



WAPOU Women's Committee

Advisory Committee Terms of Reference

1. Background and Purpose

- 1.1. The WAPOU Women's Committee was established in October 2018 with a vision to promote, support and empower women who are a minority within the corrections industry and, by virtue of that fact, a minority within WAPOU Executive, State Council and Branch Committees.
- 1.2. This Committee is an advisory committee of female correctional services officers that makes recommendations to WAPOU State Council on matters pertinent to women in the context of our employment in our industry and regarding our participation in the union movement. We do not represent or advocate for individual members or seek to replace normal industrial dispute mechanisms.
- 1.3. As unionists and workers we are stakeholders in both WAPOU and the Department of Justice and this Committee seeks to make a valuable contribution to both.

2. Goals

- 2.1. The Committee's goals generally apply to both the union and employment contexts:
 - Identify and address barriers to the acceptance of female officers and highlight the value women can bring to the industry.
 - Raise awareness about women's issues faced in the workplace and industry.
 - Encourage women's participation in leadership roles and address systemic organisational barriers to women's advancement.
 - Develop strategies to encourage and empower women to become union active and politically engaged.
 - Develop strategies to foster respectful and safe environments for all by embracing diversity and valuing all perspectives regardless of gender, race, culture, disability or sexuality.
 - Promote and support training and development relevant to female officers.
 - Identify and develop policy and procedural improvements to address women's issues.
 - Provide support, friendship and encouragement to female officers by fostering collaboration and supporting networking opportunities.
 - Participate, partner and support relevant conferences, programs and scholarships.
 - Promote and engage members with relevant events such as International Women's Day and May Day.
 - Connect with agencies and organisations that can assist this Committee to achieve its goals.

3. *Term of the Committee*

3.1. The work of this Committee is ongoing.

4. *Membership*

4.1. Membership is open to women who are financial members of WAPOU.

4.2. Workplace union activists are particularly encouraged to be involved, such as:

- Elected female members of WAPOU Executive,
- Elected female members of WAPOU State Council,
- Female members of locally endorsed WAPOU Branch Committees,
- Anna Stewart Memorial Project Participants, and
- Any other female officer actively advocating the interests of women or WAPOU.

4.3. Where practicable, each meeting shall be attended by at least one female WAPOU industrial staff member. WAPOU staff members do not have voting rights.

4.4. Other persons who are not female WAPOU members may be invited to attend meetings as guests. Guests do not have voting rights.

5. *Roles and Responsibilities*

5.1. Meeting participants shall rotate the role of Chair.

5.2. Meeting participants shall rotate the role of Minute Taker.

5.3. WAPOU staff are responsible for:

- Maintaining the meeting participant list
- Meeting invitations
- Calling for agenda Items
- Meeting facilities, including tele/video conferencing
- Meeting catering

6. *Meetings*

6.1. This Committee shall meet at least (6) six times per annum.

6.2. Meetings shall normally be held at the WAPOU office.

6.3. This Committee shall utilise available technologies to encourage and support the inclusion of regional participants.

6.4. Both WAPOU and this Committee also encourages and supports local WAPOU Branches to hold meetings of female officers to aid consultation with female union members across the prisons estate.

6.5. These Committee meetings are child friendly.

7. *Decisions and Reporting*

- 7.1. Decisions shall be made by consensus. If consensus cannot be achieved the decision shall be put to a vote.
- 7.2. Quorum shall be a minimum of (5) meeting participants who are eligible to vote.
- 7.3. Decisions are recommendations and are not binding on WAPOU State Council unless endorsed by Council.
- 7.4. A participant from each meeting shall verbally report back any recommendations to the next WAPOU State Council. Council shall then decide if it endorses the recommendation(s).
- 7.5. Minutes shall be included in WAPOU State Council papers after they have been endorsed by this Committee as a true and accurate record.
- 7.6. The activities of this Committee shall be reported back to the WAPOU membership via the monthly member's newsletter and website.
- 7.7. Members of this Committee may also seek to present any reports, decisions or recommendations endorsed by WAPOU State Council to the Prisons Consultative Committee (PCC).

8. *Budget*

- 8.1. This Committee shall make recommendation to WAPOU State Council on its annual budget requirements.
- 8.2. Council shall decide the Committee's annual budget.

9. *Review*

- 9.1. This Committee shall undertake a review of the Terms of Reference no less than every 12 months.

Last Review / Version Date: 31 October 2018