



**Little
Athletics**
Victoria

Child Safe Working Party Charter

**Little Athletics Association
of Victoria Incorporated**

Version 1.0

Registration Number: A0003260D

RELEASED:

SECTION 1 – TERMS OF REFERENCE

1.1 PURPOSE

- (a) The Child Safe Working Party (“Working Party”) is a committee of the Board of Directors (“Board”) of Little Athletics Association of Victoria Incorporated (“Association”).
- (b) The purpose of the Working Party is to assist and advise the Board in fulfilling its compliance responsibilities to its members on:
 - (i) matters relating to the Victorian State Government’s Child Safe Standards (“Standards”);
 - (ii) other matters as required.
- (c) The Working Party is not a policy making body but assists the Board by implementing Board policy and making recommendations which require Board approval.

1.2 MEMBERSHIP

- (a) The Working Party shall consist of a minimum of two (2) Directors of the Association, a minimum of one (1) LAVic staff member, and a minimum of two other (2) individuals currently active at any level of Little Athletics and considered suitably qualified.
- (b) The members of the Working Party must collectively possess the appropriate expertise and powers to perform their function.
- (c) Appointment to the Working Party will be for a period of six month or as otherwise determined by the Board.
- (d) A quorum shall be the majority in numbers of Working Party members.
- (e) The Working Party may invite other parties to attend Working Party meetings as the Working Party sees fit.

1.3 CHAIR

- (a) The Working Party shall elect a Chair from one of its Director members.
- (b) Where the Chair is absent from a meeting and has failed to appoint another Director to replace them as Chair for that meeting, the Working Party may appoint any Director member of the Working Party as Chair for that meeting.

1.4 FREQUENCY OF MEETINGS

- (a) The Chair will call a meeting of the Working Party if so requested by the Board, the CEO or any member of the Working Party.
- (b) The Working Party shall meet as scheduled and required.

1.5 SECRETARY

- (a) A LAVic staff member shall act as Secretary of the Committee.
- (b) Minutes of each Committee meeting shall be prepared by the Secretary.
- (c) Where the Secretary is absent from a meeting and has failed to appoint another Secretary to replace them for that meeting, the Working Party may appoint a staff attendee as Secretary for that meeting.

1.6 AUTHORITY

- (a) The Working Party has the authority to obtain all information necessary for the performance of its functions.
- (b) Effective co-ordination between the Working Party and the Governance & Risk Committee will assist in producing a properly integrated approach to remuneration decisions.
- (c) The Working Party has the ability to consult independent experts, for example in child safety, where considered necessary to carry out its responsibilities providing it has sought and received Board approval.
- (d) Matters arising for determination at Working Party meetings shall be decided by a majority of votes of Working Party members present and voting and any such decision shall for all purposes be deemed a decision of the Working Party.

1.7 FUNCTIONS

- (a) The Working Party has the following functions:
 - (i) Review Little Athletics Victoria's settings, policies, procedures, communications and other relevant aspects pertaining to child safety, against the requirements of the Victorian State Government's Child Safe Standards.
 - (ii) Make recommendations to the Board with the intent of attaining improved compliance against the Standards.

1.8 RESPONSIBILITIES

- (a) The Working Party has the following responsibilities:
 - (i) To produce a set of recommendations for approval by the Board within a timeframe determined by the Board.

1.9 REPORTING

- (a) Proceedings of all meetings are to be minuted. Minutes of Working Party meetings will be provided to the subsequent Board meeting.
- (b) An action tracker will be maintained for all Committee action items.

SECTION 2 – CHARTER ADMINISTRATION

2.1 REVIEW AND APPROVAL

Owner	CEO
Effective Date	
Board Approval	
Date of Last Review	
Frequency of Review	Bi-annual
Next Scheduled Review	
Board Committee Review	Governance Committee
Approval Body	Board
Related Policies/Charters	Board Charter Child Safe Policy
Supporting Procedures/ Guidelines	Nil

SECTION 3 - DOCUMENT HISTORY

3.1 VERSION CONTROL

Date	Version #	Action Taken / Updates
15 November 2022	1.0	Initial draft for discussion