



## GREATER SHEPPARTON

## SPORTS HALL OF FAME ADVISORY COMMITTEE

## TERMS OF REFERENCE

*Adopted by Resolution of Council on TBC*

*For Review TBC 2024*

### 1. Purpose

The Sports Hall of Fame Advisory Committee will oversee the Sports Hall of Fame for the Greater Shepparton region, recommend inductees to Council and celebrate their achievements through an official induction ceremony.

The objective of the Greater Shepparton Sports Hall of Fame is to preserve, celebrate and showcase the history and heritage of sports excellence and achievement of Greater Shepparton residents.

### 2. Role of the Sports Hall of Fame Advisory Committee

- Oversee the Sports Hall of Fame program, which has its primary objective to celebrate individuals and teams who have made a significant contribution to sport in Greater Shepparton.
- Key duties include but are not limited to:
  - Benchmarking against existing Sports Hall of Fames/Museums
  - Review the Sports Hall of Fame policy that outlines the nomination process, eligibility criteria and revocation of awards
  - Identification of potential Sports Hall of Fame inductees
  - Establish a timeline for key events including induction ceremonies
  - Assist with planning key events including induction ceremonies
  - Establish a set of guidelines for memorabilia (including receiving and storing)
  - Identify and recommend key stakeholders and partners, including major, minor and event sponsors
- Advise Greater Shepparton City Council of their findings
- Promote and advocate on behalf of the broader community for a Greater Shepparton Sports Hall of Fame

### 3. Sports Hall of Fame Advisory Committee Membership

The membership of the Sports Hall of Fame Advisory Committee will consist of:

#### Organisation

Greater Shepparton City Council  
Community – other  
ValleySport

#### Membership

Up to 2 Councillors  
Up to 8 Representatives  
1 Representative

Greater Shepparton City Council will provide administrative support, technical and professional advice to the Committee. Representatives of Council staff include:

- Senior Council Officer
- Project Officer

Councillor Representatives and Community members are appointed by Council resolution. Members will be appointed for a period of two years, but may be removed by the Council at any time. At the conclusion of each term, members will be eligible for re-election or re-nomination.

The representative from ValleySport is to appointed by that organisation. If this representative is unable attend any meetings, they may nominate a proxy from ValleySport to attend the meeting.

If a member does not attend a scheduled meeting for more than three consecutive meetings, without an apology, membership may be reviewed by the committee and may prompt a vacancy on the committee.

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

##### **4.1 Meeting Coordination**

The Sports Hall of Fame Advisory Committee meetings will be coordinated by a Greater Shepparton City Council Officer.

- A schedule of meetings must be established at the beginning of each year and circulated to all committee members. The advisory committee may also decide to call additional meetings as required.
- Agenda items and associated papers will be circulated during the week prior to the next scheduled meeting.
- Minutes will be recorded and meeting papers circulated within two weeks of the last meeting.

##### **4.2 Convenor/Chair**

The Chair is the appointed Greater Shepparton City Council Councillor. In the case of the Chair's absence or inability to attend or perform their duties an approved proxy may be appointed.

##### **4.3 Quorum Requirements**

There must be a majority of voting members (half plus one) in attendance for the meeting to take place.

##### **4.4 Voting rights**

The following Committee members are entitled to cast one vote each:

- Councillor Representatives
- ValleySport Representative
- Community Representatives

In the event that an equal votes arise, the Chair has a casting vote.

- Council staff attending meetings do not have voting rights.

## 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
- e. Avoid conflicts of interest
- f. Refrain from releasing confidential information.

## 6. Informal meetings with Councillors

This committee has been established as an Advisory Committee of Council. Where Councillor Representatives are appointed as members of the Committee, the following applies:

- Councillor Representatives in attendance at meetings of the Committee are required to declare any conflicts of interest.
- A record of any Councillor Representatives in attendance at these meetings is required, the details to be recorded include:
  - 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 meeting during discussion and voting on that matter.

The Record of Informal Meetings of Councillors is to be included in the next available Schedules Council Meeting agenda.

## 7. Review

The terms of reference for the Sports Hall of Fame Advisory Committee will be reviewed every two years prior to recruitment of community members.