



## **Events Committee**

### **TERMS OF REFERENCE**

#### **1. Purpose**

The Events Committee is a formal advisory body to Cumberland Council.

The purpose of the Committee is to:

- Provide a forum for Council to engage with and obtain feedback from community representatives in the planning and delivery of Council's cultural engagement program, events and activities such as Lunar New Year, Eid, Diwali, and Christmas.
- Provide a forum for Council to engage with and obtain feedback from community representatives in the planning and delivery of local place based events such as the annual Locale Festival.

#### **2. Membership**

Membership of the Events Committee will consist of the following:

- Up to twelve (12) community members or representatives from local community organisations. Ideally, the community members will be representative from across the geographical area of Council.
- Two (2) Councillors.

Councillor members are to be elected by Council (Ordinary Meeting of Council) at the start of each Council term. Membership can be altered at any time by Council resolution.

All nominations for appointment to the Committee are to be formally submitted in writing to Council. Nominees must complete an Expression of Interest and declare formally, in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Committee.

All nominations will be assessed by an internal Committee of Council staff and recommendations made to Council.

Committee membership will be formalised by resolution of Council.

Community membership of the Committee shall be for a period of two years.

Council staff will provide administrative support to the Events Committee and be in attendance at meetings.

### **3. Selection Criteria**

To be eligible as a community representative, members must live, work, study or have connections to the Cumberland Local Government Area (LGA) and meet at least one of the following criteria:

- Be an individual or representative from a Cumberland community organisation with demonstrated knowledge, experience or interest in the planning and delivery of community events and activities.
- Be an individual or representative of a local community organisation(s) representing a diverse culturally and linguistic community/communities of Cumberland.

### **4. Meeting Attendance**

Committee Members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convenor prior to the meeting. A member who fails to attend two (2) consecutive meetings without submitting a satisfactory explanation will forfeit his/her place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another person delegated by the Councillor may act as a Member of the Committee for that meeting. All other Councillors are able to attend Committee meetings.

### **5. Times and Places for Meetings**

The Committee will meet quarterly at dates and times as determined. An extraordinary meeting may be called where circumstances warrant.

Meetings will normally be held at either the Council Administration Building at 16 Memorial Avenue, Merrylands, or at another accessible venue. The venue of the next quarterly meeting is to be agreed by the Committee during the (prior) meeting.

### **6. Chairperson**

The Chairperson will be nominated by the Committee. In his/her absence the Committee may elect another Chairperson.

### **7. Conflict of Interest & Pecuniary Interest**

Committee members must tell the Committee convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.

## **8. Administration of the Committee**

The Committee will be convened by a member of Council's Culture and Activation service unit. Other Council staff will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Events Committee, as required:

- All correspondence to members of the Committee.
- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Council.

## **9. Meeting Notifications, Agenda and Minutes**

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting.

A report on the Committee will be submitted every six (6) months to the next Ordinary Committee of Council.

## **10. Expenses of Committee Members**

Cumberland Council will not generally authorise payment or provide remuneration to Committee members. Where special circumstances do exist, Council may reimburse expenses and/or provide facilities to Committee members.

## **11. Insurance**

Committee members are covered by Council's public liability and professional indemnity insurance.

## **12. Media Contact**

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Media and Communications Team.

## **13. Induction**

Advisory Committees operate under Council's corporate governance framework, including Code of Conduct. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

## **14. Standard Operating Procedures**

All other procedures are to be in accordance with Council's Manual for Standard Operating Procedures and Code of Meeting Practice.