At least one representative from Council's Internal volunteer managers to attend each meeting	Year 1 / Ongoing
3.2	Establish an Internal Volunteer Managers/Coordinators Working Group to strengthen volunteering within council.	GSCC	GSCC - Community Development Officer GSCC - Representatives from all who manage or coordinate volunteers	Conduct a minimum of two meetings per year.	Year 1 / Ongoing
3.3	Investigate budget options to employ a full time volunteer coordinator within Council.	GSCC	GSCC - Manager Neighbourhoods GSCC - Team Leader Community Strengthening	Collect regular data and information relevant to volunteer management across Council. Job analysis business case completed.	Year 2
3.4	The VMN will continue to seek feedback from the volunteer sector to strengthen volunteering within the municipality.	GSCC	VMN GSCC - Internal Volunteer Managers	Conduct two surveys annually to understand the volunteer experience.	Year 1 / Ongoing
3.5	Investigate the feasibility of creating a volunteer resource space, either a physical or virtual location.	GSCC	GSCC - Community Development officer GSCC - Community Strengthening Team GSCC - Internal Volunteer Managers	Conduct a feasibility study.	Year 3 or 4
3.6	Investigate opportunities to assist volunteers to develop and enhance skills in preparation for the volunteering experience.	VMN	GOTAFE Registered Training Organisations	Identification of appropriate study opportunities.	Year 3
3.7	Council to advocate with insurers for enhanced procedures regarding Council's volunteer management.	GSCC	GSCC - Risk	Procedures identified.	Year 1 / Ongoing

Key Strategic Direction 4: Celebrate and Recognise

Council will acknowledge the valued contributions of volunteering in the Greater Shepparton municipality.

	Action	Lead Agency	Partnerships	Measurement	Timeframe
4.1	Continue to host an annual Greater Shepparton Volunteer Recognition Awards during National Volunteer Week.	GSCC	GSCC - Community Development officer Volunteer Sector	One event per year.	Year 1 – annually in May
4.2	Celebrate volunteers annually through a municipality wide event to recognise the contribution of volunteers.	GSCC	VMN Volunteer Sector	One event per year. Annual forum for volunteers incorporating guest speakers and networking opportunities.	Year 2
4.3	Council will investigate opportunities to reward volunteers through in-kind resources from within Council, other organisations and explore local business discounts for volunteers.	GSCC	GSCC - Arts, Events and Tourism Shepparton Show Me	Identification of sustainable rewards.	Year 3
4.4	Council will advocate for recognition of the municipality's volunteers by profiling local volunteers in the media.	GSCC	GSCC - Internal volunteer managers GSCC - Marketing and Communications	Prepare two media releases per year to celebrate and recognise volunteers.	Year 1 / Ongoing
4.5	Volunteer Manager Network will prepare media releases profiling local volunteers.	VMN	GSCC - Community Development officer Media organisations	Advocate with local media sources for volunteer promotion every two months.	Year 1 / Ongoing
4.6	Investigate volunteer recognition programs and opportunities	GSCC	GSCC - Community Development officer GSCC - Internal volunteer managers GSCC - People Performance	Development of a CEO directive or guidelines	Year 3 or 4

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

19 August 2014

**Agenda Item 7.3 Greater Shepparton Women's Charter Alliance Advisory
Committee - 2013/2014 Annual Report and Membership
Endorsement**

**Attachment 1 Women's Charter Alliance Advisory Committee WCAAC
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Greater Shepparton Women's Charter Alliance Advisory Committee

2013/2014 Annual Report



WOMEN'S PARTICIPATION
IN LOCAL GOVERNMENT
COALITION



GREATER
SHEPPARTON

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Background

The Women's Charter was first launched by the Women's Participation in Local Government Coalition in 1996. The Charter's three principles of Gender Equity, Diversity and Active Citizenship are now supported by more than 60 local governments.

Greater Shepparton City Council officially endorsed its commitment to the Women's Charter in 2010 and an action plan followed. In 2011 an advisory committee was initiated and commenced with its first meeting being held on the 4th November 2011. The Committee was officially endorsed by Council on the 21st February 2012, and is known as the Greater Shepparton Women's Charter Alliance Advisory Committee (WCAAC).

