

Gender Equity Advisory Committee (GEAC)

Terms of Reference

Updated March 2025

Scope:

The aim of the Gender Equity Advisory Committee is to provide Council with advice on improving gender equity within the Monash community to actively encourage women's full and equal participation in community life, and the implementation of Council's Gender Equity Strategy.

Objectives:

- Advocate for gender equity within the Monash community and beyond
- Provide feedback and advice to Council on the gender equity implications of its policies, plans and services
- Consider funding and other opportunities as they may arise
- Provide advice to Council on gender equity issues
- Contribute to the promotion of Council and community collaborations that support and promote gender equity and the prevention of violence against women.

Membership

The GEAC membership will consist of:

- Up to three Councillors
- Fourteen community representatives including:
 - Up to twelve community members living, working or studying in Monash
 - Up to four community organisations, agencies and service providers who have a focus on gender equity and/or women's health and wellbeing.

All GEAC positions are voluntary positions. Monash City Council employees are ineligible to sit on the Committee.

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.

Selection process

The Selection Committee will include the Portfolio Councillor/s. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

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 Monash community including ethnicity, age, gender, disability, and different geographical areas across Monash.

A high level of representation from women 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.

Terms of Appointment

- Appointments will be for a two year term
- Council will appoint a Councillor to chair the meetings, and the Councillors who will sit on the Committee
- GEAC members completing a two year term may re-apply for one further two year term but serve no more than two consecutive terms
- The membership of the Committee will be reviewed as part of the on-going review and implementation of the Gender Equity Framework and Health and Wellbeing Plan
- The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant.

Meeting Frequency and Duration

- The GEAC will meet every two months for a duration of two hours
- It is expected that each member attends a minimum of 60% of all meetings
- Additional meetings can be called as required, and the GEAC may establish Working Groups/Parties to address specific issues as they arise.

Role of Councillors

- To act as Chairperson of the GEAC
- To be the link between Council and the GEAC
- To table issues and concerns to Council on behalf of the GEAC

Executive Support

The Community Strengthening Department from Monash City Council will provide executive support to GEAC.

Accountability

- GEAC members have an active role to provide feedback and advice to Council on issues relating to gender equity within the municipality
- GEAC members participate in discussions at meetings every two months

Evaluation and Review

GEAC Terms of Reference and membership will be reviewed and evaluated on an annual basis.

Reimbursement of Expenses

GEAC community representatives may be eligible for reimbursement for transport and/or childcare/carer costs they have incurred in participating in meetings and related activities, subject to review and approval. Travel arrangements can also be organised in advance upon request. Members should contact the relevant Council officers for further assistance.

Accessibility

We encourage members of all abilities. The in-person venue is accessible with lift access and Changing Places facilities. Other arrangements such as online attendance is possible, and members are encouraged to contact Council officers to advise of access requirements needed to participate.