

## **FESTIVE DECORATIONS ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

*Adopted by Resolution of Council on [ insert date]*

*For Review [insert date]*

#### **1. Purpose**

The Festive Decorations Advisory Committee will advise Council on the utilisation of budget allocations for the purchase, installation and maintenance of the annual festive decorations. It has no executive authority and will operate in accordance with these Terms of Reference.

#### **2. Role of the Festive Decorations Advisory Committee**

The role of the Festive Decorations Advisory Committee is to:-

- a. act as an advisory committee to the council on the purchase, installation and maintenance of the annual festive decoration.
- b. make recommendations to council regarding increase to stock of festive decorations.
- c. liaise with all relevant parties to facilitate the purchase, installation and maintenance of council festive decorations.
- d. promote community involvement in creating a festive atmosphere in Greater Shepparton by appointment of community members to the advisory committee.
- e. assist council with the resolution of conflicts should they occur
- f. ensure recommendations by the committee are consistent with the objectives of council.
- g. convene or cause to be convened such meetings, forums, seminars or other activities as may be deemed of value by the committee to meet or assist in meeting its objectives.
- h. report to relevant council officers any information regarding festive decorations which appears likely to give rise to a risk management or OHS issue.

### **3. Committee Membership**

The membership of the committee shall consist of the following members and be approved by resolution of the council:-

- a. up to seven members representative of the community for a two year term.
- b. representatives from each of the following council departments:
  - Investment Attraction - 2 representatives
  - Neighbourhoods -1 representative
  - Works – 1 representative
  - Recreation -1 representative
  - Parks – 1 representative

The council will call for nominations to fill vacant community positions by way of notice in the public notice section of the Shepparton News before appointing community representatives to the committee.

Outgoing committee members are eligible to seek reappointment following the call for nominations by public notice.

The term of office for community members will commence on appointment and cease on expiry of their two year term.

### **4. Committee Meeting Procedure**

- a. The position of Chairperson and Deputy Chairperson will be elected by the Committee for the duration of a one (1) year term. The Chairperson of any Sub-Committee will also be appointed by the Committee for the duration of one (1) year.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for that 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 one-half plus one of the total number of Committee members currently appointed.
- 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 at least every month or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

## **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. Review**

The terms of reference for the Festive Decorations Advisory Committee will be reviewed on a biennial basis prior to recruitment of community members.