

Agenda

Status of Women Advisory Group



Date: 7 December 2021
Time: 4pm – 6pm
Location: Microsoft Teams / Gosford/Wyong Committee Room
Chairperson: Glenn Cannard, Unit Manager Community and Culture
Coordinator: Glenn Cannard, Unit Manager Community and Culture

Item	Title	Responsibility	Time
1	Introduction: welcome, Acknowledgement of Country, apologies, disclosures of interest	Chairperson	4pm 5 minutes
2	Previous business: confirmation of minutes, review action log	Chairperson	4.05pm 10 minutes
3	Project updates/information for discussion <ul style="list-style-type: none">- Social Inclusion Charter feedback- Positive Ageing Strategy update	Unit Manager Community and Culture	4.15pm 15 minutes
4	Gender Equity Strategy (action 105)	Members	4.30pm 30 minutes
5	Update on membership EOIs (action 109)	Unit Manager Community and Culture	5pm 10 minutes
6	SOWAG Forum (action 107)	Members	5.10pm 30 minutes
7	General business <ul style="list-style-type: none">- Roundtable discussion for members	All	5.40pm 20 minutes
8	Close <ul style="list-style-type: none">- Next meeting: TBC	Chairperson	

Action log

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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: Item is 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	On agenda for 7 December 2021 meeting	Ongoing
101	7/09/2021	Letter to be sent to Sharryn Brownlee on behalf of the group to thank for service.	Unit Manager Community and Culture / Meeting Support Officer	18/10: Email sent to Sharryn with signed letter from Julie	Complete
102	7/09/2021	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 team with list of member emails	Complete
103	7/09/2021	Project updates and documents on exhibition to be standing item on future agendas.	Unit Manager Community and Culture / Meeting Support Officer	On agenda for 7 December 2021 meeting	Ongoing

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
104	7/09/2021	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	On agenda for 7 December 2021 meeting	Pending
105	7/09/2021	Gender Equity Strategy to be discussed again at December 2021 meeting.	Meeting Support Officer / Members	On agenda for 7 December 2021 meeting	Pending
106	7/09/2021	Glenn Cannard to recirculate last email about SOWAG Forum for member info.	Unit Manager Community and Culture	17/9: Glenn shared info via email	Complete
107	7/09/2021	SOWAG 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	On agenda for 7 December 2021 meeting	Pending
108	7/09/2021	Belinda Field to be appointed as a voting member of the Status of Women Advisory Group in accordance with the Terms of Reference.	Director Community and Recreation Services	20/10: Terms of Reference updated to include Belinda and recirculated to members	Complete
109	7/09/2021	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	On agenda for 7 December 2021 meeting	Pending

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
110	7/09/2021	Calendar invite to be forwarded for the Social Inclusion Advisory Committee meeting.	Meeting Support Officer	Margot Castles and Sharon Walsh attended Social Inclusion Advisory Committee meeting on 16 September 2021	Complete