

Appendix A



DAREBIN WOMEN'S ADVISORY COMMITTEE

Mission or Purpose

To contribute to the development of healthy, inclusive local democracy by acting as a conduit between women in Darebin and Council in a way that engages and empowers women and enhances Council's capacity to explore and take account of women's issues across all of its services & activities.

Role

The Committee will carry out its mission by –

- a) supporting Council to develop and apply a 'gender lens' across all of its activities including policy making, planning, advocacy & service delivery
- b) exploring and representing the concerns & aspirations of women in Darebin by 'going out' into the community and by inviting women to 'come in' and talk with the Committee
- c) advising Council on policies, plans, reviews, discussion papers, events & celebrations
- d) creating two-way connections between Council & women in the community and strengthening the democratic participation of women
- e) participating actively in policy development, community planning & community engagement processes
- f) assisting Council to identify & remove barriers to women's full participation in the social, cultural, economic & political life of the city
- g) supporting strategic advocacy at the local, state & Federal level
- h) developing the role, structure, principles and mode of operation for the Committee and nurturing its capacity to take up its role creatively & effectively.

Membership

The Committee is an open Committee for women who live, work or study in Darebin. People are welcome to join at any stage. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

Committee Meetings

Meetings will be held bi-monthly on a Thursday evening at Council with additional meetings held as required.

Convenor Role

Council has appointed Rae Kingsbury to the role of Convenor.

Convenor Purpose

To provide leadership, expertise and strategic advice to Council regarding the development and establishment of a new Darebin Women's Advisory Committee.

To convene the interim Committee to take carriage of this developmental work prior to a formal structure being implemented.

The Convenor will:

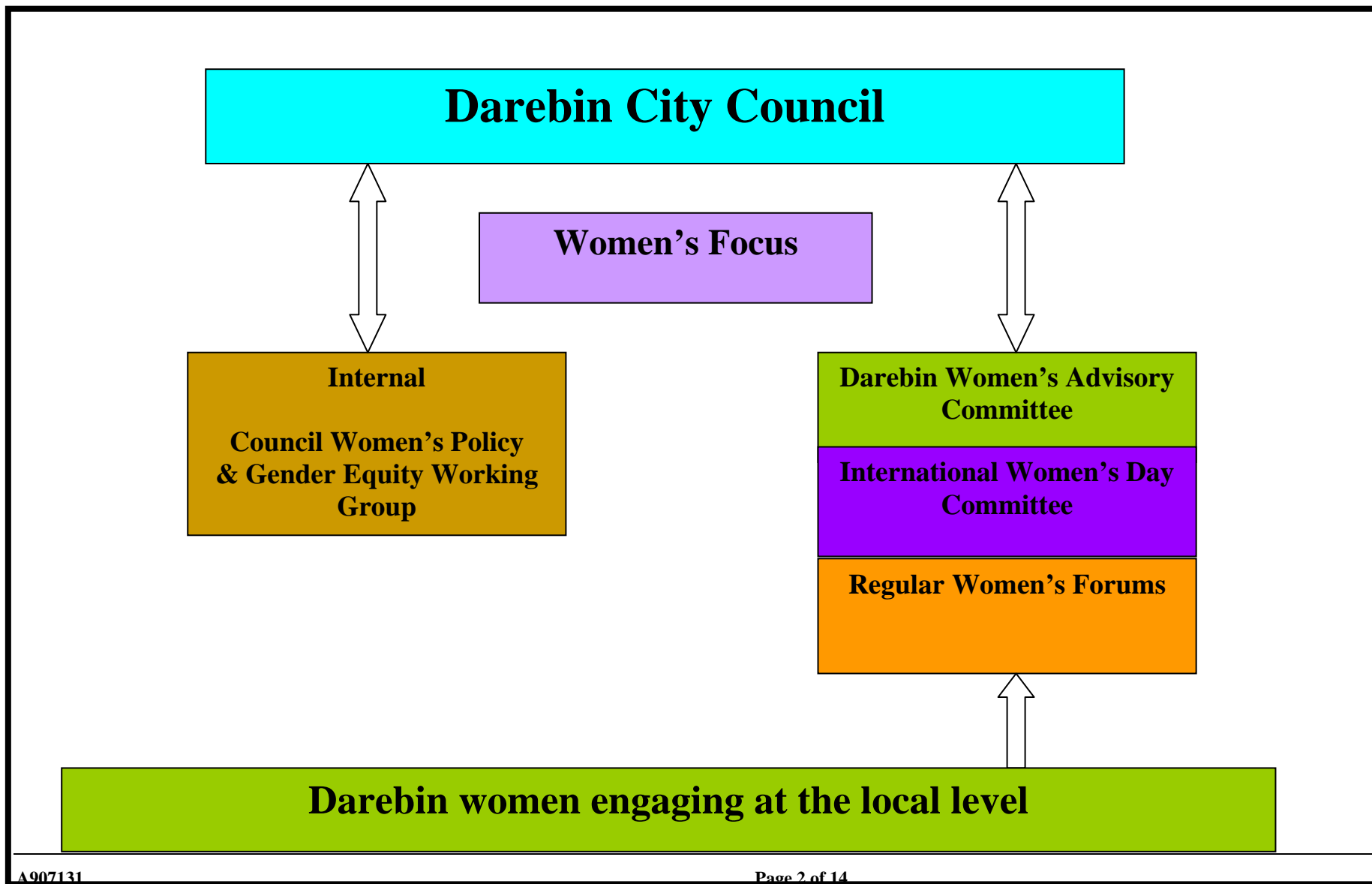
- Represent Council at meetings as host and facilitator of discussion
- Represent the views of Council as evidenced in policy at meetings and to the wider community.

