



THE WOMEN OF WALKERVILLE COMMITTEE

TERMS OF REFERENCE

The 'Women of Walkerville Committee' is formed pursuant to Section 41 of the Local Government Act, 1999

1. Purpose

The Committee's overarching purpose is to:

- Enhance quality of life and facilitate activities with organisations that advocate for residents of Walkerville;
- Ensure its activities broadly reflect the aspirations and intentions of *2016 – 2020 Living Walkerville: wellbeing for every age and stage*.

2. Role

The Committee's role is to:

- identify opportunities for the enhancement and benefit of the community;
- initiate and deliver fund raising activities that support a range of social (non-political) endeavors that directly benefit people in the community;
- raise additional funds for Council's annual Community Fund, so that more people in the community can benefit from a grant;
- ensure that all fund raising activities are self-funded (all costs must be covered);
- apply for grants as and where appropriate;
- seek corporate and private sponsorships to support the Committee's activities;
- report to Council on its activities;
- liaise and engage with members of the broader community, local schools and organisations who have an interest in community wellbeing and engaging collaboratively with the Committee on its fund raising activities;
- donate funds and / or establish relationships with charitable groups that reflect the overarching purpose of the Committee;

3. Authority

- The Committee is authorised by Council to undertake work to effectively and efficiently meet the objectives described of its role;

4. Meetings

- The Committee will meet and report at least four times per financial year;
- An agenda will be prepared and distributed to all Committee Members four clear days prior to the meeting;
- Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members within three working days of the meeting;

5. Membership

- The inaugural Committee will be comprised of the female elected members of Council, the Mayoress (as the Patron) and Mayor (ex-officio).
- The Committee is supported by the CEO, Manager Community Development & Engagement and the Communications & Marketing Manager as required by the Committee;
- The Deputy Mayor will be appointed the Chair and a Deputy Chair must be appointed from within the membership of the Committee at its inaugural meeting after having been established by resolution of Council;
- The membership of the Committee will be reviewed annually at the anniversary date of its establishment or as otherwise determined by the Committee;
- The term of office for all office bearers is the term of Council and concludes at the date of the next general election;
- The Committee can co-opt any person to the Committee as required;
- Members of the Committee are not paid a sitting fee;
- Any persons co-opted to the Committee are not paid a sitting fee;
- Only Members of the Committee are entitled to vote on any decision.

6. Patron

- The inaugural Patron of the Committee will be the current Mayor's spouse;
- Future Patrons may continue to be the Mayor's spouse / partner or may be a prominent member of the community, recommended by the Committee for Council's consideration.

7. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee is half the numbers of the full Committee plus one;
- If at the commencement of the Committee Meeting (as advertised in the Notice of Meeting) a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to be obtained;

- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

8. Committee Officers' Role

- The Chair will oversee the conduct of the meetings in accordance with the Local Government Act, 1999 Meeting Regulations and the Council and Committee Meetings Code of Practice.
- The Deputy Chair will deputise for the Chair in their absence;

9. Reporting

- Decisions made by the Committee, under delegated authority, as listed under these Terms of Reference, will be reported by the distribution of its minutes;
- Recommendations made by the Committee will be reported to the Council at its next full Council Meeting for debate and decision.

10. Review

- The Committee will review its performance at least annually and no later than the anniversary date of its establishment.
- In reviewing its performance the Committee will have regard to:
 - completion of tasks as set out in its annual (indicative) work programme;
 - length of meetings and effective use of available meeting time;
 - attendance by members;
- The results of these reviews will be reported to Council at its next full Council Meeting.