

# **Terms of Reference Policy and Advocacy Advisory Committee Working Groups**

## **Background**

YWCA Canberra has auspiced the National Women's Safety Alliance (NWSA) through funding from the Commonwealth Government. The NWSA must establish a civil society network (Alliance) to ensure women's voices are heard in the policy making process.

The intended outcomes are that the NWSA:

1. Represent Australian women, including underrepresented women.
2. Collaborate with policymakers to inform Government's understanding of policy issues affecting Australian women's safety.
3. Collaborate with policymakers to inform the development of policy solutions to issues affecting Australian women's safety.

Alliances are expected to undertake the following activities:

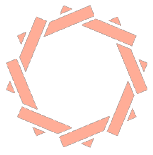
1. Grow a membership base of organisations and individuals, including women who are underrepresented.
2. Work collaboratively with other Alliances.
3. Consult with Australian women to identify issues affecting Australian women.
4. Gather evidence to develop solutions to priority issues affecting Australian women.

PAAC will manage the working groups through the NWSA Working Groups Terms of Reference and by providing clear direction on objectives and deliverables.

## **Role of the PAAC Working Groups**

The role of the PAAC Working Groups is to provide relevant and evidence-based advice to the NWSA PAAC. In particular, the working groups will:

- Undertake work as requested by PAAC, including developing or making recommendations to the PAAC on submissions, policy and reports.
- Advise on NWSA key priorities as requested.



## **Duties of the PAAC Working Groups**

The duties of the PAAC working groups are to:

- Meet the objectives and deliverables set by the PAAC.
- Support NWSA public consultations and evidence gathering, including by promoting consultations through their stakeholder networks to encourage participation and involvement, actively seeking representation from underrepresented women.
- Provide advice on the key priorities for NWSA, inform policy and advocacy, including the views of members of the organisations they may represent.
- Share insights into practical measures to inform policy implementation.
- Identify opportunities to support links with other relevant policies, frameworks or programs.
- Work collaboratively with other National Women's Alliances.

## **Working Groups Operating Parameters**

### **Delegation**

The PAAC Working Groups will have no binding decision-making authority or executive function in the context of NWSA.

### **Structure**

The PAAC will determine the working groups required on an adhoc basis to manage emerging issues, requests from government or large pieces of work from the NWSA priorities.

The following working groups will be standing:

- Domestic, Family and Sexual Violence
- Sexual Violence

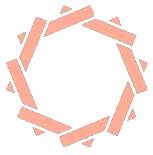
The Chair of the Domestic, Family and Sexual Violence and Sexual Violence working groups will be appointed as members of the PAAC.

### **Chair**

The NWSA Director will appoint the inaugural standing working group chairs from an Expression of Interest. Subsequent appointments will be made by the PAAC.

The Chairs of the working groups cannot be the Chair of the PAAC.

The initial term of the standing working group Chairs will be from formation to 30th June 2022 and annually thereafter. A co-chair arrangement will be considered.



## **Membership**

The working groups will comprise a maximum of 10 members.

The members will be appointed for a term of 3 years for standing working groups or the specified term of the adhoc working groups.

Inaugural members of the standing Working Groups will be appointed through an Expression of Interest by the NWSA Director in consultation with the PAAC Chair. Subsequent standing working group and all adhoc working group members will be appointed by PAAC.

Members of the working groups must also be members of NWSA.

The quorum for the Working Groups is 50% of members, plus the Chair.

The Chair may appoint a delegate from the membership to chair a meeting when required.

The NWSA Director and Communication and Advocacy Adviser will attend meetings.

## **Meetings**

The PAAC working group will hold all meetings by digital means.

Frequency of meetings will be set by the Chair in consultation with the working group members.

The Chair is responsible for providing a meeting agenda.

Unless otherwise agreed by the Chair, notice of meetings and supporting documentation are to be emailed to working group members seven days in advance of the meeting date.

## **Remuneration**

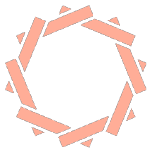
Working group member positions will not be remunerated.

## **Conflicts of Interest**

Working group members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, which cannot be managed, they will be asked to step down from the Working Group. The YWCA Canberra Conflict of Interest Policy will apply to all Working Group members.

## **Voting**

Whilst PAAC Working Groups have no binding decision-making authority, consensus is required prior to making recommendations to the PAAC. Any matters requiring decision will be decided by a majority of votes of members present.



### **Secretariat duties**

The NWSA Communication and Advocacy Adviser will act as secretary to the standing working groups. The secretary will assist the Chair by providing advice on governance issues and secretariat support including developing and distributing agendas, papers, minutes and calendar.

The Chair will act as secretary to the adhoc working groups. The Chair may delegate this responsibility to another member of the group. The NWSA Communication and Advocacy Adviser will provide advice on governance issues and limited administrative support.

### **Minutes**

Minutes must be approved by the Chair and circulated to the members within two weeks of a meeting. Minutes must be brief and focus on updates of progress and action items against work requested by the PAAC and provision of information on emerging issues or matters of interest. They must be ratified and signed by the Chair at the next meeting of the Working Group.

### **Confidentiality**

PAAC working group members have an obligation not to use or disclose information provided in confidence without consent of the Chair, the party that provided the information or as otherwise authorised or permitted by law. Confidential information provided as part of the PAAC working group is provided to enable members to perform their responsibilities. This includes information relating to agenda items to be discussed. Working Group members must take all reasonable steps to ensure this information remains confidential and is only disclosed where authorised or permitted by law.

### **Reviews**

The standing Working Groups will review their performance on an annual basis. The review may be conducted as a self-assessment and will be coordinated by the Chair. The assessment may seek input from any person. Results of the review will be provided to the Chair of the PAAC.

Endorsed by: YWCA Canberra Board