- Actively work to build a network of women in the community to support Councils strategic objectives.
- Provide regular advice to Council, including formal reports to inform decision making around gender equity and women's issues in Darebin.

Committee Guiding Principles

- Respect - each woman wants to share from a meaningful place.
- Participants represent women who live, work or play in Darebin - they are not there just to represent the organisations they may work for.
- Notes of meetings need to be made available to those who have expressed an interest.
- Open access is important and the need for continuity of what is discussed.
- Group members can take information and ideas back to the community and outside organisations.
- Strategies for communication back to women who have expressed an interest but who are not present is important - need to keep people connected.
- Convenor's daytime business hours phone number will be made available to members
- Commitment to keep to time.

Strategic relationships



Appendix B

Darebin Women's Advisory Committee Strategic Action Plan 2010-2011

Key focus areas:

Social Isolation

Women and Leadership

	Strategic Action	Lead agency/group	Engagement level	Timeline
1.	<p>Engagement with Women's Participation in Local Government Coalition (WPLGC) Project: Women's Charter Awards: Fast Tracking Women's Leadership.</p> <p>This project is state-wide and will involve all 79 local governments. The project aims to support and celebrate women's political and civic participation. DWAC will work to strengthen outcomes for Darebin Women through this project and in particular across the identified priority areas of: young women and leadership, women of CALD background and community groups promoting women's inclusion.</p>	WPLGC	Collaborate	2010-2011
2.	<p>Engagement with Women's Health in the North (WHIN)</p> <p>Women's Leadership Project 2010</p>	WHIN	Collaborate	July 2010 – July 2011

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	WHIN has been funded through Council Community Grants program to undertake the above project and is working closely with DWAC Council Human Rights Policy Officer and East Reservoir Neighbourhood Renewal in undertaking initial scoping and development work for the project. The focus is in the Reservoir area.			
Strategic Action		Lead agency/group	Engagement level	Timeline
3.	<p>URCOT Project</p> <p>Darebin City Council in partnership with URCOT, an applied research centre based in the Queen Victoria Women's Centre, are developing a proposal to explore community, community leaders and staff attitudes and reactions to the recently implemented Victorian Human Rights and Responsibilities Charter.</p> <p>Of particular interest to the reference group is the interplay between community expectations of a rights based approach to living and receiving services in the City of Darebin. In the first instance, the project will focus on women; staff in the City of Darebin and women in the community, as there are already formalised processes in train within Council to support work with both groups. 2010 has been proclaimed the "Year of Women in Local Government," which the Council would seek to exploit in this project.</p> <p>A gendered analysis of Charter implementation also provides a useful lens by which to further assess future needs and requirements. It may also provide important data to feed into the</p>	<p>URCOT</p> <p>Council</p> <p>Department of Justice</p>	<p>Collaborate</p> <p>Inform</p>	Deferred

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	<p>2011 review of the Charter, particularly as the review will include consideration of inclusion of additional rights from the Convention on the Elimination of All Forms of Discrimination Against Women.</p> <p>The project will be implemented using a model similar to the Purple Sage project; namely the skilling up and support of interested people to "host" small discussions about human rights and the Charter with their colleagues or friends.</p>			
Strategic Action		Lead agency/group	Engagement level	Timeline
4.	<p>Capacity building of the Darebin Women's E-List</p> <p>This E-list is administered through Councils Social Inclusion and Diversity Branch. Information disseminated through the E-list is directly relevant to activities of Darebin Council and the Darebin community.</p> <p>DWAC meeting notes and information is also disseminated through this list.</p> <p>See: www.darebin.vic.gov.au/womensadvisorycommittee</p> <p>Email: darebinwomen@darebin.vic.gov.au</p>	<p>Council</p> <p>DWAC</p>	<p>Involve</p>	<p>Ongoing – bi monthly</p> <p>Evaluation and Review undertaken by March 2011</p>
5.	<p>Monitoring Councils actions around the 10 Point Health Plan for Women's Health.</p>	<p>Council</p>	<p>Inform</p> <p>Advocate</p>	<p>Review July 2011</p>

