

TERMS OF REFERENCE 2023



VICTORIAN CHILD FRIENDLY CITIES AND COMMUNITIES (CFCC) ADVISORY GROUP

Statement of Purpose- Victorian CFCC Advisory Group (Advisory Group)

The Advisory Group will support the CFCC movement across the state. The Advisory Group's role is to coordinate the common CFCC agenda, enable communication between partners, uphold the principles of The Victorian CFCC Charter (The Charter), and collate and celebrate best practice examples.

Under the Charter, a CFCC is one that recognises three principles:

- Act in the best interests of the child
- Freedom for children to express their individual opinions and right to have these considered in decisions that affect them
- Create equity for all children based on their needs

Key Activities

In order to coordinate the common CFCC agenda the Advisory Group aims to provide network meetings each quarter to a membership of like-minded organisations. The Advisory Group meetings will also be held after each network meeting with tasks to be distributed equitably amongst members. The Advisory Group strives to:

- Hold an annual planning meeting to develop a work plan, as convened by the Chair
- Based on evidence, best practice and feedback from network meetings; undertake the ongoing planning, implementation and review of tasks to promote The Charter principles
- Develop and maintain high quality web-based information to promote the CFCC principles and implementation practices
- Develop any correspondence and promotional materials representing the CFCC Charter
- Maintain connections with Charter signatories and support interested organisations to endorse The Charter, where appropriate
- Facilitate network meetings each quarter for a membership of like-minded organisations
- Advisory group members will share responsibility to plan, convene network meetings including planning the agenda, chairing the meeting and taking minutes
- Provide regular opportunities for organisations to share CFCC best practice at the meetings
- Maintain effective working relationship with the VLGA

Shared Principles

The advisory group will:

- Make the most of collaborative opportunities and work within the constraints of Advisory Group and its member's capacity
- Share the workload and use evidence-informed practice
- Commit to attend and participate in regular advisory group meetings
- Maintain respect for other members and maintain confidentiality



Membership

- Formal expressions of interest will be sought annually, at the end of the calendar year, and promoted through the Network meetings and relevant emails
- Up to a maximum of 15 members are appointed each calendar year that represent the diversity of the communities we serve
- Half of current members plus one is required to operate the group and make any decisions
- Changes to the membership can only be made following a formal expression of interest process and at the approval by the majority
- The Advisory Group will elect a chairperson to chair meetings and liaise with the VLGA
- The Advisory Group may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time. A co-opted member joins the Advisory Group in an advisory capacity and does not form part of the quorum
- A member who is absent from two consecutive meetings, without forwarding an apology, will be assumed to have resigned
- A proxy can be nominated to represent the organisation, as appropriate.

Statement of Purpose – Victorian Local Government Association (VLGA)

VLGA will act as the auspice body to the CFCC Advisory Group and advance the Victoria CFCC Charter principles. Working with the CFCC Advisory Group Chair, the VLGA will:

- Provide a central venue for the Advisory Group meetings and attend the quarterly meetings, where appropriate
- Provide administrative support to the Advisory Group, including maintaining a central email list, disseminating network meeting requests and agendas, maintain RSVP lists and other notices as applicable
- Promote The Charter and Advisory Group initiatives to the local government sector and broader community, including the provision, maintenance and updates to the CFCC webpages on the VLGA website
- Act as the public and media spokesperson for the CFCC network and Advisory Group activities, as required

Scheduled review date: February 2024