



**Child Care on Wheels
Service Advisory
Committee**

TERMS OF REFERENCE

11 October 2023

1. COMMITTEE NAME:

The name of the Council Committee shall be the 'Child Care on Wheels Service Advisory Committee' (in these Terms of Reference referred to as "the Committee").

2. ESTABLISHMENT

2.1 The District Council of Robe Child Care on Wheels Service Advisory Committee is established under Section 41 of the *Local Government Act 1999 (the Act)*.

2.2 The Committee was established by resolution of Council meeting held on 11 October 2023 Ordinary Council Meeting (Res. 123/2024).

3. OBJECTIVE OF THE CHILD CARE ON WHEELS SERVICE ADVISORY COMMITTEE

The purpose of the District Council of Robe Child Care on Wheels Service Advisory Committee is to assist the Council and provide advice regarding the provision of the Mobile Child Care Program, serving communities at the Robe Soldiers Memorial Kindergarten, Robe RSL Hall, Kangaroo Inn Area School and Beachport School.

4. ROLE OF THE COMMITTEE

4.1 To provide advice to the Council in relation to the provision of child care services.

4.2 To provide advice on issues relating to the provision of child care services.

4.3 To support co-operation between the District Council of Robe, Robe Soldiers Memorial Kindergarten, Kangaroo Inn Area School and Beachport Primary School.

4.4 To provide advice and input into the development of policies and procedures relevant to the operation of the Child Care Service.

4.5 To be aware of Work Health and Safety and risk management issues.

4.6 To review and advise Council and relevant government agencies with respect to the expenditure on child care services.

4.7 To review and advise Council, the relevant government agencies and parents with respect to the fees for the service provided.

4.8 To provide advice to Council to assist in resolving any matters of concern raised by Council, the Department, or venues i.e. Robe Soldiers Memorial Kindergarten, Robe RSL Hall, Kangaroo Inn Area School or Beachport Primary School.

4.9 To act as a conduit between Council, the Administration, and users of the service.

5. MEMBERSHIP

5.1 The District Council of Robe Child Care on Wheels Service Advisory Committee will comprise:

5.1.1 *one (1) Member of Council,*

5.1.2 *two (2) Parent representatives*

5.1.3 *one (1) Community representative*

5.2 The Mayor is appointed as an ex officio member

5.3 The Presiding Member will be appointed by the Council and will be a Council Member

5.4 The Deputy Presiding Member will be appointed by the Child Care on Wheels Service Advisory Committee

5.5 If the Presiding Member and the Deputy Presiding Member are absent from a meeting, the Committee members present will appoint a person to act as Chairperson for that meeting.

- 5.6 If a Committee Member is absent for three or more consecutive committee meetings without seeking leave of the Committee prior, a motion will be sought from the Council for that Member to be removed from office on the grounds that they have been absent without notice
- 5.7 Expressions of interest for Parent and Community representative vacancies will sought via advertisements of a vacancy
- 5.8 Upon completion of the advertising period, the Committee will provide a recommendation to the Council of the preferred applicant/s
- 5.9 Community and Parent representative appointments to the Committee will be until the next Local Government general election or as amended by Council
- 5.10 In the event of a Community, and Parent representative member vacancy of the Child Care on Wheels Service Advisory Committee, the appointment of another person will be on the same basis as, and for the balance of the term of the original appointment.
- 5.11 Community and Parent representative Members whose tenure has expired will be eligible to re-apply.
- 5.12 A Committee Member may resign from the Committee at any time; however such resignation will not take effect until the Presiding Member and Council have received written notice of the resignation.
- 5.13 The District Council of Robe's Director Childcare, or a delegate (if unavailable) will attend all meetings of the Committee.
- 5.14 The Chief Executive Officer, Management and other employees as directed by the CEO may attend any meeting as observers or as responsible officers in preparing reports and papers for the Committee.
- 5.15 Council Members who are not members of the Child Care on Wheels Service Advisory Committee are non-voting observers only and may not participate in the meeting proceedings.

