



Calder Woodburn Memorial Avenue Advisory Committee Terms of Reference

Adopted 18 October 2022

1. Purpose

The purpose of the Calder Woodburn Memorial Avenue Advisory Committee is to provide advice to Council in relation to maintaining, enhancing and conserving the heritage and environmental values of the Calder Woodburn Memorial Avenue.

2. Role of Committee

The Calder Woodburn Memorial Avenue Advisory Committee is appointed in an advisory capacity to the Greater Shepparton City Council. It has no executive authority, but it does:

- make recommendations to Council, the Department of Transport, Heritage Victoria and other agencies regarding the ongoing conservation of the Calder Woodburn Memorial Avenue and, if requested, give advice on specific issues;
- in making any recommendations, act consistently with the objectives of the Committee;
- assist Council in sourcing funding opportunities to maintain, enhance and conserve the Calder Woodburn Memorial Avenue;
- liaise with all relevant agencies to ensure appropriate ongoing conservation of the Calder Woodburn Memorial Avenue;
- seek to enhance and conserve the cultural heritage and environmental attributes of the Calder Woodburn Memorial Avenue; and
- disseminate the significance of the Calder Woodburn Memorial Avenue.

3. Role of Council

Council will provide appropriate (non-voting) officers to support the Calder Woodburn Memorial Avenue Advisory Committee as the need arises and within the scope of the role of the Committee.

4. Committee Membership

a. Composition

The membership of the Committee shall consist of the following members and be appointed by resolution of Council:

- up to two (2) Councillors, being one (1) representative from Greater Shepparton City Council (non-voting member) and one (1) representative from Strathbogie Shire Council (voting member);
- one (1) representative from the Goulburn Valley Environment Group (voting member);
- one (1) representative from the Goulburn Broken Catchment Management Authority (voting member);
- one (1) representative from Shepparton RSL (voting member);
- up to two (2) representatives from the Department of Transport (voting members);
- one (1) representative from the Greater Shepparton Heritage Advisory Committee (voting member); and
- up to five (5) community representatives (voting members).

b. Appointment of Members

Each organisation must resolve to nominate a representative to the Committee. In the event that this representative is unable to attend a Committee meeting, each organisation should nominate an alternate representative who can attend and vote at Committee meetings in their absence.

The Committee shall appoint annually a Chairperson, Deputy Chairperson and Secretary, with each appointment being for one year.

c. Membership Terms

The term of appointment for community representatives will be for three (3) years commencing on the date of appointment, but may be removed by Council at any time.

d. Attendance at meetings

If a member does not attend a scheduled meeting for more than three consecutive meetings, membership may be reviewed by the Committee and may prompt a vacancy on the Committee.

e. Vacancies

Council will call for nominations to fill vacant community positions by way of notice in the public notice section of the Shepparton News. Community representatives will be selected from expression of interest received.

The Committee is not obliged to nominate candidates to all community positions and will assess each nomination against the candidate's ability to fulfil the Committee's functions as outlined in the Committee's Terms of Reference, as well as the following selection criteria:

- demonstrated interest in conservation of environmental or heritage assets;
- experience and success in applying for grants or funding streams; and
- the ability to access historical or conservation networks and stakeholder groups.

The Committee will advise Council of its recommendations for community positions. Should a vacancy occur within the appointed time frame, Council may appoint a replacement for the balance of the term.

5. Committee Meeting Procedure

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

- the Chairperson shall chair all meetings at which he or she is present. In the Chairperson's absence the Committee shall appoint an Acting Chairperson who will chair that meeting;
- the Committee's position on any issue under consideration will be made upon a majority vote by members present. In the event of a tie, the Chairperson shall have an additional casting vote;

- the Committee shall have a quorum which is equal to one half plus one of the total number of Committee Members appointed to the committee;
- 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; and
- the Committee shall meet at least three times per calendar year or as otherwise deemed by the Committee.

Council will provide secretarial support to the Committee.

6. Committee Requirements

a. Committee Conduct Principles

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; and
- refrain from releasing confidential information.

b. Confidentiality

Committee members are expected to maintain confidentiality of all matters discussed in committee or sub-committee meetings.

c. Conflicts of Interest

Committee members 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 conflicts of interest.

7. Assemblies of Councillors

In accordance with the *Local Government Act 2020* 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 CEO Directive 37.CEOD2* (Trim Ref: M13/51766) within seven days of the date of the Committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

8. Review

The terms of reference for the Calder Woodburn Memorial Avenue Advisory Committee will be reviewed on a biennial basis.