



LITHGOW CITY COUNCIL WOMENS ADVISORY COMMITTEE Terms of Reference

Committee Name

Women's Advisory Committee (Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolution to establish the Committee: Min: 18-355 of the Ordinary Meeting of Council held 26 November 2018

Resolution of Terms of Reference: Min: 19-144 of the Ordinary Meeting of Council 27 May 2019 – Reconvened 11 June 2019.

Resolutions

The Committee may make recommendations to the Council; however, recommendations do not constitute a resolution of the Council.

Delegations

The Committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council, the Committee has no powers to commit nor expend any Council funds.

Term of the Committee

The Committee shall operate for a period of two years, until March 2021, and will be reviewed by the Council prior to the end date.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's Responsibilities

The principal responsibilities of the Committee are to:

1. To provide advice to the Council on matters important to women in Lithgow. Matters for consideration will include equity in education and employment, wellbeing and community safety.
3. To promote and celebrate the civic participation, leadership and success of women in the Lithgow LGA.

Working Groups

The Women's Advisory Committee shall adopt an "action-based" role through the formation of working groups.

The working groups will enable members of the Women's Advisory Committee to work in small teams across Council and the community to address identified needs and gaps pertaining to women's interests.

The committee may convene working parties under guidance from the Administration to research and advise by way of written reports and recommendations to the Council on research projects approved by Council following development and recommendation from the Administration.

The working groups will be appointed from a list of relevantly qualified community volunteers, and they will be established for periods no longer than three months, at the end of which period the working party will report to the Committee on the outcome of their research relevant to the Council's original request.

The list of available community volunteers will be compiled and kept current by the Administration. Each working group will be governed by a standard constitution that mandates compliance with the Council's Code of Conduct and adherence to the requirements of the Local Government Act 1993.

The working groups will at times require terms of reference/scoping documents to ensure that agreed outcomes are achieved and potential conflicts of interest are managed appropriately. In establishing working parties in this format, the Council is concerned about creating a formalised advisory approach based on research and analysis in lieu of informal discussions that occur in committees.

Councillor Membership

Periodically and at least at the commencement of the Council term, the Council shall nominate 2 Councillors, including the Mayor.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be considered when determining a quorum for a meeting of the Committee.

If the Mayor is male, the Council may consider the appointment of 2 female Councillors in addition to the Mayor as members of this committee.

Committee Membership

The Committee will be comprised of the following representation:

- 2 (including the Mayor),
- Council may choose to appoint 2 female Councillors in instances where the Mayor is male
- A minimum of six (6) community representatives with an interest and experience in advancing women's interests

- If possible three (3) representatives of organisations involved in working with women and women's interests

Council Officers

- Manager Community and Culture
- Community Development Officer

The voting members shall be:

- Councillor members
- At least 6 non-Councillor Community members of the Committee

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS system objectives and instructions.
- Observation and compliance with Council's Social Media Policy.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

A member ceases to be a member of the Committee if the member (other than the Mayor):

- has been absent for three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absence; or
- has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given reasons acceptable to the Committee for the member's absence.

Term of Office for Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be for the term of the Council unless otherwise resolved by Council.

Executive Officer

The Director responsible, or nominee, shall be the Executive Officer to the Committee.

The Executive Officer shall:

- organise executive support for the Committee;
- organise preparation of the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and staff commentary on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise stated below.

Office Holders

The Chair and Deputy Chair be appointed by the Committee at the first meeting of the Committee after the delegation of Councillors to the Committee.

Frequency of Meetings

Meetings shall be held at least every quarter (4 per year) on a day and a time to be determined by the committee.

Meeting Protocol

- An agenda will be prepared and distributed three working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings with at least 6 voting members being present, either in person or virtually via the software application nominated for use by Council.

Minutes and Reports to Council

- Minutes of meetings will be kept and will be reported to Council.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.