



## Gender Equal Representation Policy (Councillor Committees, Boards and Panels)

<b>Title</b>	Gender Equal Representation Policy (Councillor Committees, Boards and Panels)
<b>Summary</b>	This Policy ensures that Council has gender representation on committees, boards and panels to engage fairly and equitably with all its members, in a positive, respectful and constructive manner.
<b>Background</b>	On 8 December 2020, Council resolved to create a policy on Gender Equal Representation on Councillor committees, boards and panels.
<b>Policy Type</b>	Council
<b>Relevant Community Strategic Plan Objective</b>	Strategic Direction 5: Progressive local leadership
<b>Relevant Council References</b>	N/A
<b>Main Legislative or Regulatory Reference</b>	Anti-Discrimination Act 1977
<b>Record Notes</b>	Externally available document
<b>Version Control</b>	See below

<b>Document:</b>	Policy	<i>Uncontrolled Copy When Printed</i>	
<b>Custodian:</b>	Governance Manager	<b>Version #</b>	Version #1
<b>Approved By:</b>	General Manager	<b>ECM Ref #</b>	35192155
<b>Adopted By:</b>	Council	<b>Publish Location</b>	Intranet/ Internet
<b>Adopted Date and Minute #:</b>	3 August 2021, C0821(1) Item 4	<b>Next Review Date</b>	3 August 2023

## 1. Purpose

The Gender Equal Representation Policy aims to provide Council a framework to improve and achieve equal opportunity outcomes for Councillor participation in committees, boards and panels.

It is well documented that striving for gender equality in organisations will provide for improved benefits in the forms of innovation and performance<sup>1</sup>. Council committees, boards and panels that do have gender equal representation will better reflect the diverse community and will be better placed to meet the needs and expectations of the whole community.

This policy aims to provide commitment and support during Councillor appointments to committees, boards and panels by ensuring Council engages fairly and equitably with all its members, in a positive, respectful and constructive manner.

This policy relates to Councillor representation on Council committees, external committees, boards and panels such as: General Manager's Recruitment Panel, Councillor representation on Council committees and participation in external committees, boards or panels.

## 2. Definitions

In this policy the following terms have the following meanings:

Board/panel	Short term tenured committees created to achieve a specific outcome. It may consist of only Councillors, a mix of Councillors and council officials and/or consultants procured on behalf of Councillors or council officials
Council Committee	A committee established by council comprising of councillors, that the council has delegated functions to.
External committee	A committee established by external organisations that Council is a member of and to discuss matters relevant to their organisation which have requested councillor representation.
Councillor	Any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations.
Gender	Gender refers to current gender, which may be different to sex recorded at birth and may be different to what is indicated on legal documents.
Gender Equality	The equal treatment of all genders. In the workplace this would include the same rights, responsibilities, opportunities and protections of women, men, transgender, non-binary, agender gender diverse or any other diverse gender.
Tenure	The length of time a Councillor or a member of the public is committed to the duties and responsibilities of a committee, board or panel.
Vacancy	A position vacant in a committee, board or panel that requires representation from a Councillor.

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<sup>1</sup>[Workplace Gender Equality Agency, 2018, Workplace gender equality: the business case](#)

### 3. Policy Statement

This policy demonstrates best practice principles for fair and equitable participation in committees, boards and panels. To ensure fair and equitable participation in Council, where possible when a vacancy occurs the policy implementation plan in Table 2 will be followed.

It is recognised that participation in committees, boards and panels are on a volunteer basis gender equal representation may not be achieved at the introduction of this policy. Notwithstanding, long term goals will be necessary to achieve and maintain gender equal representation. The process to achieving equal representation is through a three-phase implementation plan and acknowledges that the pool of available councillors will remain constant for a period of time.

Where Council calls for nominations for Councillor committees, external committees, boards and panels, Council will source and encourage nominations to ensure gender diversity is achieved, by referring to this policy and ensuring that the criteria for appointments to committees are gender equitable and free of any gender bias.

*Table 1: Councillor gender equal representation on Councillor committees, external committees, boards and panels.*

<b>Councillor committees, boards and panels</b>	
Membership*	Achieve holistic gender representation that includes transgender and gender-diverse/non-binary people, with a 50% male-female gender balance if transgender and gender-diverse/non-binary groups are not represented.
*Where there is an odd number of positions, diversity and equality may not be achieved. For example, if an existing committee of 5 members, already had 3 men, and there are two vacancies, women/ transgender/ gender diverse/ non-binary councillors should be actively prioritised.	

*Table 2: Policy implementation plan*

<b>Steps</b>	<b>Action</b>	<b>Responsible</b>
<b>Phase 1</b>	Encourage councillors to willingly share their gender identity	Governance
<b>Phase 2</b>	Review total number of positions available to be held by Councillors	Governance
<b>Phase 3</b>	Review Councillor nominations against policy. Achieve gender equal representation appointments based on nominations available	Councillors
<b>Ongoing</b>	Record and maintain the gender makeup of committees, boards and panels for ongoing policy benchmarking and reporting. Including turnover, for the length of term of Council.	Governance

#### **Version Control - POLICY HISTORY:**

*Governance Use only:*

<b>Version</b>	<b>Amended By</b>	<b>Changes Made</b>	<b>Date</b>	<b>ECM #</b>
1	Council	New policy	3 August 2021	35192155