

# **Ballarat Friends of Ainaro Community Advisory Committee**

## **Terms of Reference**

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## **1. Background**

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Friends of Ainaro Community Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee 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 document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4. These Terms of Reference are authorised by a resolution (R205/20) of Council passed on 12 August 2020.

## **2. Purpose**

The Committee is established for the purpose of:

- 2.1 Auspice, promote and strengthen the relationship between Ballarat and Ainaro.

## **3. Objectives**

The objectives of the Committee are:

- 3.1 To promote friendship activities between Ballarat and Ainaro;
- 3.2 To provide expertise where possible and appropriate;
- 3.3 Through consultation with the Ainaro community, to identify and support projects within and external to Ballarat, that will assist the Ainaro community;
- 3.4 Active participation from members to inform, develop and implement community to community initiatives through Ainaro's involvement in the committee; and
- 3.5 To promote and raise awareness for the relationship between Ballarat and Ainaro.

## **4. Roles and Responsibility**

The role of the Committee is:

- 4.1 Liaise with Council and its staff to ensure continuing cooperation and coordination of friendship activities between Ballarat and Ainaro.

## **5. Duties and Functions**

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

## **6. Membership**

- 6.1. The Committee will consist of a minimum of four (4) members comprising:
- 6.1.1 Three (3) community members' representatives that cover a broad range of interests and representation which will be sought in constituting the Committee to cater for a diverse range of interest and expertise that may include the following:
- Interest Group Delegate/s
  - Community Group and Agency Delegate/s;
  - Ballarat Ainaro Community Development Organisation Delegate;
  - Ryder Cheshire Foundation Delegate;
  - Friendship Schools Projects;
  - Business Interests; and
  - Community Members
- 6.1.2 One (1) Councillor of Council.
- As appointed by Council from time to time.
- 6.2. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 6.2.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.5. A Chairperson will be elected at the first meeting of the Committee.
- 6.6. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.

## **7. Meetings**

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet monthly, February – November, for a minimum of nine meetings.
- 7.3 A quorum of the Committee will be half of the members plus one.

- 7.4 Voting will be by a majority of votes 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.

## **8. Reporting**

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Statutory Compliance within 48 hours of the meeting.

## **9. Creation and Dissolution**

- 9.1 By these Terms of Reference, the:
- 9.1.1 Committee is established.
- 9.2 These Terms of Reference
- 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
- 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: 12 August 2020.