

Child & Young People Advisory Panel Charter

1. Purpose

- a. To review current practice of Dogs Victoria and make recommendations to Management Committee in line with the Victorian Government Child Safety Standards.
- b. To develop policies, procedures and practices to support the implementation of the Child Safety Standards.
- c. To provide education to the membership on the Child Safety Standards and practices of Dogs Victoria.

2. The Panel

- a. The panel shall consist of the Dogs Victoria President, the Office Operations Manager and up to three Dogs Victoria members.
- b. New members - The panel Chair shall request a CV detailing relevant experience for approval by Management Committee prior to an appointment being confirmed.
- c. Appointed committee members may be removed and/or replaced by the Management Committee.
- d. The appointment of all committee members shall be for a period of two years and subject to review by Management Committee.
- e. The panel shall elect its own chairperson and deputy chairperson from within the panel annually.

3. Meeting Frequency

- a. The panel shall meet as often as it determines necessary but not less frequently than on a quarterly basis.
- b. Meetings may be held in person or electronically.
- c. The panel may request the attendance of an additional Management Committee member providing 14 days' notice is given.

4. Matters for Dogs Victoria Management Committee

- a. The minutes of each meeting shall be forwarded to the Dogs Victoria Chief Executive Assistant within seven days of ratification.
- b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes and forwarded to the Dogs Victoria Chief Executive Assistant.

5. Other Matters

- a. The committee shall provide a report for the Annual Report by 1 January of each year.

Office/Committee Liaison: Janet Davidson

Charter and composition review approved by Management Committee: 19 February 2025