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	<p>Council is a formal signatory and endorsed the plan on March 15. The Committee will play a role in being a watchdog around what actions and commitments Council undertakes as a signatory.</p>			
6.	<p>Women's Gathering Place</p> <p>Explore possibilities of having a women's gathering place/spaces for women as part of the Intercultural Centre mix. This project is based at the old Preston Courthouse and the site will be refurbished in mid 2010. The focus of the Intercultural Centre is to provide communities with access to informal and formal meeting spaces, IT hub and training rooms.</p> <p>This strategy should also consider women's access to and usage of Council venues across Darebin not just site specific.</p>	DWAC	Empower	<p>Review June 2011</p> <p>Ongoing discussions with Strategic Planning in relation to Structure Planning/Activity Centre opportunities</p>
7.	<p>Engaging with Darebin Women</p> <p>Women's Forum and regular gatherings</p> <p>Committee to continue to identify and explore other ways to engage and involve Darebin Women, recognizing two way flow.</p>	DWAC	Empower	<p>Annual event tbc 2011</p> <p>Ward News March 2011</p> <p>Mayors columns Annual</p>

	Strategic Action	Lead agency/group	Engagement level	Timeline
8.	<p>International Women's Day</p> <p>Committee to be involved in the planning and delivery of the annual Darebin IWD community event.</p> <p>The committee to confirm this strategic relationship with the IWD Committee as set out in Terms of Reference.</p>	<p>Council</p> <p>DWAC</p>	<p>Empower</p> <p>Collaborate</p>	<p>Annually</p> <p>8th March</p>
9.	<p>Get to Know Council</p> <p>How it works - Organize a Get to Know Council event for women?</p> <p>Strengthen mechanisms to influence decision making and the political agenda?</p> <p>Explore mentoring opportunities through the Committee</p> <p>Attendance Council meetings - Committee to receive Council Agenda in advance.</p>	<p>DWAC</p>	<p>Empower</p>	<p>Ongoing Council Meetings</p> <p>Dates for specific activities tbc for 2011</p>

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<p>10.</p>	<p>Gender Lens development</p> <p>Committee to inform the development and content of a gender lens for Council that sits within the Community Health and Wellbeing Framework.</p>	<p>Council</p>	<p>Inform Advocate</p>	<p>2011</p>
<p>11.</p>	<p>Communications and engagement</p> <p>For the Committee to regularly communicate activities and actions back to Committee members through formal meetings and in between meetings as required</p> <p>For the Committee to regularly communicate outcomes of meetings to community via Darebin E-List (bi-Monthly)</p> <p>For Committee to communicate with Officers (and visa versa) any information in a timely manner that will assist them to undertake their roles effectively.</p> <p>For the Committee to explore other ways and forms of communication with Darebin Women</p> <p>For the Committee to participate in Council events and committee events as way of engaging with Darebin women (Note that we now have access to Darebin Women's and Darebin Diverse Banners – can be booked through Mandy or Amelia)</p>	<p>DWAC</p>	<p>Empower</p>	<p>Ongoing Bi-monthly Event/action based</p>

Appendix C

Darebin Women's Advisory Committee**Monitoring and Evaluation Framework 2010****16th April 2010**

1. Purpose

We wish to evaluate and monitor activities of the Darebin Women's Advisory Committee in order to:

- Develop and improve by applying learning's and in the process build skills and knowledge that empowers sustainable action in the future.
- Communicate with external and internal stakeholders
- Provide a method of accountability

2. What are we evaluating?**A. The Committee structure and process**

How well has the Committee worked – challenges and achievements?

What is the experience of Committee members? – insights and learning's

B. Committee Objectives and Strategic Actions

What are the impacts and outcomes of the Committee objective and actions?

C. Darebin Women's E-List

How well has it been used?

What do women think?

What improvements could be made?

3. Budget

In-house. Council Officers will provide support in monitoring and evaluation.

4. Stakeholders

Council	Councillors Executive Officers Gender Equity Working Group Darebin International Women's Day Committee
Community	Broader Darebin Community Darebin Women's Forum Darebin E-List Agencies
Committee members	

5. Ideas for of monitoring and evaluation

A. Evaluating Committee structure and process

Method: Recording and documenting (Ongoing feedback)

Committee members invited to document their participation and experience of being on the Committee in whatever form and way that suits them e.g. journal, pictures etc.

This process may be supported by a facilitated session at the end of 2010?