The WCAAC can be found on the Greater Shepparton City Council website at <http://greatershepparton.com.au/wcaac>

2013/2014 Membership

Throughout 2013/2014 the Committee has focused on several key projects with a central goal of raising the Committee's profile to attract new members whilst continuing to promote women's participation.

The Council endorsed Committee membership for 2013/2014 included:

- One Council Charter Champion – Councillor Jenny Houlihan, Mayor
- One representative from Council
- Seven endorsed community members

In addition, the Committee also has the following:

- One Council appointed Support Person
- 39 Friends of WCAAC

It should be noted that the Support Person and Friends do not have voting rights.
A list of members can be found at Appendix one.

Identified in the WCAAC Terms of Reference is capacity for the Committee to have 15 community members and five Council Officer members. A key focus of this year was to work on reaching these numbers to add to the pool of minds and hands available for Committee business and events whilst again continuing to promote the Charter principles.

The revised Terms of Reference (M14/3666) can be found at Appendix two.

In the 2013/2014 financial year the Committee received four applications for Membership. The applications have been approved by the Committee and will be put to Council for endorsement.

The applications were received from:

- Margo Koskelainen, Community
- Charlene Norton, Council
- Barbara Carter, Community
- Jan Phillips, Community

Meetings

The WCAAC met on a monthly basis throughout 2013/2014 with the exception of January and April 2014. The April 2014 meeting was held in early May due to the ANZAC Day public holiday. One special meeting was held in February.

Administrative activities

The WCAAC has made much progress in revising and embedding more streamlined and clear cut administrative processes. It is anticipated having more cohesive processes will enable the Committee to attract more members, strengthen ties with the wider community, and focus on events and the other work the Committee was established to do.

In 2013/2014 the Committee has:

- Reviewed and comprehensively revised its Terms of Reference, which has now allowed for:
 - The establishment of sub-committees
 - The ability to co-op members of the community to assist with special projects
 - A more realistic – and community weighted - membership quota
- Reviewed and revised its Expression of Interest (membership application) form
- Introduced a more thorough evaluation process for its events
- Utilised feedback forms at events
- Commenced work on building its name/brand in the wider community
- Revitalised and formalised a 'New Members' pack

Events

In 2013/2014 the WCAAC decided to focus on two main events – International Women's Day 2014 and a Refugee Week movie night. The Committee is also forward planning for a major event for late in the 2014 calendar year – a Women's Voices Forum.

The WCAAC believes that events such as these are a great way to reach a variety of audiences, provide information, knowledge, resources and strengthen community ties.

International Women's Day 2014

The WCAAC held a free event for International Women's Day on 7th March 2014 at the McIntosh Centre, Shepparton.

The event was disability accessible and was attended by approximately 140-150 people. The overarching theme of the event was *'Many Women, Many Voices'*, and the secondary theme was *'Food for all is common cents; the relationship between food, money and health.'* The event consisted of entertainment, a food/cooking demonstration 'break out' session, and a Q&A session.

The theme of the Q&A session was *'Diverse Women in Leadership: Unlocking our Potential in a Changing World.'* The moderator and panellists for the Q&A session were:

- Maria Dimopolous (Moderator) – Gender and Diversity consultant and expert
- Nyadol Nyuen – Lawyer and one of Australia's top 100 most influential African Australians
- Teena Knight – Orchardist and Social Media Activist
- Jean Varty – Principal of Ardmona Primary School
- Felicia Dean – CEO of Rumbalara Aboriginal Co-operative

The WCAAC applied for, and were successful in obtaining, funding from Women's Health Goulburn North East for the event. The event was also supported by:

- Greater Shepparton City Council
- PrimaryCare Connect
- Tatura and Shepparton Racing Club
- Medicare Locals

A full evaluation (M14/14565) of the event will be available on the Greater Shepparton City Council website at: <http://greatershepparton.com.au/wcaac>.



Wadjda Movie Night 2014

On Wednesday 18 June 2014 the WCAAC held a free movie night as part of Refugee Week in conjunction with Council's Cultural Development Officer (Charlene Norton).

The event was disability accessible and was held at the Village Cinemas Shepparton. Approximately 170 people from a variety of multicultural backgrounds attended the event, and Halal food with a multicultural flavour was provided.

