GREATER SHEPPARTON

SIR MURRAY BOURCHIER MEMORIAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Adopted by Resolution of Council on [insert date]

For Review [insert date]

1. Purpose

The Sir Murray Bourchier Memorial Advisory Committee will advise Council on the future design and location for the establishment of a memorial to Sir Murray Bourchier. It has no executive authority and will operate in accordance with these Terms of Reference.

2. Role of the Sir Murray Bourchier Memorial Advisory Committee

The role of the Sir Murray Bourchier Memorial Advisory Committee is to:

a. act as an Advisory Committee of Council in relation to the design and location for the establishment of a memorial to Sir Murray Bourchier
b. assist the Council in identifying and pursuing external funding opportunities to assist with the establishment of the memorial

3. Committee Membership

The committee shall consist of the following members as appointed by resolution of the Council:

a. 1 Councillor representative
b. 3 representatives from the Shepparton RSL Sub Branch
c. Up to 6 community representatives appointed following a public expression of interest process
d. a member of the Bourchier family.

Community representatives will be appointed for a period of two years. At the end of their term, community representatives will have the opportunity to re-nominate for another term on the committee.

At the discretion of the Chair, persons with particular knowledge and skills which would be of benefit to the Committee may be invited to attend meetings on an ex-officio basis. Such attendees will not have the right to vote on positions being considered by the Committee.

Administrative support for the committee will be provided by Council.

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4. Committee Meeting Procedure

Meetings of the committee shall be conducted in accordance with the following procedures:

a. The Councillor representative will be the Chairperson of the committee and the RSL will nominate one of their representatives to serve as Acting Chairperson.
b. If the Chairperson is not present at a Committee Meeting, the Deputy Chairperson will preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for the meeting.
c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of a tie, the Chairperson shall have an additional casting vote.
d. The Committee shall have a quorum which is equal to 50 per cent plus one of the total number of Committee members.
e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
f. The Committee shall meet monthly or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

5. Committee Conduct Principles

Committee members are expected to:
a. actively participate in Committee discussions and offer their opinions and views,
b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
c. act with integrity,
d. attend each meeting where practical, and
e. avoid conflicts of interest and the releasing of confidential information.

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The Terms of Reference for the Sir Murray Bourchier Memorial Advisory Committee will be reviewed on a biennial basis prior to the recruitment of community members.