Indicator: Women feel valued, engaged and empowered to participate in their own way without judgement.

Method: Tracking Committee member aspirations – the journey (recording and documenting)

Committee members may like to think about these questions and record the answers and other reflections at the early stages of the project.

Then, at the end of set period e.g. 12 months – revisit these questions to see how their expectations and aspirations may or may not have been met. A reflective process.

Q1. What contribution do I hope to make by being on the Committee?

Q2. What do I think is the most important priority for the Committee?

Q3. Where would I like to see the Committee in two years time?

Indicator: Women feel they have been able to make a difference, that their contribution has been valued and participation supported.

Method: Meeting documentation – Notes circulated to members and E-list (Recording and documenting)

Indicator: Meeting notes clear, comprehensive and accessible circulated in a timely manner.

Method: Reporting back at the Women’s Forum in August (review and reporting)

Indicator: Forum took place with DWAC providing feedback on progress to women

Method: Council Report with progress and recommendations on Committee scope and structure in September (review and reporting)

Indicator: Report provided

B. Evaluating Committee Objectives and Strategic Actions

Method: Measure outcomes against the Strategic Action Plan after a 12 month period (review and reporting).

Indicator: The Committee has been able to progress the actions to meet their objectives against agreed indicators.

Indicator: The Committee has been able to sustain and adjust how it works through regular review and monitoring so it can remain robust and effective around its priorities.

C. Evaluating the Darebin Women’s E-List

Method: Conduct a simple questionnaire for recipients of the Darebin Women’s E-List in July/August 2010 (Survey)

Indicator: Darebin women feel engaged, empowered and informed through the E-List

Indicator: The E-List grows in size and diversity of membership

Indicator: Other technologies and ways of communicating and engaging with women are explored and identified as part of the broader process of engagement???

Indicator: Language and information is provided so it is accessible and engaging.

-end-

Author: Mandy Bathgate, Coordinator, Social Policy, Darebin City Council, April 16th 2010

Appendix D

Role Description - Convenor, Darebin Women's Advisory Committee

Date: August 2009

1. Preamble

Council has made a commitment to the establishment of a Darebin Women's Advisory Committee to support our broader strategic commitment to 'work to support the right of women to fully and equally engage and participate in the life of the community' (Darebin Council Plan 2009-2013).

In July 2009 a Convenor of this newly proposed Committee, Rae Kingsbury, was appointed to take carriage of this work. This Role Description provides clarity around the roles, relationships and responsibilities of this new role, including the early development stages.

2. Role of the Convenor

Purpose

To provide leadership, expertise and strategic advice to Council regarding the development and establishment of a new Darebin Women's Advisory Committee.

To convene the interim working group to take carriage of this developmental work prior to a formal structure being implemented.

The Convenor will:

- Represent Council at meetings as host and facilitator of discussion
- Represent the views of Council as evidenced in policy at meetings and to the wider community.
- Actively work to build a network of women in the community to support Council's strategic objectives.
- Provide regular advice to Council, including formal reports to inform decision making around gender equity and women's issues in Darebin.

3. Key activities

Year One

In liaison with Council Officers, oversee the establishment of an interim 'working group' to take carriage of the development phase that includes:

Convene monthly meetings of working group members to:

- Consider and respond to feedback received from the Women's Forums in relation to priority issues to take back to Council.
 - Consider and respond to feedback received from the Women's Forum's in relation to proposed Advisory Committee model.
 - Explore other community engagement models and opportunities to engage with women in liaison with Social Inclusion and Diversity Branch as part of Council's strategic work through the Darebin Community Engagement Project.
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- Draft a Terms of Reference for the Darebin Women's Advisory Committee that includes:
 1. Statement of Purpose
 2. Role and function – key priority areas
 3. Meeting frequency
 4. Strategic Relationships
 5. Membership
 6. Term and method of nomination (including Convenor)
 7. Decision making powers
 8. Pecuniary interests

 - Through the working group, undertake modelling of proposed Committee in order to refine the final model.

 - Liaise with Council Officers in coordination of the 2010 Darebin Women's Forum and related activities.

 - Promote the Darebin Women's Advisory Committee mission to 'work to support the right of women to fully and equally engage and participate in the life of the community' (Council Plan 2009-2013).

 - Represent the Committee at internal and external events, functions and other civic engagement engagements.

4. Term of appointment

Concurrent with Council term 2009-2013.

5. Appointment

Review at end of this first term. Appointment normally through recommendation to Council following on from nominations from the Darebin Women's Advisory Committee.

6. Accountability

Accountable to Councillors and community members.

7. Relationships

Internal:

Working Group members
Gender Equity Working Group
General Manager, Communities and Culture
Councillors

External: Community, community organisations, residents, peak bodies.

8. Resources

Administrative support
Business Card
