

## **Ku-ring-gai Council**

### **Status of Women's Advisory Committee**

#### **Terms of Reference**

##### **Role**

The primary role of the Status of Women 's Advisory Committee is to provide advice, advocate and raise awareness of issues that impact women in the Ku-ring-gai community.

##### **Responsibilities**

The Status of Women's Advisory Group will:

- identify and participate in projects, activities and opportunities that promote the inclusion of women in the community.
- where appropriate, participate in and provide advice and feedback on Council's planning processes, projects, events and policies, to ensure objectives and actions reflect issues affecting women.

##### **Membership, Chairperson and Voting**

Membership of the Status of Women 's Advisory Committee comprises of:

- The Mayor (or a Councillor as nominated by Council) as Chairperson
- All interested women on the elected Council
- A maximum of 15 community members representing:
  - Women who represent women's organisations
  - Business and professional women
  - Indigenous women
  - Women from culturally and linguistically diverse backgrounds
  - Young women under the age of 25
  - Women who have previous advocacy experience highlighting women's issues
  - Individuals with specialist skills and professional interest in women's health and wellbeing
  - Engaged community members
  - Other women may be co-opted from time to time if required.

Community members are to be appointed by resolution of Council following an Expression of Interest process. Vacancies may be advertised online and through relevant local community groups and appointments approved by Council.

The following Ku-ring-gai Council staff will be available to attend the Committee meetings and will provide professional advice and administrative support:

- Director Community
- Manager Community Development
- Committee Facilitator and other staff members as required.

### **Term of Membership to Committee**

The term of office for committee members will be for the term of Council, plus up to 6 months to allow time for the incoming Council to make new appointments. At the expiration of the term, members will be eligible for re-appointment, subject to referral to Council for its consideration and resolution. Membership of the Committee can be withdrawn by resolution of Council. Council staff representation will be appointed by the General Manager.

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If a member misses three (3) consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant.

Councillors who are not formal members of the Committee are invited to attend meetings as observers.

### **Chairperson**

The Chairperson of the Committee is the Mayor, or a Councillor as nominated by Council

The Chairperson is to be elected by Council for the same period as the term of office of the Mayor. If the Chairperson is not present at the time designated for the meeting, the Deputy Chairperson shall take the responsibilities of the Chairperson.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the agenda.

The Chairperson has the discretion to exclude a member of the Committee if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council meeting.

### **Deputy Chairperson**

The Deputy Chairperson is to be a community member elected by the Committee.

The Deputy Chairperson is to be nominated by the Committee at its first meeting following the appointment of the Chairperson (i.e. in line with the term of office of the Mayor). The nomination may be made simply by successfully making a recommendation at the Committee meeting. Alternatively, the Committee may vote for individual candidates before making a recommendation. The election of the Deputy Chairperson must be noted in the minutes of the meeting.

The Deputy Chairperson should have experience in chairing meetings, and the Facilitator must ensure that the Deputy Chairperson receives the induction, training and support required to fulfil the role (including in chairing effective meetings and Code of Conduct).

The appointment of the Deputy Chairperson of the Committee can be revoked by resolution of Council.

### **Committee Facilitator**

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council who will be responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator will be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee in consultation with the Chairperson and other staff.

The Facilitator will also be responsible for arranging induction, training and support required by the Deputy Chairperson to fulfil the role.

### **Delegation**

No delegation. The committee is an advisory body only and has no decision-making authority. It cannot commit Council to a course of action or direct Council staff.

### **Voting**

No formal voting rules apply as the Committee has an advisory role only, and its recommendations are made by consensus. No recommendation from the Committee will be deemed to be a decision of Council.

Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Committee.

### **Quorum**

The Quorum will be five (5) members (including the Chairperson or Deputy Chairperson).

### **Meetings**

Meetings will be held quarterly, or as determined by the Chairperson.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off, should give consideration to operational requirements, and be agreed upon by the majority of Committee members.

The Committee Facilitator will produce a draft agenda in consultation with the Chairperson. Committee members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during a meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The agenda and meeting papers shall be circulated to members at least three (3) days prior to meeting. All agendas will be published on Council's website. Each meeting shall be properly recorded by the taking of minutes.

Each meeting will start and finish at the scheduled time. The Chairperson may consider a motion to extend a meeting for up to 30 minutes. Matters listed on the agenda that are not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee.

Where a matter requires the Committee's consideration between meeting cycles (e.g. time constraints), the matter may also be referred informally to committee members, for guidance or advice.

### **Attendance by audio-visual link**

Members of the committee may attend meetings by audio-visual link, in accordance with the Council Advisory and Reference Committee Guideline.

### **Communication and Reporting**

The Minutes of the Committee shall be reported to Council following the meetings.

The Minutes of the meeting shall be circulated to all members within seven (7) working days following the meeting. Any questions regarding the Minutes are to be referred immediately to the Committee Facilitator and if any error in the Minutes is confirmed by the committee, the Committee Facilitator shall arrange to make the appropriate changes.

### **Code of Conduct, Confidentiality and other Council policies**

The Ku-ring-gai Council Code of Conduct applies to all members of advisory and reference committees.

All Committee members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Code. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

Each Committee member shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The Committee may be dealing with limited confidential information. Committee members will be required to complete appropriate disclosure forms.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.