

## **S5.2 STANDING COMMITTEE**

### **UNITING CHURCH IN AUSTRALIA - SYNOD OF WESTERN AUSTRALIA**

#### **AUTHORITY**

S5.2.1 The Synod will appoint a Standing Committee in accordance with Paragraph 36 of the Constitution of the Uniting Church in Australia.

#### **RESPONSIBILITIES OF THE STANDING COMMITTEE**

S5.2.2 The Standing Committee will fulfill the all the responsibilities of a Synod Standing Committee as set out in the Regulations.

#### **MEMBERSHIP**

S5.2.3 (a) The membership of the Standing Committee consists of:

- (i) the Moderator, Ex-Moderator, Moderator-Elect and General Secretary as ex- officio members;
- (ii) four members of the Synod elected by the Synod;
- (iii) two members of Congress who are members of the Synod; and
- (iv) not more than two other persons, who are members of Synod, co-opted by the Standing Committee.

(b) The lay members shall not be fewer in number than the ministerial members.

(c) Members shall serve until the next Ordinary Meeting of Synod.

#### **MEETINGS**

S5.2.4 (a) The Standing Committee will meet as determined by the Regulations but not less than once every three months.

(b) The Standing Committee shall report its decisions to the next meeting of the Synod, which shall give directions as to the publishing thereof, and as to any further action that may be required in accordance with Regulation 3.7.4.1(g).

#### **TECHNOLOGY**

S5.2.5 A meeting of the Synod Standing Committee may be called or held using any technology agreed to, in advance, by all the members of the Committee.

#### **QUORUM**

S5.2.7 The quorum for meetings of the Standing Committee shall be in accordance with Regulation 3.7.4.1(f)

#### **SUBCOMMITTEES**

S5.2.8 The Standing Committee may establish steering committees, advisory groups, task groups and special purpose committees as may be needed from time to time. Such committees:

- (i) shall be for a specified period not exceeding twelve months, subject to renewal by resolution of the Standing Committee;
- (ii) may include persons other than Standing Committee members;
- (iii) are to be chaired by a member of the Standing Committee;
- (iv) are to have responsibilities, powers and authorities as determined by the Standing Committee
- (v) may have their responsibilities, powers and authorities revoked or terminated at any time by the Standing Committee;
- (vi) may have any member removed from office by the Standing Committee;
- (vii) shall report to each meeting of the Standing Committee or when requested to do so by the Standing Committee.

S5.2.9 In order to fulfill its regulatory requirements, the Standing Committee will establish sub-committee called the Disaster Relief and Community Recovery Working Group

### **Disaster Relief and Community Recovery Working Group (DR&CR)**

#### DR&CR Name

S5.2.9.1 The name of the Working Group is the "Disaster Relief and Community Recovery Working Group" (hereinafter called the DR&CR), a working group responsible to the Synod through the Synod Standing Committee.

#### DR&CR Membership

S5.2.9.2 The membership of the DR&CR will be:

- (a) the Convenor who is appointed annually by Synod Standing Committee and acts as Co-ordinator of the Working Group;
- (c) the General Secretary;
- (d) a staff person appointed by the General Secretary who will also act as the Minute Secretary;
- (e) up to five persons appointed annually by the Synod Standing Committee; and
- (f) the DR&CR may co-opt up to two further members to ensure balanced representation or to provide the DR&CR with knowledge, abilities or experience not otherwise available to the DR&CR.

#### DR&CR Purpose

S5.2.9.3 The purpose of the DR&CR is:

- (a) to coordinate and assist in any response of the Church in Western Australia to a disaster or major emergency;
- (b) to deal with funds available to assist in disasters and major emergencies including administrative costs, committee expenses and honoraria as necessary; and

- (c) to represent the Church in Western Australia in joint action with other Church and community agencies.

#### DR&CR Responsibilities

S5.2.9.4 The DR&CR is to advise and to act on behalf of the Synod Presbytery in:

- (a) offering a response from the Church in Western Australia to those affected by disaster or major emergency through welfare support and/or assisting in providing pastoral care for the relief of suffering;
- (b) developing and maintaining appropriate operating procedures for pastoral relief ministry response in disaster situations;
- (c) developing and providing appropriate training resources for congregations and agencies;
- (d) organising and maintaining contact teams able to respond quickly to a need when called upon;
- (e) administering the WA Disaster Relief and Community Recovery Fund and conducting or organising appeals for funding for any disaster or emergency;
- (f) representing the Uniting Church in Western Australia in relating to the Trustees of Uniting Church National Disaster Fund, Council of Churches Emergency Relief Committee and the WA State Welfare Emergency Committee.

#### DR&CR Responding to a Disaster or Emergency

S5.2.9.5 The response of the DR&CR to any disaster shall be co-ordinated by the following procedures:

- (a) The DR&CR or the Coordinator, in conjunction with the Moderator and/or General Secretary will determine that a particular set of circumstances constitute a disaster or major emergency;
- (b) The DR&CR or the Coordinator will determine an appropriate response for the Church to any declared disaster or emergency
- (c) The DR&CR or the Coordinator will advise the Moderator and/or General Secretary who are responsible for all statements to the Church or the public.
- (d) The Moderator may, on the advice of the DR&CR or Coordinator, initiate appeals for disaster relief or community recovery funding as required.
- (e) The DR&CR or the Coordinator are authorised to collaborate with ecumenical or public agencies in responding to disasters or major emergencies and will work with and in co-operation with the State Emergency Management Plan and Westplan Welfare.

#### DR&CR Meetings & Reporting

S5.2.9.6 The DR&CR will:

- (a) meet as required but at least once each year; and
- (b) report to the Synod through the Synod Standing Committee annually and to the Synod Standing Committee as requested or when necessary.

## **Legal Advisory Group (LAG)**

### LAG Name

S5.2.10.1 The "Legal Advisory Group" (hereinafter called the LAG) is a permanent subcommittee of Synod Standing Committee.

### LAG Membership

S5.2.10.2 The membership of the LAG will be:

- (a) the General Secretary who is chairperson of the LAG; and
- (b) up to four other persons appointed by the Standing Committee with knowledge of Church Law and Uniting Church Regulations, including at least one lawyer. These persons are not required to be members of the Standing Committee or the Synod.

### LAG Purpose and Responsibility

S5.2.10.3 The purpose and responsibility of the LAG are to offer guidance on legal matters that are referred to it.

### LAG Meetings and Reporting

S5.2.10.4 The LAG will:

- a. meet on an ad hoc basis at the request of the General Secretary;
- b. report to the Standing Committee as required; and
- c. have a quorum of three members.

## **CONFLICT OF INTEREST**

S5.2.11 A member of the Standing Committee who has any direct or indirect pecuniary or beneficial interest, or whose unfettered or independent judgment is or could be perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the Standing Committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Standing Committee the nature and extent of that interest or relationship. The Standing Committee then determines whether the extent of the interest or relationship disclosed is such that the member should not participate in, vote on, or be present during any debate on that matter. The Standing Committee will minute its decision and record that decision in a Register of Conflicts.