

TERMS OF REFERENCE

1. The purpose of the Victorian Emergency Management Gender and Disaster Taskforce is to provide statewide strategic direction and leadership to reduce the compounding effects of gender on disaster impacts.

The GAD Taskforce sets out to achieve the following seven objectives:

1. To transform the work environments and practices of emergency service organisations so that women find working in them to be welcoming and inclusive.
 2. To transform the work environments and practices of emergency service organisations so that men feel encouraged to work against harmful, destructive, conscious and unconscious masculine behaviours to self and others, and feel less pressure to engage in them.
 3. To improve the gender-specific support that men and women in ESOs and other emergency management organisations receive after disasters.
 4. To achieve Objectives 1-3 in ways that improve respect for the needs of diverse groups, for example culture, sexuality, and age, in relation to how it intersects with the issue of gender.
 5. To improve the gender-specific support that men and women, along with boys and girls, throughout the community receive after disasters.
 6. To embed a gender lens across culture and systems relating to disasters to improve community outcomes following future disasters.
 7. To ensure efficient and responsive taskforce planning, reflective of gender equity and representative of the principles of the foundational document.
2. This TOR will be ongoing until terminated by agreement of the GAD Taskforce members.
 3. The GAD Taskforce membership will comprise approximately 24 members, from which is drawn the Steering Group (the pre-existing Advisory Group to the NDRGS funded project, 'What about the men?'), and the Working Group. See Diagram below, and list of members in Appendix 1.

The Taskforce Steering Group will take on the previous task of the Research Advisory Group to oversee the NDRGS project through its Year 2 funding. In this capacity:

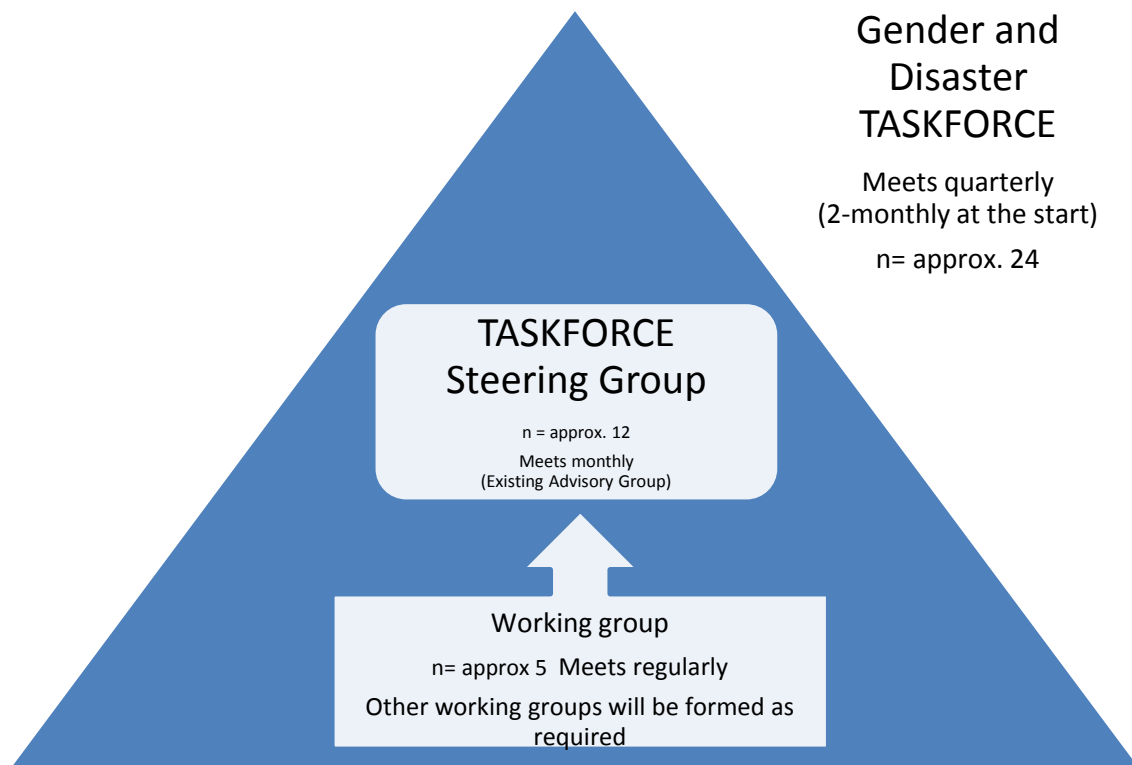
It is responsible for the project's adherence to governance principles and ethics approval conditions. It will act as the conscience of the project. Both the Steering Group and the researchers will be guided by the Australian Code of Responsible Research.

(http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf)

The purpose of this Steering Group is to:

- support, guide and inform the researchers,
- monitor progress of the project, and
- monitor formative evaluation.

Through the sharing of the Steering Group members' knowledge, skills and experience, a body of work will be produced that will meet the research aims.



4. Roles and responsibilities

This GAD Taskforce is responsible for:

- advancing planning and preparation for disaster through a gender lens
- progressing representation of women in all aspects of emergency management in order to develop more informed planning
- addressing masculine behaviours that are harmful to men and to others
- establishing data systems that are sex- and age-disaggregated
- sharing the Taskforce members' knowledge, skills and experience,
- producing and compiling a body of work that is both quantitative and qualitative, written and pictorial, as part of evaluation.

The membership will commit to:

- working positively towards achievement of the aims and objectives
- speaking positively about this initiative
- attending meetings personally, virtually (skype or teleconference) or by proxy
- making timely decisions and actions
- contributing to meetings and work groups, when appropriate
- notifying members of any adverse matters relating to the Taskforce
- reflective practice, including a brief evaluation of Taskforce meetings

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- Modelling effective behaviours through the leadership and conduct of the taskforce
- Including affected participants across the plan-do-review cycle rather than 'do solutions to them'
- Prioritising actions that offer early successes, are systematically desirable, and will bring a lasting desirable effect.

Members of the Taskforce can expect:

- to be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could affect the Taskforce
- ongoing opportunities to further learnings about gender in relation to emergency management.

5. Meetings

- All meetings will be chaired by the Emergency Management Commissioner or the Co-Chair, the EO of Women's Health Goulburn North East.
- A meeting quorum will be seven members of the Taskforce.
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If hung, the Chair or Co-Chair will decide.
- Meeting agenda and minutes will be provided by EMV in consultation with WHGNE.
- Meetings will be held two-monthly during 2014, and quarterly thereafter, at a venue provided by the Emergency Management Commission.
- Advisory Group meetings and Working Group meetings will be arranged at times and at venues convenient to sub-group members.

6. Amendment, Modification or Variation

This Terms of Reference may be amended after agreement by Taskforce members.

Appendix 1: Members

(Not attached for web for privacy reasons.)

Modified from Vic Government DEECD Template: <http://www.education.vic.gov.au/Documents/school/principals/community/termsofreferencetemp.pdf> (Accessed 27/3/2014)