

TASMANIAN WOMEN'S COUNCIL

Terms of Reference

Updated 8 September 2025

Establishment	The Tasmanian Women's Council is established by the Minister for Women and the Prevention of Family Violence (the Minister).
Purpose	The Council provides advice to the Minister assisting in the development and delivery of informed, effective, and evidence-based policies, strategies, programs, services and initiatives that have a direct impact for women and girls.
Vision	To make a meaningful difference to the lives of Tasmanian women and girls.
Functions/Role	<p>As a collective, the Council will act as champions for a gender-equal Tasmania and:</p> <ul style="list-style-type: none"> • provide advice on the ongoing implementation of Equal means Equal: Tasmanian Women's Strategy 2022-2027 and the development of the next Tasmanian Strategy; • provide advice on the review of the current Women on Boards Strategy 2020-2025; • use networks to inform advice about issues affecting women and girls across Tasmania. • sit on grant and/or award program assessment panels and represent the Council at events and other forums as required. • consider gender equity from an intersectional perspective, noting that a person's lived experience of disability, culture, sexuality, age, gender identity, work and where they live have significant impacts on their experiences of equality. • provide a forum for professional organisations to meet with the Council and share best practice to inform Government's strategic directions; and • provide advice on the implementation of sub-projects and actions as required.

Membership	<p>The Council has a membership of 10 - 12 members appointed by the Minister.</p> <p>Members are appointed as individuals, not as representatives of any organisation. As far as possible, membership will be regionally balanced and reflective of the diversity of women in Tasmania.</p> <p>Vacancies will be widely advertised and interested people will be invited to apply and participate in an Expression of Interest and selection process. In the event of a casual vacancy, applicants who were deemed suitable in the most recent selection process may be appointed during the following 12-month period without undergoing a further selection process.</p> <p>Members will be appointed for an initial three-year term and may be reappointed for a further three years, at the discretion of the Minister. Members who wish to continue beyond two terms can do so but must apply to do so through an open Expression of Interest process.</p> <p>The Council are mindful of the need for flexible leave arrangements due to health or caring roles. The casual vacancy process will be used if a member requires leave.</p>
Chair and Deputy Chair	<p>The Council have an elected Chair, and Deputy Chair nominated by members annually.</p> <p>Supported by the Department of Premier and Cabinet Secretariat, the Chair is responsible for developing meeting agenda's and conducting and facilitating discussions throughout meetings.</p> <p>If the Chair is absent for a meeting, the Deputy Chair will move into the Chair role, if both the Chair and Deputy Chair are absent, members must elect a representative to act as Chair for that meeting.</p>
Minister's Role	<p>The Minister will attend all meetings.</p> <p>If the Minister is unable to attend any given meeting, the Chair and or Deputy Chair accompanied by another member selected by the Council will subsequently brief the Minister on the meeting outcomes.</p>
Member Expectations	<p>Legal responsibilities of members:</p> <ul style="list-style-type: none"> • An advisory council is an administrative body established under the Crown's prerogative power and is treated as a statutory authority. This means the Statutory Authorities (Protection from Liability of Members) Act 1993 applies. • Because an advisory council's role is limited to providing advice only personal liability is not required. <p>In providing advice, all Members are expected to promote Aboriginal self-determination, embed cultural safety, provide advice from an intersectional lens, support inclusivity of</p>

	<p>transgender and gender diverse people and focus on the needs and experience of women and girls.</p> <p>Members will be required to read induction documents, agree to and sign a Code of Conduct and participate in Work Health and Safety Training organised by the Department of Premier and Cabinet.</p> <p>Members must not make any media or online statements or publish or post details of activities without first discussing with the Chair and Secretariate.</p> <p>Members of the Council must also agree to keep discussions confidential.</p> <p>Members are responsible for:</p> <ul style="list-style-type: none"> • participating in four formal meetings per year and sharing views, advice and feedback based on lived experience. • allocating time to read papers prior to meetings. • working collectively with other Members and Government agency representatives to support the role and function, including listening to and respecting different perspectives, being open-minded and curious, and collaborating to form collective positions on key issues. • advocating for and representing Tasmanian women and girls. • representing the Tasmanian Women's Council at event, forums and consultations as required. • reporting any actual or perceived conflicts of interest to the Department of Premier and Cabinet Secretariat and, where appropriate, notifying members prior to taking part in relevant discussion or activity; and • acting in a professional, respectful, and collaborative manner when discussing and resolving issues.
<p>Meetings</p>	<p>Meetings will occur four times per year in a formal capacity. Meetings will occur in person; however online participation options will be made available to provide members with sufficient flexibility.</p> <p>Nonattendance of two consecutive meetings, will activate a review of membership, unless leave has been arranged in advance.</p> <p>Other meetings and/or papers requiring endorsement may be held out-of-session with agreement from the Chair. These out-of-session meetings or emails may be convened for the following purposes:</p> <ul style="list-style-type: none"> • providing advice on emerging issues or policy matters; and

