

Minutes



Status of Women Advisory Group

Date: 7 December 2021

Time: 4.04pm – 5.24pm

Location: Microsoft Teams

Chairperson: Glenn Cannard, Unit Manager Community and Culture

Coordinator: Glenn Cannard, Unit Manager Community and Culture

Attendance

Members:

Margot Castles

Danielle Habib

Belinda Field

Sally Jope

Monique Tovo

Sharon Walsh

Status:

Present

Present

Apology

Present (left 4.51pm)

Apology

Present

Staff:

Glenn Cannard, Unit Manager Community and Culture

Belinda McRobie, Section Manager Community Development

Zoie Magann, Meeting Support Officer

Present

Present

Present

1 Introduction

4.04pm

The chairperson welcomed the group and completed an Acknowledgement of Country.

Apologies received were noted.

The chairperson called for any disclosures of interest. No disclosures were received.

Glenn Cannard (Unit Manager Community and Culture) advised Julie Vaughan (former Director Community and Recreation Services) is no longer with Council as of Friday 26 November 2021. Brian Bell is now Director Community and Recreation Services (Acting), while the recruitment process is undertaken.

2 Previous business

4.08pm

The group confirmed the minutes from the previous meeting as noted below, which were distributed to members via email and uploaded to Council's website:

- [Status of Women Advisory Group meeting held 7 September 2021](#)

The action log was reviewed with updates recorded (see page 5).

3 Project updates/information for discussion

4.11pm

Glenn Cannard (Unit Manager Community and Culture) provided the following updates:

- Draft Social Inclusion Charter was circulated to members 17 September 2021 and no feedback was received. Any final comments should be provided by Friday 10 December 2021. The Social Inclusion Advisory Committee meets on 16 December 2021 and will have final check of Charter, before it is publicly exhibited early 2022. Staff will keep both groups updated on progress.
- Council's Positive Ageing Strategy and Disability Inclusion Plan (DIAP) were both adopted by Council on [26 October 2021](#). Noted the DIAP includes legislative reporting requirements and staff are very pleased with outcome. High praise for the DIAP Reference Group that helped with development of document.
- Staff have been working on an Indigenous Accord. The Accord will be a high-level document that provides underlying principles for Council's commitment to supporting our local Indigenous community. It is anticipated the draft Accord will be available for community consultation early in 2022.

4 Gender Equity Strategy

4.25pm

Members noted they would have appreciated support for the Gender Equity Strategy (GES) as was provided with the Accord.

Glenn Cannard advised Council's resourcing situation hasn't changed and work programs are limited, but staff would like to work with Members to scope what is needed and relevant to develop a GES. While the document couldn't be all encompassing, it could provide some high-level direction for Council and the community while being realistic about what can be achieved in the current climate with resourcing (both human and financial).

Action: Staff to review existing documents and previous GES proposal submitted by members to consider way forward and update members via email.

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5 Update on membership EOIs

4.59pm

Item deferred to follow Item 6.

Following the last meeting, staff contacted people who originally submitted Expressions of Interest (EOIs) for membership of the Status of Women Advisory Group to scope who was still available and interested, given the four membership vacancies. Staff provided a shortlist of candidates for member information, noting casual vacancies are appointed by the CEO or their delegate in accordance with the Terms of Reference.

Members noted some of the applicants are known to them given their involvement with the community. As membership appointments are determined by the CEO or their delegate, there were no perceived issues with conflicts of interest.

Action: Staff to confirm membership appointments for the preferred candidates in accordance with the Terms of Reference prior to the next meeting.

6 SOWAG Forum

4.39pm

Item brought forward to follow Item 4.

Members shared the proposal they developed for a SOWAG Forum to be held Tuesday 8 March 2022 in the Wyong Function Room.

Discussion was held around event logistics, with a World Café style event being the preferred approach. Staff will review the proposal provided by members and prepare a draft event brief to be shared with members via email for their feedback.

Action: Staff to review SOWAG Forum proposal and provide draft event brief to members via email before year's end.

7 General business

5.23pm

No general business was discussed.

8 Close

Next meeting: Mid January 2022 TBC

Meeting closed at 5.24pm

Minutes

Group name



Minutes approved by the Coordinator/Chairperson on 10 December 2021.

Action log

Status of Women Advisory Group



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
97	31/03/2021	Advisory Group Support Officer to share updates about pre-election info sessions and opportunities for women with members as available.	Advisory Group Support Officer	Sessions will be held closer to elections as part of usual business. 7/9/21: Item still pending and will be revisited after the Public Inquiry and Referendum	Pending
98	1/06/2021	Positive Ageing Strategy and Social Inclusion Charter to remain standing items on agenda until further notice.	Meeting Support Officer	Update provided at 7 December 2021 meeting – both documents adopted by Council 26 October 2021.	Complete
102	7/9/2021	Staff to check with engagement team about members being included in alert notices for documents on public exhibition via YourVoiceOurCoast.	Meeting Support Officer	8/10: Emailed Comms with contact list	Pending
103	7/9/2021	Project updates and documents on exhibition to be standing item on future agendas.	Unit Manager Community and Culture/ Meeting Support Officer	Update provided at 7 December 2021 meeting	Ongoing
104	7/9/2021	Draft Social Inclusion Charter to be circulated to members for input and discussed further at next meeting.	Unit Manager Community and Culture/ Meeting Support Officer	Social Inclusion Charter circulated 17/9 - no feedback received. Update provided at 7 December 2021 meeting	Complete

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
105	7/9/2021	Gender Equity Strategy to be discussed again at December 2021 meeting.	Meeting Support Officer / Members	Update provided at 7 December 2021 meeting	Complete
107	7/9/2021	Women's Forum to be discussed again at December 2021 meeting, with planning updates to occur out of session following Glenn's email.	Meeting Support Officer / Members	Update provided at 7 December 2021 meeting	Complete
109	7/9/2021	Staff to contact original EOIs and request updated submissions for review by members, and confirm process for inviting new EOIs.	Unit Manager Community and Culture / Meeting Support Officer	Update provided at 7 December 2021 meeting	Complete
111	7/12/2021	Staff to review existing documents and previous GES proposal submitted by members to consider way forward and update members via email.	Unit Manager Community and Culture		Pending
112	7/12/2021	Staff to review SOWAG Forum proposal and provide draft event brief to members via email before year's end.	Unit Manager Community and Culture		Pending
113	7/12/2021	Staff to confirm membership appointments for the preferred candidates in accordance with the Terms of Reference prior to the next meeting.	Unit Manager Community and Culture		Pending