

# **Shepparton Showgrounds Advisory Committee Terms of Reference**

## 1. Purpose

The Shepparton Showgrounds Advisory Committee (Committee) will make recommendations to Council on their procedures, rules, conditions of use, future strategic planning and proposed capital works which are necessary for the proper management of Shepparton Showgrounds (Facility), and any specific issues which may arise from time to time.

## 2. Role of Committee

This is a Special Purpose Committee, convened by Council to:

- 2.1 Maximise the sustainable use of the Facility, in a way that is sensitive to the environment, neighbouring residents and local businesses.
- 2.2 Support an ongoing Agricultural Show.
- 2.3 Provide open and covered venues which will attract multi-purpose usage.
- 2.4 Make recommendations to Council for continued development of the strategic master plan.
- 2.5 Create a positive visual, social and cultural amenity for Greater Shepparton.
- 2.6 Encourage public interest and maximise the involvement and participation of the community in the development and use of the facility.
- 2.7 Provide recommendation to Council on procedures, rules and conditions of use and act consistently with the objectives of the Committee.
- 2.8 Suggest solutions to resolve conflicts between Facility users as required.
- 2.9 Advise Council on:
  - Funding priorities
  - Infrastructure and capital works
  - Maintenance
  - Appropriate level of facilities
  - Grant opportunities
- 2.10 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;
- 2.11 Liaise with Council and its staff to ensure continuing cooperation and coordination of the Facility;
- 2.12 Not commit, or permit to be committed, any act which will render the operation of any of Council's insurance policies invalid;
- 2.13 Publicise and promote interest in the Facility;

- 2.14 Council will consult with the Committee on matters relating to the Facility prior to the commencement of any new capital works.
- 2.15 Any work undertaken by the Committee members will only be done after gaining approval from Council.

### **3. Role of Council**

- 3.1 Council will provide the Committee with administrative support through staff members from the Economic Development Department.
- 3.2 Council will work towards implementing the priorities of the Committee.

### **4. Committee Membership**

#### **a. Composition**

- 4.1 The Committee shall comprise of between 5 and 10 members representative of the Greater Shepparton community including two representatives from the Shepparton Agricultural Society and up to two councillors, appointed by resolution of Council.

#### **b. Appointment of Members**

- 4.2 Council will call for applications 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.
- 4.3 All applications will be carefully considered based on relevant skills and experience before appointment is made by way of a formal resolution of Council.
- 4.4 Members shall be selected in order to achieve the following mix of skills and experience:
- Organising and conducting the annual Shepparton Agricultural Show.
  - Coordinating livestock and other major events.
  - Seeking tourism opportunities.
  - Venue marketing and promotion.
  - Event planning and management.
  - Building and grounds management.
  - Business management and strategic planning.
  - Working with general public and business community.

#### **c. Membership Term**

4.5 Community members will be appointed for a period of two years (but may be removed by 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 becomes bankrupt;
- A Committee member is convicted of a serious offence; or
- 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.

**d. Attendance at meetings**

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

**e. Vacancies**

4.7 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 and will still require formal appointment via a resolution from Council. Person(s) wishing to nominate a Committee member are required to submit an application form for Councils consideration.

4.8 The Committee shall notify the Manager Economic Development promptly of any vacancy occurring in its membership. The Committee shall submit to the Manager Economic Development within 28 days the name of any person considered by the Committee to be suitable for appointment to fill the vacancy. All newly appointed members must participate in a Committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

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

**5. Committee Meeting Procedure**

**a. Agendas and Minutes**

**i. Standing items**

Meeting Agendas should include, at a minimum:

- Meeting attendees and apologies
- Acknowledgement of Traditional Owners
- Declarations of Conflicts of Interest
- Confirmation of previous meeting minutes
- Standing Items

- Actions
- Date of next meeting.

**ii. Distribution**

Minutes shall be kept of the proceedings at all meetings. After confirmation of the minutes, they must be signed and certified by the Chairperson of the meeting at which they are confirmed. Copies of minutes must be forwarded within 14 days of a meeting.

**b. Meeting Schedule**

- 5.1 The Committee must hold a minimum of four meetings per year, with meeting dates to be determined by the Committee.
- 5.2 The minute taker shall give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven clear days prior to the meeting.

**c. Role of Chair**

Role may include, but is not limited to –

- Chairing Meetings.
- Ensuring Quorum requirements.
- Calling and determining votes on all Committee recommendations.
- Managing Committee Member conduct.

Note: Where the elected Chair is not present at the meeting, the committee will appoint one of the voting members present to perform the role of acting Chairperson for the duration of that meeting.

**d. Quorum Requirements**

- 5.3 The quorum at any Committee meeting shall be a majority of members of the Committee.

**e. Voting**

- 5.4 Committee members each hold one voting right. Council employees do not have voting rights.

**6. Committee Requirements**

**a. Committee Conduct Principles**

- 6.1 Committee Members are expected to;
- Actively participate in Committee discussions and offer their opinions and views.
  - Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.

- act with integrity.
- attend each meeting where practical.
- avoid conflicts of interest.
- refrain from releasing confidential information.

6.2 All members of the Committee must comply with the Local Government Act 2020 with respect to any Conflicts of Interest. All Committee meeting agendas must contain an item for consideration of the Conflicts of Interest.

6.3 Any decision of the Committee which the Committee does not have delegated power to implement cannot be implemented until approved by Council.

6.4 The Committee is not required to comply with Council's Local Law No. 2 – Processes of Local Government (Meetings and Common Seal).

#### **b. Confidentiality**

6.5 Committee members must maintain confidentiality of all matters discussed in camera or noted as confidential.

#### **c. Conflicts of Interest**

6.6 Committee members are required to declare any conflicts to the meeting chair in the event that one arises (including refrain from discussing / voting on that item of business).

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an Advisory Committee of 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* (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**

7.1 The terms of reference for the Shepparton Showgrounds Advisory Committee will be reviewed within the first two initial meetings of its formal establishment and on a biennial basis prior to recruitment of community members thereafter.