	<ul style="list-style-type: none"> gathering information from relevant experts.
Procedures	<p>Future year calendar dates will be set in October of the year prior, with workplan and agendas discussed at the February planning meeting of each calendar year.</p> <p>The draft agenda for each meeting will be circulated to members two weeks prior to each scheduled meeting to allow members to raise matters for discussion.</p> <p>The final agenda, papers and other meeting materials will be circulated to members at least five working days prior to a scheduled meeting.</p> <p>All papers will be provided in Plain English/Easy Read format.</p> <p>No more than two weeks after a meeting, Minutes and Actions will be sent to members for endorsement out of session.</p> <p>Following each meeting, the Council, with support from the Secretariat, will publish a communiqué to highlight outcomes from the meeting. This communiqué will be shared on the Department of Premier and Cabinets website and social media channels.</p>
Payment	<p>Members will be reimbursed for any reasonable out-of-pocket travel related expenses in connection with their Membership, as outlined in the attached Guide for Reimbursement of Costs.</p>
Administration	<p>Secretariat support is provided by the Keeping Children Safe Reform Group in the Department of Premier and Cabinet.</p> <p>The Secretariat is responsible for:</p> <ul style="list-style-type: none"> supporting the Chair. liaising with members. organising meetings and collating meeting papers; and assisting in the compilation of reports and submissions. <p>Where members raise emerging issues with the Secretariat out-of-session, these will be referred to the relevant agency for advice where appropriate. However, the Secretariat is not responsible for ensuring resolution of these issues.</p>
Review	<p>The Terms of Reference have been reviewed and ratified in September 2025.</p> <p>The Terms of Reference will be reviewed as required. Members are responsible for final endorsement.</p>

Guide for Reimbursement of Costs

1 Travel

- 1.1 Travel allowance and mileage reimbursements are based on the current State Government per kilometre travel allowance rates. Please contact the Secretariat for current rates.
- 1.2 Members travelling from a similar location are encouraged to carpool.
- 1.3 Taxi vouchers are available for members who have no alternate means of transport to attend local meetings.
- 1.4 Members who are government employees are expected to, whenever possible, use a government vehicle to attend meetings.
- 1.5 If the above options do not meet the travel needs of a member, please contact the Secretariat to explore alternate arrangements.

2 Accommodation

- 2.1 If members require accommodation to attend a meeting and have no alternative accommodation options, please contact the Secretariat. Accommodation will be booked and paid for by the Secretariat with consideration given to disability accessibility needs.

3 Meal allowance

- 3.1 Lunch will be provided for members attending face-to-face meetings between 11 am and 1 pm.
- 3.2 When meals are not provided as part of meeting arrangements, reimbursement for meals will be made on presentation of a receipt. Meal allowance is paid in accordance with the current State Government meal allowance rate. The cost of alcoholic beverages will not be reimbursed. Please contact the Secretariat for current rates.

4 Personal support

- 4.1 The Secretariat may be able to arrange personal or family support if this is required to assist a member to attend meetings. Please contact the Secretariat to advise of particular needs so that, if necessary, arrangements may be put in place.

5 Other Costs

- 5.1 Any reasonable out-of-pocket expenses related to attendance at meetings may be reimbursed by providing receipts to the Secretariat.
- 5.2 Registration costs for workshops/conferences that are attended by a member as a representative of the council/committee, as directed by the Chairperson of the council/committee, will be paid for by the Department of Premier and Cabinet.

Contact Details

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