6. QUORUM

The quorum required for the transaction of business at a meeting of the *Child Care on Wheels Service Advisory Committee* is 50% of the total members of the Committee plus one member. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee.

7. MEETINGS OF THE COMMITTEE

- 7.1 The Committee will meet a minimum of two (2) times per year as determined by the Committee or as requested by Council.
- 7.2 Meetings will be conducted at the District Council of Robe Principle Office, 3 Royal Circus Robe SA.
- 7.3 The Presiding Member, in consultation with the Chief Executive Officer may cancel or reschedule a meeting of the Committee eg, in the event that the agenda would contain a lack of business items
- 7.4 A Special Meeting of the Committee may be called in accordance with the Act.
- 7.5 The Presiding Member will ensure that the proceedings of the meeting and resolutions, are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013.

8. ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTONIC MEANS

A Committee Member may participate, and is considered as being present at a meeting if using telephone or other electronic means so long as:

- 8.1 the Committee Member has advised the Chief Executive Officer a minimum of 24 hours prior to the commencement of the meeting.
- 8.2 no more than two consecutive meetings may be attended via telephone or other electronic mean
- 8.3 all Committee Members must be able to hear each other whilst a Committee Member is participating by telephone or other electronic means.
- 8.4 should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member.
- 8.5 if a confidential matter be presented, Members using the telephone or other electronic means must ensure they are not able to be overheard and their screen cannot be seen.

9. VOTING

- 9.1 Each Member of the Child Care on Wheels Service Advisory Committee present at a meeting has one vote
- 9.2 Members present at the meeting must vote on all matters that are before the Committee unless subject to the provision of the Act to the contrary
- 9.3 The Presiding Member will have a deliberative vote but does not in the event of an equality of votes, have a casting vote
- 9.4 In the event of a tied vote, the matter will be referred to the next meeting of Council for deliberation
- 9.5 Proxy votes are not permitted
- 9.6 If a Committee Member is participating in the meeting via telephone or other electronic means they must verbalise their vote to enable the Presiding Member to clarify and record the vote
- 9.7 The Presiding Member may participate in the meeting via video conference if unable to attend in person but may not participate via telephone.
- 9.8 If the Presiding Member is required to leave the meeting due to e.g. conflict of interest, the Deputy Presiding Member will chair the meeting during their absence and may preside over the meeting electronically.

10. PROCEDURES AT MEETINGS

Procedures at meetings will be in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.

11. DELEGATION

The Committee has no direct decision-making power and will provide recommendations to the Council on matters for consideration.

12. REPORTING RESPONSIBILITIES

- 12.1 The Child Care on Wheels Service Advisory Committee will provide a report to Council after each meeting summarising the work of the Committee during the period preceding the meeting and the outcomes of the meeting
- 12.2 Council's Chief Executive Officer will provide resources to ensure a report is provided to Council in accordance with 12.1

- 12.3 Minutes of the Child Care on Wheels Service Advisory Committee will be published on Councils website and provided electronically to all Committee Members within five (5) days of a meeting.

13. ADMINISTRATIVE

- 13.1 The Chief Executive Officer will provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions
- 13.2 The Council will approve a budget allocation sufficient for the proposed activities of the Committee

14. DEFINITIONS

For the purposes of these Terms of Reference, unless inconsistent with the subjectmatter of context:

- “ Act” means Local Government Act 1999
- “ Committee” means the Committee of Council established pursuant to clause 2
- “ Committee Member” means the persons appointed by the Council to the Committee pursuant to clause 5
- “ Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 2
- “ Council” means the District Council of Robe that established the Committee and to which the Committee reports
- “ Presiding Member” means the person appointed to that position
- “ Observers” means those persons attending any meeting of the Committee of Council, who is not a member of the Committee.

- 14.1 Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.
- 14.2 A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.
- 14.3 These Terms of Reference shall be interpreted in line with the provisions of the Act.

Document History

Version 1.0	Adopted by Council at December 2023 Council Meeting (Res 205/2019)	December 2018
Version 2.0	Draft for Council Consideration	September 2023
Version 2.0	Adopted by Council at October 2023 Council Meeting (Res 123/2024)	11 October 2023