The movie – Wadjda – was chosen to fit with the Refugee Week and multicultural theme. Wadjda is a 2012 Saudi Arabian film written and directed by Haifaa al-Mansour. It is the first feature film shot entirely in Saudi Arabia and is the first feature length film made by a female Saudi director.

*The film trailer can be accessed at: <http://www.youtube.com/watch?v=3koigluYOH0>.
A full evaluation (M14/35702) of the event will be available on the Greater Shepparton City Council website at: <http://greater-shepparton.com.au/wcaac>.*

Greater Shepparton Women's Charter Alliance Advisory Committee presents... ADMIT ONE 000

WADJDA

Wednesday June 18, 2014
 Movie starts at 6.30pm
 Shepparton Village Cinemas
 (halal) Nibbles provided from 5.30pm

Relieve Me!
 WOMEN'S VOICES FORUM
 SHEPPARTON

Future events

The WCAAC is currently in the planning stages of a 'Women's Voices' Forum, anticipated to be held in September 2014.

Planning for other events for the 2014/15 financial year is also continuing.

WCAAC Award

The WCAAC allocates an award to an outstanding individual or community group on an annual basis.

Traditionally this award is presented to the recipient at the International Women's Day Breakfast held by the Shepparton Soroptimists Club. The award recipient for 2014 was the Mooroopna Red Cross. The Mooroopna Red Cross is celebrating 100 years of continuous service in 2014.

The WCAAC would like to strengthen the administrative processes surrounding the award, and anticipate such strengthening work will occur in the 2014/15 financial year.

Guest speakers

In 2013/2014 the WCAAC was pleased to host Rukhsana Ahmadi, a Senior Lecturer at Deakin University.

Rukhsana spoke about her research project '*Highly Skilled Migrant Women Down Under*'. Her project is to try and establish what is happening to highly skilled migrant women when they come to Australia. Are these women experiencing barriers to obtaining work? Rukhsana has a particular interest in the Shepparton area.

Rukhsana hopes her research project will inform the community and levels of government. It is due to be completed in early 2015.

From Rukhsana attending a WCAAC meeting as a guest speaker, an opportunity arose for the WCAAC Council Support Person and Council's Cultural Development Officer to attend a focus group discussion of highly skilled migrant women. This discussion provided a valuable insight into the difficulties faced by highly skilled migrant women accessing education and employment.

Relationships

Throughout 2013/2014 the WCAAC developed relationships with a variety of groups and individuals. These included:

- Women's Health Goulburn North East
- PrimaryCare Connect
- Tatura Shepparton Racing Club
- Medicare Locals
- FamilyCare
- Refugee Week
- Maria Dimopolous – Gender and Diversity consultant and expert
- Nyadol Nyuen – Lawyer and one of Australia's top 100 most influential African Australians
- Teena Knight – Orchardist and Social Media Activist
- Jean Varty – Principal of Ardmona Primary School
- Felicia Dean – CEO of Rumbalara Aboriginal Co-operative
- Cynthia Scott (Welcome to Country)
- Rukhsana Ahmadi, Deakin University

The WCAAC is also committed to strengthening relationships with the wider community. For example:

- A general WCAAC meeting was held at Dookie in October 2013
- The Wadjda movie night event (as part of Refugee Week) was specifically aimed at the Cultural and Linguistically Diverse (CALD) community.

Promotion

The WCAAC has enjoyed excellent promotion of its events in local media. Not only is such promotion aimed at advising the community about events and activities of the WCAAC, it is also about trying to increase community awareness of the WCAAC (brand) and its work.

The Council Marketing and Communications Department has facilitated this promotion, and in the 2013/2014 year, the following mediums of promotion (paid and unpaid) were utilised:

- The Shepparton News
- The Shepparton Adviser
- Weeknights (Southern Cross Ten)
- Facebook
- Posters
- Greater Shepparton City Council website
- Internal Greater Shepparton City Council website
- SheppARTon Festival brochure
- WIN TV
- Refugee Week brochure and website
- Victorian Local Government Association newsletter
- My Community
- WCAAC friends mailing list
- Other, individual networks

For examples of some of the promotion the WCAAC has done, please see appendix three.

