

SHEPPARTON AUSTRALIA DAY COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Shepparton Australia Day Volunteer Committee will assist Council in promoting, reviewing and awarding Australia Day Awards and assist in the promotion, planning and co-ordination the Shepparton Australia Day Event with COVID-19 restrictions in mind.

2. Role of the Australia Day Committee

- 2.1 Celebrate the achievements of community members through the Australia Day Award Ceremony
- 2.2 Assist in welcoming new Australians with a Citizenship Ceremony
- 2.3 Provide a free inclusive event with a family focus, with COVID-19 restrictions in mind

3. Committee Membership

- 3.1 The Committee shall comprise of between five (5) and 10 members representative of the Greater Shepparton community, including up to two representatives from Greater Shepparton City Council
- 3.2 Community members will be appointed for a period of two years (but may be removed by the Council at any time). Removal of a committee member may result from any of the following reasons:
 - A committee member is absent for three consecutive meetings without the committee's approval
 - A committee member is convicted of a serious offence
 - A committee member becomes incapable of performing committee duties (for example chronic illness)
 - A member of the Committee shall be eligible for re-election or re-nomination at the expiration of his or her period of office
- 3.3 The Council will call for applications to fill vacant committee positions by way of media release through Councils social media channels before appointing community representatives to the Committee
- 3.4 All applications will be considered based on relevant skills and experience, before appointment is made
- 3.5 Casual vacancies arising during a committee's term of appointment can be filled without the need to advertise. Such appointments will only be for the remaining period of the current term of the committee. Person(s) wishing to nominate a Committee member are required to submit an application form for Council's consideration

3.6 Members shall be selected in order to assist Council with the following:

- Organising and conducting the annual Shepparton Australia Day event in line with COVID-19 restrictions
- Review Australia Day Awards Applications
- Event advice, planning and management
- Working with general public and the multicultural community
- Community engagement

4. Committee Meeting Procedure

- 4.1** The Committee must hold a minimum of three meetings per year, with meeting dates to be determined by the Committee
- 4.2** The Committee is not required to comply with Council's Local Law No. 2 – Processes of Local Government (Meetings and Common Seal)
- 4.3** Council will provide the Committee with administrative and major event support by the Business and Major Events Officer

5. Committee Conduct Principles

Committee members are expected to:

- 5.1** Actively participate in Committee discussions and offer their opinions and views
- 5.2** Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- 5.3** Act with integrity
- 5.4** Attend each meeting where practical
- 5.5** Avoid conflicts of interest
- 5.6** Refrain from releasing confidential information

6. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee

7. Resignation from the Committee

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member

8. Review

The terms of reference for the Australia Day Committee will be reviewed on a biennial basis prior to recruitment of community members