

PORTFOLIO ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference Instrument, the Ballarat City Council (**Council**) establishes the Portfolio Advisory Committees (**Committee**), being People & Communities, Destination and Economy and Growth & Development pursuant to section 86 of the *Local Government Act 1989 (LGA)*.
- 1.2 The Committee has the powers, duties and functions of Council 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.
- 1.3 This Terms of Reference Instrument is authorised by a resolution of Council passed on 28 November 2012.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Better integrating and directing all growth planning
- 2.2 Recognition of the importance of service and planning delivery
- 2.3 Focus on planning for a future of sustainable growth
- 2.4 Recognising that the whole purpose of sustainable growth is to deliver benefits for the whole community
- 2.5 Provide an integrated deployment of the Council Plan

3. OBJECTIVES

The objectives of the Committee are:

- 3.1 Active and regular engagement of Councillors in major planning, projects and services related to the portfolio;
- 3.2 Provide regular and dynamic opportunities to brief Councillors on emerging issues
- 3.3 To encourage a whole of Ballarat perspective, while ensuring ward representation on key issues related to the portfolio;
- 3.4 To develop and implement innovative approaches to engaging the community in relation to the major planning, projects services and issues related to the portfolio;
- 3.4 To support cross-councillor communication on the issues related to the portfolio;
- 3.6 To nominate and coordinate key Councillor and officer representatives, spokes-people and media liaisons related to the portfolio.

4. ROLES AND RESPONSIBILITY

The role of the Committee is to:

- 4.1 Consider items relevant to the portfolio so support cross-councillor communication.

5. MEMBERSHIP

- 5.1 The Committee will consist of a Councillor from each ward and the relevant Council Director
- 5.2 The tenure of members shall be reviewed annually when all Special committees are confirmed by Council at its statutory meeting or as agreed by Council.

6. MEETINGS

Committee meetings must be conducted in accordance with:

- 6.1 Council's Meeting Procedure Local Law No 18;
- 6.2 The Committee shall meet at least quarterly.

7. REPORTING

- 7.1 The Committee is responsible for taking meeting notes of all meetings and preparing a Councillor Assembly Record as appropriate.

8. CREATION AND DISSOLUTION

- 8.1 By these Terms of Reference the:
 - 8.1.1 Committee is established; and
 - 8.1.2 Powers, duties and functions of the Committee, as set out in this Instrument, are delegated.
- 8.2 The Terms of Reference, including the delegation of Council's powers, duties and functions to the Committee:
 - 8.2.1 Come into force immediately the common seal of Council is affixed to it; and
 - 8.2.2 Remain in force until Council determines to vary or revoke it.
- 8.3 The Committee can be dissolved by resolution of Council.

Dated this day of 2012

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

..... Mayor/Councillor

..... Councillor

..... Chief Executive Officer