2013/2014 Budget

The WCAAC was allocated a \$10,000 budget by the Greater Shepparton City Council for the 2013/2014 financial year.

The WCAAC was successful in obtaining a \$2,000 grant from Women's Health Goulburn North East to be utilised for the International Women's Day event 2014.

A breakdown of the budgetary activity for the 2013/2014 financial year is tabulated below:

Sub Account	30/06/2014 Forecast	YTD Actual Incl Commit
Grand Total	10,000	13,216
Operating Expense		
361. Advert/Promo/Market	1,000	532
364. General Expenses	11,000	14,684
371. Materials or Supplies	0	0
Total Operating Expense	12,000	15,216
Operating Income		
103. Grants	(2,000)	(2,000)
Total Operating Income	(2,000)	(2,000)

For the 2014/2015 financial year the WCAAC has expressed interest in creating partnerships (in-kind) and exploring other grants to enable them to build on the work undertaken in 2013/2014.

Future

The future of the WCAAC looks promising, as the Committee has already identified future projects and areas for future focus. These include:

- Conducting a focused membership drive
- Building on the community awareness of the WCAAC brand
- Strengthening the WCAAC Award process and allocation
- Events, such as the Women's Voices Forum (currently in initial stages of planning)
- Partnerships with other organisations/individuals
- Focus on policy that influences opportunities for women
- A regular newsletter for members and friends
- Nominating a worthy woman for the Victorian Honour Roll of Women
- Completion of the 'New Members' pack

Appendices

Appendix one: Membership list

Cr Jenny Houlihan, Mayor	Member - Council Charter Champion
Connie O'Dea	Member - Community
Fran Smullen	Member- Community
Jennifer Broadbent	Member - Community
Kate Montgomery	Member - Council
Leanne Raditsas	Member - Community
Michelle Bertolli	Member - Council
Patricia Moran	Member - Community
Shira Lam	Member – Community
Emma Hofmeyer	Council Support Person

Appendix two: Terms of Reference



GREATER SHEPPARTON WOMEN'S CHARTER ALLIANCE ADVISORY COMMITTEE

TERMS OF REFERENCE

Adopted by Resolution of Council on Tuesday 15 April 2014

For Review April 2016

1. Purpose

The purpose of the Greater Shepparton Women's Charter Alliance Advisory Committee is to promote 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 Greater Shepparton City Council. It has no executive authority but it does:

- Provide advice to the Council on issues relating to the Victorian Local Government Women's Charter and the three keys issues of gender equity, diversity and active citizenship that create innovative ways to encourage leadership roles for women in all aspects of Council and community decision-making processes;
- Make recommendations to Council to encourage delivery of Victorian Local Government Women's Charter principles;
- Ensure there are opportunities for women in Greater Shepparton to access information about the Council and leadership opportunities within Council;
- Promote women in local leadership roles;
- Support and mentor Council and the community about issues surrounding women obtaining leadership positions;
- Provide a collaborative network;
- Support Council staff and the community to coordinate projects and events to promote women in local leadership roles;
- Develop appropriate opportunities for women to build leadership capacity.

3. Additional functions

In furtherance of its role, the Committee may:

- 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 and assist with running these events;

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- Liaise with the Council and its staff (through the Support Person) to ensure continuing cooperation and coordination of women in all levels of decision making;
- Publicise and promote interest in, and membership of, the Committee.
- Liaise and link in with other women's alliances.

4. Sub-Committees

Establishment and/or cessation of sub-committees may be directed from time to time by the Committee or otherwise by the Support Person. See Annexure One for a list of current sub-committees of the Alliance and the terms under which they will operate.

5. Committee Membership

Vacancies

The Committee will call for applications to fill vacant community positions by way of notice in the public notice section of the Shepparton News and other media before appointing community representatives to the committee. This will be done as required, with a concentrated membership drive occurring in March of each year – with recommendations finalised in May for forwarding to Council for endorsement.

Nominations/applications to become a committee member

Community positions will be declared vacant at the end of the current members' two year term. Potential new members can complete an Expression of Interest form available online or at Greater Shepparton City Council reception at any time. This form will be endorsed by a current member of the committee and progressed to Council for endorsement as part of the Annual General Meeting (AGM) process.

