



Terms of Reference

ATC Women's Advisory Group

1. Purpose:

The ATC Women's Advisory Group has been established to provide a forum for Members to share feedback, discuss issues, opportunities and initiatives relevant to female Members and their experience within the ATC community, and contribute ideas to support Member engagement and inclusion.

The Group operates in an informal and advisory capacity and complements the work of the Members Consultative Committee (MCC).

2. Objectives:

The objectives of the Group are to:

- encourage participation and engagement among female Members
- provide a supportive forum for discussion and consultation
- identify issues, opportunities and initiatives relevant to female Members
- strengthen communication between Members and ATC
- provide feedback and recommendations, where appropriate, to the MCC

3. Scope:

The Group may discuss matters including:

- Member engagement and participation
- operational or organisational matters affecting Members

The Group acts in an advisory capacity only. It does not have authority to make decisions on behalf of the ATC, the Board, management or the Members Consultative Committee.

4. Membership:

Membership is open to current and financial female Members of the ATC and is subject to appointment by ATC following an application process.

The Group may include:

- Member representatives
- ATC representatives or support staff, where appropriate

ATC may review a Member's ongoing participation where they are unable to actively contribute to the Group and may appoint additional Members during a term should vacancies arise.

5. Meetings:

The Group will meet on a regular basis, anticipated to be quarterly or as required.



Meetings will mostly be conducted in person with the option to participate online if necessary.

An agenda may be circulated prior to meetings, and key discussion points may be recorded for reference.

Meetings will be facilitated by an ATC representative or another person nominated by ATC.

6. Reporting:

Key themes, feedback and recommendations identified by the Group may be shared with the Members Consultative Committee and/or ATC leadership for consideration, where appropriate.

The Members Consultative Committee remains the primary Member representative body within ATC.

7. Conduct:

Members are expected to:

- participate respectfully and constructively
- respect the confidentiality of discussions where requested and not disclose any confidential or commercially sensitive information without prior approval from ATC
- contribute to a safe and inclusive discussion environment
- attend meetings regularly and actively contribute to the work of the Group

8. Term of Participation:

Members will generally participate in the Group for a two-year period, aligned where practical with the term of the Members Consultative Committee. Members may resign at any time and ATC may refresh group Membership periodically to ensure broad representation and participation.

9. Review:

These Terms of Reference may be reviewed periodically to ensure the Group continues to meet its objectives.