



Terms of Reference

Name: Mayoral Charity Fund Committee

Approved by: Council

Last reviewed: February 2016

1. PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Mayoral Charity Fund Committee.

2. RESPONSIBILITY

The Mayoral Charity Fund Committee ("the Committee") is established as a Special Committee of Council under s86 of the Local Government Act 1989 (The Act).

The Committee will automatically be convened should any Mayor exercise their annual discretion to provide a Mayoral Charity Fund instead of a Mayoral Ball.

A total of \$20,000 of Council funding is available for disbursement by the Committee to third parties applying through a publically advertised process. This amount may be increased through external donations.

The Committee must determine;

- if additional funds are sought to increase the amount provided by Council, and if so, how any fundraising should be conducted,
- categories under which eligible persons or organisations may apply for funding, and the criteria against which they will be assessed,
- how the Mayoral Charity Fund will be promoted, including calls for donations and/or applications for funding,
- which applications will be funded, as evaluated against the predetermined criteria, and to what amount,
- how funds will be presented to successful applicants,
- any secretarial or organisational support necessary.

3. COMPOSITION

3.1. Membership

Name	Position	Term of Office
Mayor	Chairperson	Term of Mayoralty
Deputy Mayor	Member	Term of Deputy Mayoralty
GM, Corporate Services	Secretary	Permanent
Member of the Executive Team	Member	Permanent

3.2. Terms and method of Nomination

All membership positions are ex officio.

3.3. Chair

3.3.1. Duties

To manage meeting procedure.

3.4. Secretary

3.4.1. Duties

To provide secretarial support, inclusive of recording minutes and writing any Council Reports necessary.

4. OPERATING PROCEDURES

4.1. Quorum

Mayor, Deputy Mayor and one additional member.

4.2. Meetings

The Committee will automatically be activated should any Mayor exercise their annual discretion to provide a Mayoral Charity Fund instead of a Mayoral Ball.

The Secretary will call the first meeting of the Committee once activated.

Meetings will only be convened as required to complete the obligations as listed under *Item 2, Responsibility*.

At the completion of the disbursement of funds, the Committee will lay dormant until such time it is automatically reconvened.

Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate minutes, including the recording of any disbursement, will be kept at each meeting of the Committee.

4.3. Reports

The minutes of any meeting shall be submitted to a subsequent Ordinary Meeting of Council as soon as practicable.

4.4. Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

4.5. Evaluation and Review

Under s86(6) of The Act, "Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election."