Composition

The Committee shall comprise up to fifteen members representative of the community and up to five representatives from the Council (which will include one Councillor as a Charter Champion and one secretary/support administration position filled by a Council employee). The Committee shall not exceed 20 members.

All members, except the Support Person, will have voting rights.

Terms of appointment

Terms of office for community positions will run for two years commencing 1 July.

As Committee members will be appointed on an annual basis, two year terms will rotate. That is: the first year appointees will have their terms of office finish a year before the second year appointees. This will ensure the Committee is not void of experienced Members in any one year, thus ensuring consistency and stability.

Vacated community positions will be subject to a public call for applications with the outgoing member/s eligible for reappointment. In the case of a casual vacancy on the Committee, any appointment (filled by application or co-option) will be for the remainder of the term of the original appointment.

New Committee Members will receive an orientation pack upon commencement of their role.

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. Any decision to revoke a member's appointment to the Committee will be via resolution at a formal Council Meeting.

Friends

Friends of the Committee will be people who do not wish to become members (at the present time) but do wish to be kept informed of the Committee's events, awards, and news. A list will be kept of Friends and it is anticipated the Committee members will keep Friends informed of the Committee's activities. Friends are welcome to apply for membership at any time.

Co-option

At any time members may be nominated for co-option to the committee. This will require the completion of an Expression of Interest form endorsed by a current committee member. The term of the co-option will be negotiated with the applicant and the committee. Co-opted members to the committee will not have voting rights during meetings of the committee but are able to take part in discussions.

Chairperson

In order to appoint a Chairperson, Committee Members will, at the first meeting following the AGM, indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a list/roster will be drawn up allocating people as chair in alphabetical order.

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

The rotation will commence and recommence at the second formal meeting after the AGM of the Committee each year.

Deputy Chairperson

The Deputy Chairperson will be the member whose name follows that of the Chairperson. This role will also rotate every three meetings.

The Deputy Chair will assume the Chair at any meeting at which the designated Chair is not in attendance.

6. Role of the Support Person

The Council Support Person will not have voting rights. The Support Person's role is to provide administration support to the Committee. This includes tasks such as minute keeping/distribution, agenda writing and distribution, and record keeping.

7. Funding

Council allocates funding for the Committee through annual budgeting processes. Recommendations about spending of funding will be made by a motion of the Committee supported by a quorum. The recommendation will then be processed by the Team Leader, Community Strengthening to arrange formal approval of the decision.

It will be the responsibility of the Support Person to keep the Committee informed of budgetary issues, and to provide information for the Annual Report.

The Committee may enter into funding partnerships with other organisations. This may mean the Committee can assist with funding, or may be able to apply for funding. Funding partnerships can be formed as directed by a motion of the Committee.

8. Committee Meeting Procedure

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

- The Committee is not required to comply with Council's Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal);
- 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;
- The Chairperson shall take the chair at all meetings at which he or she is present. In the Chairperson's absence, the Deputy Chairperson will chair the meeting;
- Minutes shall be kept of the proceedings at all meetings and they must be certified by the Chairperson of the meeting at which they are confirmed. Copies of minutes must be kept on record by Council and distributed to the Committee within 14 days of a meeting;
- The Support Person will ask any Councillors in attendance at meetings to declare any conflicts of interest. The Support Person will fill out the Record of Assembly of Councillors form (refer Section 12); stating all Councillors and Council Staff in attendance, Councillors in attendance, topics discussed and any conflicts declared. This information shall be stored as per the Assembly of Councillors CEO Directive 07.CEOD2.

9. Reporting Procedure

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

- The nominated Councillor will provide Council with ad hoc briefings regarding the activities of the Committee, as required;
- Any issue on which the Committee requests Council advice or information will be communicated through the Director of Community and/or the Chief Executive Officer (via the Support Person).
- The Committee shall provide a written report to the Council 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 May and tabled at a Council meeting in July of each year and shall include, but will not be limited to:
 - A brief rundown on the Committee's activities/events held during the year
 - An account of monies in and monies out
 - A report of Committee Membership and new member nominations for endorsement.

Sub-Committees will be required to report as outlined in Annexure One.

