

CHILD FRIENDLY BALLARAT COMMUNITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference Instrument, the Ballarat City Council (Council) establishes the Child Friendly Ballarat Community Advisory Committee pursuant to section 86 of the *Local Government Act 1989* (LGA). The Committee is established to replace the current management committee and is developed to be a community based advisory committee to advise Council and the city in relation to matters that impact on Ballarat as a child and family friendly city.
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of Advisory Committees is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Committee has the functions and responsibilities as set out in this Terms of Reference Instrument. The Terms of Reference Instrument sets out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.4 This Terms of Reference Instrument is authorised by a resolution of Council passed (R107/13) on 27 March 2013.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Providing advice to Council and Council officers on long-term strategic and systematic issues that impact on Ballarat's position as a child and family friendly city.
- 2.2 To oversee the implementation of Council led strategies in the Municipal Early Years Plan.

3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To be the peak advisory and advocacy body to promote, support and influence positive outcomes for Ballarat as a Child Friendly City.
- 3.2 To provide advice to Council officers on policies, plans and services to ensure they consider child friendly city guidelines, a key component of which is inclusion of children's views and opinions.
- 3.3 To contribute to, monitor and review the implementation of Council's Municipal Early Years Plan.

- 3.4 To act as ambassadors for Ballarat as a Child Friendly City.

4. ROLES AND RESPONSIBILITY

- 4.1 The role of the Committee is to:
- 4.1.1 Have an active role in communicating community views to Council.
 - 4.1.2 Participate in discussions at Committee Meetings.
 - 4.1.3 Act in an advisory capacity only. The Child Friendly Ballarat Community Advisory Committee has no delegate authority to make decisions as if they were the Council.
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members will encounter while being a member of the Committee.

5. MEMBERSHIP

- 5.1 The Committee will consist of a membership comprising:
- 5.1.1 No fewer than 6 and no more than 15 members of the community that provide a diverse range of experiences and expertise.
 - 5.1.2 The Manager of Family and Children's Services and / or a delegated Council officer from the Family and Children's Services team.
 - 5.1.3 A Councillor appointed by the Council, who will be the Committee's Chairperson. In the absence of the appointed Councillor the role of Chair will be the responsibility of a Portfolio Councillor, Portfolio Director or Manager of Family and Children's Services.
- 5.1.4 Committee members are representatives of the Ballarat community, not representatives from any organisation or business in which they may be employed.
- 5.1.5 Council will revise the membership and voting rights of each Committee member every two years.
- 5.1.6 All of the Committee members have voting rights.
- 5.1.7 Members are required to participate in an induction at the commencement of each term

6. MEETINGS

- 6.1 Committee meetings must be conducted in accordance with:
- 6.1.1 Council's Meeting Procedure Local Law; 16 and
 - 6.1.2 Council's Community Consultation and Participation Framework
 - 6.1.3 The Committee's discretion, as exercised from time to time

- 6.2 The Committee will meet initially on a monthly basis. The Advisory Committee shall determine meeting frequency throughout the term of agreement and meetings shall occur as required or scheduled but not less than quarterly.
- 6.3 The Chairperson will chair all committee meetings.
- 6.4 The Chairperson is the authorised spokesperson for the committee. A member of the committee may be asked by the Councillor of the Committee to be a spokesperson for a nominated media purpose.
- 6.5 A quorum of the Committee will be half of the membership plus one.
- 6.6 All decisions of the committee need to be agreed by consensus, if consensus cannot be reached, the issue may be postponed to the next meeting to allow additional time for research and / or discussions.
- 6.8 The Chair and nominated Council officer are responsible for preparing the agendas.
- 6.9 A subcommittee may be formed from time to time to research and progress specific issues outside of the standard meeting. Membership of subcommittees is at the discretion and availability of the committee members and may involve persons of relevance and expertise outside of the Committee.

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
 - 7.1.1 Council's meeting procedure Local Law; and
 - 7.1.2 The Committee's discretion, as exercised from time to time.
- 7.2 Minutes of all Committee meetings must be maintained and a copy to be provided to Council's Governance Unit.
- 7.3 The Committee must report to Council on a regular basis reflective of need.
- 7.3 The Committee must prepare and present to Council an annual report.
- 7.4 Where requested by Council, the Committee must report its activities and performance to a meeting of Council.

8. CREATION AND DISSOLUTION

- 8.1 These Terms of Reference:
 - 8.1.1 Come into force immediately the common seal of Council is affixed to it; and
 - 8.1.2 Remain in force until Council determines to vary or revoke it.

- 8.2 By these Terms of Reference the Committee:
 - 8.2.1 Is established; and
 - 8.2.2 Has the responsibilities as set out in the Instrument.
- 8.3 The Committee can be dissolved by resolution of Council.

0207



The Common Seal of Ballarat City Council
 was affixed by authority of the Council in the
 presence of:

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[Signature]

[Signature]

Mayor/Councillor

 Councillor

 Chief Executive Officer

Dated this 22nd day of May 2013.

12. PEOPLE AND COMMUNITIES PORTFOLIO REPORTS**12.1 CHILD FRIENDLY BALLARAT COMMUNITY ADVISORY COMMITTEE
TERMS OF REFERENCE**

Division: People & Communities
Director: Neville Ivey
Manager Responsible/ Rosemarie Calvert -
Business Unit: Manager Family & Children's Services
Author/Position: Nicole Wiseman -
Community Planning & Research Officer

SUMMARY

This report seeks Council's endorsement for the Terms of Reference for the Child Friendly Ballarat Community Advisory Committee.

RESOLUTION:

Council resolves to:

- 1. Adopt the Terms of Reference for the Child Friendly Ballarat Community Advisory Committee.**

Moved: Cr. Coates
Seconded: Cr. Philips

CARRIED
(R107/13)