

# EUREKA CENTRE COMMUNITY ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Eureka Centre Community Advisory Committee (**Committee**).
- 1.2 The City of Ballarat recognises the importance of the Eureka story and its legacy to the community of Ballarat and Australia.  
  
As part of this recognition, Council has established the Committee as a resource of knowledge and advice for matters relating to the promotion, commemoration and celebration of Eureka.
- 1.3 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can function.
- 1.4 This Terms of Reference document is authorised by a resolution (R286/18) of Council passed on 3 October 2018.

### 2. PURPOSE

The purpose of the Committee is to:

- 2.1 Provide recommendations on how to increase the Ballarat community's involvement with the Eureka Centre.
- 2.2 Providing a critical link between Council, the people of Ballarat, and the Eureka story.
- 2.3 Supporting Council in its leadership role within the Eureka story.
- 2.4 Providing recommendations and advice to Council from a skills-based perspective on:
  - 2.4.1 Identification of Eureka focused artefacts and displays; and
  - 2.4.2 Proposals for the ongoing development of the Eureka narrative for the Eureka Centre.
- 2.5 Provide recommendations on how to develop the Eureka Centre into a Visitor attraction.

### 3. ROLES AND RESPONSIBILITY

The role of the Committee is to:

- 3.1 Provide advice and recommendations to Council on the development of strategies and projects to promote, commemorate and celebrate the Eureka story.

- 3.2 Participate in discussions at scheduled meetings.
- 3.3 Support the work of Council in developing partnerships with the wider community and government sector to promote and develop the Eureka story.
- 3.4 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee, and not to act in any way that would bring the Council into disrepute.

#### **4. MEMBERSHIP**

- 4.1 The Committee will consist of up to ten (10) members comprising of:
  - 4.1.1 Three (3) representatives with a proven understanding and knowledge of the Eureka Story;
  - 4.1.2 Three (3) community member representatives;
  - 4.1.3 One (1) representative with a proven understanding and knowledge of museums, interpretative centres, or similar entities; and
  - 4.1.4 Up to three (3) Councillors appointed by the City of Ballarat.
- 4.2 Community members will be selected on merit and expertise and appointed as individuals and not as representatives of a group or organisation, selection will be based on demonstrated skills and experience in the following areas;
  - 4.2.1 Professional and/or community engagement experience;
  - 4.2.2 Knowledge of Australian colonial history, particularly the Eureka story;
  - 4.2.3 Experience in curatorship, public space, storytelling using built form, or related fields; and
  - 4.2.4 Proven ability to work cooperatively in advisory groups or selection panels.
- 4.3 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 4.4 A Council Officer appointed under clause 4.3 is not considered a member of the Committee and does not have voting rights.
- 4.5 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 4.6 Councillors, other than a Councillor appointed under clause 4.1.4, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 4.7 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 4.8 A Councillor appointed under clause 4.1.4 will be the Chairperson of the Committee.
- 4.9 Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.

- 4.10 If a Chairperson is not appointed under clause 4.8 or 4.9, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 4.11 If the Chairperson is absent from a Committee Meeting another Councillor appointed will act as a temporary Chairperson.
- 4.12 Any Councillor can attend the meeting as an observer.

## **5. MEETINGS**

- 5.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
  - 5.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
  - 5.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 5.1.3 the Committee's discretion, as exercised from time to time; and
  - 5.1.4 Council's Community Consultation and Participation Framework.
- 5.2 The Committee will meet quarterly per year or with such other frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 5.3 The Chairperson will chair all Committee meetings.
- 5.4 The Chairperson is the only authorised spokesperson for the Committee.
- 5.5 A quorum of the Committee will be half of the members plus one.
- 5.6 Voting will be by a majority, by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.

## **6. REPORTING**

- 6.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Council's consideration in accordance with:
  - 6.1.1 Council's Meeting Procedure Local Law;
  - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 6.1.3 any resolution of Council made from time to time; and
  - 6.1.4 The Committee's discretion, as exercised from time to time.
- 6.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council or in any event once a year.
- 6.3 The Committee must report all recommendations and advice, agreed to by the committee, to Eureka Centre Manager within two (2) weeks of each respective meeting.

- 6.4 The Eureka Centre Manager will report the Committee outcomes to Council as required.
- 6.5 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 4.3 or, if that Council Officer is not present, by the Committee Chairperson, and forwarded to the Governance Unit for inclusion in the report to Council.  
(Note – this only applies when a Councillor is in attendance.)

## **7. CREATION AND DISSOLUTION**

- 7.1 By these Terms of Reference, the Committee:
- 7.1.1 is established; and
  - 7.1.2 has the responsibilities as set out in the Terms of Reference.
- 7.2 These Terms of Reference:
- 7.2.1 come into force immediately the resolution of Council adopting them is made; and
  - 7.2.2 can be varied or revoked by Council at any time.
  - 7.2.3 The Committee will dissolve 12 months after the resolution of Council adopting the Terms of Reference is made.
- 7.3 The Committee can be dissolved by the decision of Council.

Dated: 3 October 2018