All funds will be subject to Council's annual budgetary process and will be administered by the Team Leader – Community Strengthening.

10. Committee Meeting Frequency

The Committee shall hold an Annual General Meeting (AGM) in July of each year, following Council's endorsement of the annual report and new membership. The business of the AGM shall be to receive the annual report and officially appoint new members.

The Committee shall hold monthly meetings. 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.

The Support Person may call a special meeting.

11. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.
- f. forward apologies to the support person before the meeting date they are unable to attend.

12. 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. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- 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 Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

13. 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 Committee.

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 2016

ANNEXURE ONE

List of Sub-Committees

1. International Women's Day Steering Committee

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Role of the International Women's Day Steering Committee

The International Women's Day Steering Committee is responsible for assisting Council officers with the organisation of the annual International Women's Day event, usually held in March each year. The Steering Committee will act upon suggestions/ideas put forward by the wider Committee and approved by Council. In order to organise the annual International Women's Day event, the Steering Committee will be required to undertake tasks including but not limited to:

- Identifying a suitable guest speaker for the event
- Booking an appropriate venue
- Organising catering
- Organising invitations and/or promotion of the event
- Organising media coverage of the event, where possible
- Post event evaluation
- Acquittal of budget with the assistance of the support person.

Membership

The International Women's Day Steering Committee's membership will consist of interested and willing committee members. Non committee members who are interested in participating may be invited to steering committee meetings and may participate in discussions. However non committee members will not have a voting role on the steering committee.

Steering Committee Chairperson

In order to appoint a Steering Committee Chairperson, Committee Members will indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a decision will be made by vote amongst the Steering Committee.

Steering Committee Deputy Chairperson

The Deputy Chairperson will be appointed in the same way as the Chairperson. The Deputy Chair will assume the Chair at any Steering Committee meeting at which the designated Chair is not in attendance.

Term of Appointment

Members will be appointed through expression of interest for a period of one year. Members may be appointed to consecutive terms.

Members will be appointed in August of the year preceding the event (held in March).

Reporting Procedure

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

- Minutes of the Steering Committee will be provided to the Advisory committee for noting and ratification.

- The Committee shall provide a brief written report of the committees activities for inclusion in the Annual Report.

2. Women's Charter Award Steering Committee

Role of the Women's Charter Award Steering Committee

The Women's Charter Award Steering Committee is responsible for assisting Council with the organisation the annual Women's Charter Award. In the Award's inaugural year the Steering Committee will act upon suggestions/ideas put forward by the wider Committee to draw up Award criteria. The Steering Committee will be required to undertake tasks including but not limited to:

- Advise Support Person to organise for the Mayor to call for nominations
- Collate and review nominations for the award
- Decide who will receive the Award
- Organise an appropriate date/time to present the Award
- Invite the Mayor and other dignitaries to the Award presentation
- Organise media coverage of the Award presentation
- Post event evaluation
- Advise on the acquittal of budget with the assistance of the support person.

Membership

Women's Charter Award Steering Committee's membership will consist of interested and willing committee members. Non committee members who are interested in participating may be invited to steering committee meetings and may participate in discussions. However non committee members will not have a voting role on the steering committee.

Steering Committee Chairperson

In order to appoint a Steering Committee Chairperson, Committee Members will indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a decision will be made by vote amongst the Steering Committee.

Steering Committee Deputy Chairperson

The Deputy Chairperson will be appointed in the same way as the Chairperson. The Deputy Chair will assume the Chair at any Steering Committee meeting at which the designated Chair is not in attendance.

Term of Appointment

Members will be appointed through expression of interest for a period of one year. Members may be appointed to consecutive terms.

Members will be appointed in August of the year preceding the allocation of the award.

Reporting Procedure

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

- Minutes of the Steering Committee will be provided to the Advisory committee for noting and ratification.
- The Committee shall provide a brief
- report of the committees activities for inclusion in the Annual Report.

