

# Hamilton Showgrounds Advisory Committee

## Terms of Reference

### 1. Purpose

The purpose of the Hamilton Showgrounds Advisory Committee (the Committee) is to provide advice to Council relating to the strategic enhancement and promotion of the Hamilton Showgrounds.

### 2. Extent of authority

The Committee shall:

- Make recommendations and provide feedback to Council on the development, implementation and monitoring of the Strategic Plans and Priorities of the Hamilton Showgrounds.

In this role, the Committee shall:

- Promote the implementation of the Master Plan as a relevant strategic document of Council;
- Make recommendations on the implementation and review of the Master Plan;
- Make recommendations on the development, implementation, monitoring and review of Strategic Priorities for the Hamilton Showgrounds, and
- Provide annual reports to Council on activities undertaken, including strategic priority recommendations made to Council.

The Committee may express a preference to Council on matters relating to the Committee's recommendations, however, as Council has not delegated any powers or functions to the Committee all decisions remain the responsibility of Council.

### 3. Reporting and Communication

- Minutes will be distributed to all members of the Committee, Councillors and the CEO.
- The Chair will provide meeting updates to Council after each meeting.
- Recommendations of the Committee shall be reported to Council by the relevant Director.

### 4. Membership, Chair and Minutes

- The meetings will be chaired by the Councillor, who is appointed by Council to the Committee.
- In the Chairs' absence, meetings will be chaired by a Deputy Chair elected by the Committee Members at the meeting.
- Agendas and Minutes will be prepared and distributed by the Administration Officer.
- The Committee has a possible membership of seven (7) voting members.
- A quorum of four (4) community representatives is required for meeting to be conducted.

## 4.1. Membership

The Membership of the Committee will comprise of:

<b>Community Representative Members- Voting Members</b>	<b>Responsibility</b>
Three Community Representatives	To provide broad community representation on the interests of the wider community and/or environment.  Community members may have an interest or skill set that would be advantageous to the Committee  To exercise the duties and functions, in accordance with these Terms of Reference.
Three Members to represent the Hamilton Showgrounds User Groups	To provide user group representation of all user groups.  To exercise the duties and functions, in accordance with these Terms of Reference.

<b>Councillor Members – Voting Members:</b>	<b>Responsibility</b>
Two Councillors (One being the Chairperson as appointed annually by Council)	To chair the and oversee governance of the Committee.  To ensure that the Committee exercises duties and functions in accordance with the Terms of Reference.  To ensure that Committee members operate within the Southern Grampians Code of Conduct

<b>Council Officers - Non-Voting Members</b>	<b>Responsibility</b>
2 Southern Grampians Shire Council Staff members	To provide administrative support and advice on technical issues as required by the Committee.

## 4.2. Appointment of Members

- Members are appointed by Council.
- Nominations shall be invited from relevant service providers, community organisations, groups and individuals.
- The invitation for membership will be advertised across the Southern Grampians Shire. Vacant positions will be advertised via a public Expression of Interest process.
- Membership will be for a maximum of two year. Members may seek reappointment at the conclusion of their term.
- Following a public advertising campaign, places where suitable candidates cannot be found, will remain vacant and be re-advertised the following year.

## 4.3. Conflict of Interest

Members have a responsibility to declare any conflict or potential conflict between their business, professional or private interests, and their roles as members of the Committee. The Committee shall then determine if and how the member may participate in deliberation. Any declared conflicts must be noted in the Minutes of the meeting.

## 4.4. Inability to Attend

User Group members are requested to nominate one Deputy who shall attend meetings when the member is unable to attend.

Community Representatives are not permitted to nominate a Deputy for these purposes.

#### **4.5. Resignation**

Resignation shall be submitted in writing to the Chair of the Committee.

#### **5. Meeting Frequency & Location**

- Meetings shall be closed, unless otherwise decided by the Committee.
- The Committee may request to have guests attend to present relevant information to them.
- The Committee is to meet on a quarterly basis for 1 ½ hours. Additional meetings can be held by determination of the Committee.
- Location and dates of meetings will be determined by the Committee.

#### **6. Code of Conduct**

Members of the Advisory Committee shall act in accordance with the Council's Code of Conduct.

#### **7. Advice to Council**

Recommendations in Reports presented to Council will be decided by the majority of the Committee.

#### **8. Review**

These Terms of Reference and the ongoing function of the committee will be reviewed annually. Any proposed changes will be presented to Council for adoption.

Adopted by Council: