

# EUREKA COMMEMORATIVE ADVISORY COMMITTEE

Ballarat City Council  
General Filing

17 APR 2008

TEMP or PERM

## Terms of Reference

The City of Ballarat recognises the importance of Eureka and its legacy to the life of the City of Ballarat.

As part of this recognition, Council has established an external Eureka Commemorative Advisory Committee to provide advice on matters relating to the promotion, commemoration and celebration of Eureka.

### 1. Purpose of Eureka Commemorative Advisory Committee

The Eureka Commemorative Advisory Committee has been established by Council to provide community consultation and industry-wide advice regarding ongoing year round Eureka celebrations.

### 2. Role of the Eureka Commemorative Advisory Committee

The role of the Eureka Commemorative Advisory Committee is to provide a critical link between Council, community and relevant stakeholders.

Through the vehicle of the Eureka Commemorative Advisory Committee, a diverse mix of stakeholders can:

- Contribute advice and insights from the practitioner perspective to ensure that Council's policies, strategies and programs are relevant to the celebrations of Eureka
- Stimulate community dialogue and debate through raising contemporary issues on Eureka with staff and Council
- Advocate for the importance of Eureka to the Ballarat community
- To assist the City of Ballarat in its leadership and support role in celebrating Eureka

Through the Eureka Commemorative Advisory Committee, Council can:

- Receive informed industry advice
- Develop deeper understanding of Eureka's role in the community and of contemporary debates
- Advocate for the importance of Eureka and funding decisions from an informed base

The Committee is constituted to achieve a balance between developing the skills of members who contribute through democratic committee

structures; maintaining a working knowledge of Eureka and recent debates and decisions as well as ensuring that membership of the Committee is invigorated with new ideas and perspectives on a regular basis.

Membership of the Committee is for two years, after which half of the membership of the Committee retires and is replaced. Members of the Committee are expected to be active participants and regularly attend meetings in order to provide continuity of discussion and decision making. Further, those members who are or may be chairs or representatives of other committees or panels are expected to represent the views of those bodies, and in turn, to regularly attend and participate in those meetings.

### **3. Terms of reference**

The terms of reference of the Committee are:

- 3.1 To provide advice and recommendations to Council on the development of strategies, policies and projects pertaining to the celebration of Eureka;
- 3.2 To promote the participation of Eureka in strategic planning and development activities within the municipality;
- 3.3 To provide advice and recommendations to Council on celebrating the Eureka Rebellion in the municipality, and beyond;
- 3.4 To assist the City of Ballarat in its leadership and support role in Eureka
- 3.5 To provide input to the Eureka Special Committee in relation to the future development of the Eureka precinct as requested;

### **4. Policy Context for the Committee**

This revised charter is presented in the context of the following policies to which Council is currently committed:

- Blueprint Ballarat
- Council Plan
- Arts & Culture strategy

## **5. Operation of the Committee**

- 5.1 The Eureka Commemorative Advisory Committee will meet at least six times per year.
- 5.2 The Committee will brief Council on one occasion each calendar year.
- 5.3 The Committee will be convened by the Executive Manager City Marketing.
- 5.4 All new Eureka Commemorative Advisory Committee members will receive an induction into the City of Ballarat processes; the purpose and role of the Eureka Commemorative Advisory Committee and the operations of the Committee.
- 5.5 All Committee members will be required to comply with council's Disclosure Interest Protocol and to sign an Eureka Commemorative Advisory Committee Code of Conduct.

## **6. Membership of the Committee**

- 6.1 There will be ten (10) members of the Eureka Commemorative Advisory Committee comprising of a mix of skills based members and representative members from Eureka's Children, Eureka Stockade Memorial Park Association, Eureka Stockade Memorial Association, Ballarat Reform League Inc, Mayor of the day plus a Councillor, the CEO of the City of Ballarat and a representative from the executive of the City of Ballarat;
- 6.2 Skills based members will be sought by Council, whilst representative members will be sought through consultation with Eureka interest groups;
- 6.3 Two (2) non-voting Councillor and the Mayor of the day appointed by the City of Ballarat; and
- 6.4 Two (2) non-voting representative appointed by the Executive from the City of Ballarat.
- 6.5 A Chairperson and Deputy Chair person will be elected from the voting members of the Committee.
- 6.6 A minimum of 4 voting members of the Committee are required to form a quorum for each meeting.
- 6.7 Members will be appointed for a period of two (2) years.
- 6.8 Terms of membership will expire in May on a biennial basis.

- 6.9 Half (50%) of the Committee will retire at the end of each two year period.
- 6.10 All members, other than the Councillor and Executive representatives, will have voting rights.
- 6.11 The Committee may from time to time create special working parties to address issues of concern and/or significance and co-opt additional membership to assist with its discussions and planning. Co-opted members may be drawn from the City of Ballarat staff; the Committee or current committees with expertise in Eureka or the community. If appropriate skills, knowledge and/or expertise is not available through these sources, the Committee may invite external parties with the appropriate expertise to participate on an issue-specific working party which will meet for a limited duration.
- 6.12 Any member who is not able to attend two (2) consecutive meetings in a calendar year without a written apology will be deemed to have resigned from the Committee.

## **7. The Eureka Commemorative Advisory Committee**

- 7.1 The Committee will nominate and elect a Chairperson and Deputy Chairperson on a biennial basis.
- 7.2 All members of the Committee are able to nominate for the positions of Chairperson and Deputy Chairperson
- 7.3 Nomination and election of the Chairperson and Deputy Chairperson will be conducted at the first Committee meeting of the year.

## **8. The Role of the Committee Executive**

- 8.1 The Chairperson will chair each Committee meeting.
- 8.2 In the absence of the Chairperson, the Deputy Chairperson will chair meetings.
- 8.3 The Chairperson will represent the Committee at Council meetings and where appropriate, at external forums/events.
- 8.4 In the absence of the Chairperson the Deputy Chairperson will represent the Committee
- 8.5 The Chairperson and/or the Deputy Chairperson will report back to the Committee regarding any meetings, forums or events they have attended as a Committee representative.
- 8.6 In the event of the Chairperson retiring before the end of their two (2) year term, the Deputy Chairperson will become the acting Chairperson.