3. Membership Steering Committee

Role of the Membership Steering Committee

The Membership Steering Committee is responsible for increasing membership throughout the year and with a focused drive to align with the International Women's Day event. The Steering Committee will act upon suggestions/ideas put forward by the wider Committee. The Steering Committee will be required to undertake tasks including but not limited to:

- Assisting with co-ordinating the annual recruitment advertising
- Promoting the Committee to potential members
- Collating nominations for Committee approval and to accompany the annual report to Council
- Post event evaluation
- Acquittal of budget with the assistance of the support person

Membership

The Membership Steering Committee's membership will consist of interested and willing committee members. Non committee members who are interested in participating may be invited to steering committee meetings and may participate in discussions. However non committee members will not have a voting role on the steering committee.

Steering Committee Chairperson

In order to appoint a Steering Committee Chairperson, Committee Members will indicate their willingness to undertake the role of Chair. If more than one Member wishes to be Chairperson, a decision will be made by vote amongst the Steering Committee.

Steering Committee Deputy Chairperson

The Deputy Chairperson will be appointed in the same way as the Chairperson. The Deputy Chair will assume the Chair at any Steering Committee meeting at which the designated Chair is not in attendance.

Term of Appointment

Members will be appointed through expression of interest for a period of one year. Members may be appointed to consecutive terms. Members will be appointed in August.

Reporting Procedure

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

- Minutes of the Steering Committee will be provided to the Advisory committee for noting and ratification.
- The Committee shall provide a brief report of the committee's activities for inclusion in the Annual Report.

Appendix three: Examples of promotion



Enjoy inspirational film

Greater Shepparton Women's Charter Alliance Advisory Committee will host a free movie night on Wednesday, June 18 as part of Refugee Week.

Wadjada is the story of a 10-year-old Saudi Arabian girl who desperately wants a bicycle of her own.

This is the first feature film shot entirely in Saudi Arabia and is the first feature length film made by a female Saudi director.

Women's Charter Alliance member Kate Montgomery said it would be a great night out.

"We are encouraging everybody, not just women, to come to this evening to

learn more about what women in other cultures experience around the world," Ms Montgomery said.

"It's a fantastic opportunity to enjoy a free night of networking, food, and an inspirational movie."

The Women's Charter Alliance is a mainly volunteer group dedicated to promoting and supporting women, particularly in the areas of gender equity, diversity and active citizenship. Members are particularly pleased to be able to present this movie during Refugee Week.

"This is a free event and we are looking forward to a great night out. Pre-movie halal

nibbles and snacks are available and the candy bar will be open," Ms Montgomery said.

"There are a limited number of seats, so please book prior to the event."

● **Wadjada will be screened at Shepparton's Village Cinemas, on Wednesday, June 18 at 5.30 pm for nibbles with movie to start at 6.30 pm. There is no cost, but bookings are essential to secure a seat. Phone on Emma on 5832 9479 or email womens@shepparton.vic.gov.au View the movie trailer at <http://youtu.be/3koigluYOH0>**

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Stone calls for Liberal party to get more women into politics

By Darren Linton

Federal MP, Sharman Stone attended events in Shepparton to mark International Women's Day, but she also hit the national stage with a call for her own party to do more to get women into politics.

"I'm beginning to think very seriously that really, the Liberal Party, we have to do more," she told ABC radio. "In terms of whether it's like Labor that had two votes for one, I think is how they do it with their pre-selection — we've got to be much more structured about making sure women come through, that they not only are pre-selected in reasonable numbers, but they're pre-selected in winnable seats."

Dr Stone said she wasn't concerned about criticism of a "quota system," and said more women should be pre-selected in safe seats.

"When you've got one woman there or you've got a number of women brought forward because of a quota, they will prove their worth, and it will make it much easier for the next lot and the next lot," she said.



Celebration: Teana Knight, Nyadol Myuon, Maria Dimopoulos, Jean Varty, Jenny Houlihan, Felicia Dean and Sharman Stone. Picture: Bianca Mbeas

JOIN THE CONVERSATION

- **Questions:** Should there be a greater number of women in politics? Should there be a quota system to achieve it?
- Visit facebook.com/sheppartonnews and give us your thoughts on this topic.

Dr Stone was one of the guests at a night of fun, food, music, networking and debate at the McIntosh Centre on Friday to celebrate Women's Charter Alliance International Women's Day. Many Women's Voices was organised by the Women's Charter Alliance Goulburn North East.

Shepparton News, Page 5, 10 March 2014