



Terms of Reference

Name	Mayoral Charity Fund Advisory Committee
Endorsed by	Chief Executive Officer – 25 March 2021
Approved by	Council - <Insert date>
Next review	31 March 2024

1. PURPOSE

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

The Mayoral Charity Fund Advisory Committee will assess applications and make recommendations for funding approval by the Chief Executive Officer.

The Melton City Council Chief Executive Officer has delegated authority to approve Mayoral Charity Fund Advisory Committee recommendations.

2. RESPONSIBILITY

The Mayoral Charity Fund Advisory Committee (“the Committee”) is established as an Advisory Committee of Council.

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

Council funding is available for disbursement on the recommendation of the Committee to third parties applying through a publically advertised process up to the amount in the current budget for the Mayoral Ball Program Expenses.

The Committee will recommend:

1. categories under which eligible persons or organisations may apply for funding, the maximum or minimum funding levels (if any), and the criteria against which they will be assessed.
2. how the Mayoral Charity Fund will be promoted,
3. how to manage applications through a publically advertised process,
4. which applications to provide funding for, as evaluated against the predetermined criteria, and to what amount,
5. how funds will be presented to successful applicants,

for the approval of the Chief Executive Officer.

3. COMPOSITION

3.1 Membership

The Committee comprises five (5) members.

Position	Type of Appointment	Term of Office
Mayor	Elected representative	Term of Mayoralty
Deputy Mayor	Elected representative	Term of Mayoralty
General Manager Community Services	Appointed	Permanent
Governance Coordinator	Appointed (ex officio)	Permanent
Coordinator Community Capacity	Appointed (ex officio)	Permanent

The total number of voting members will be three.

3.2 Terms and method of Nomination

The Mayor and Deputy Mayor are automatically elected to this Committee.

The General Manager Community Services, Governance Coordinator and Coordinator Community Capacity are also automatic appointments, based on their positions.

3.3 Chair

The Chairperson is the Mayor.

3.3.1 Duties

The chairperson is responsible for

- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the committee
- promoting the work of the committee to the community.

4. OPERATING PROCEDURES

4.1 Quorum

A quorum for the committee will require attendance of the Mayor and one other voting member.

4.2 Meetings

4.2.1 The committee will meet as required by the Mayor should he or she wish to exercise their annual discretion to provide a Mayoral Charity Fund instead of a Mayoral Ball.

4.2.2 Meetings will commence and conclude on time.

4.2.3 The Governance Coordinator will undertake administrative duties such as setting meeting dates and locations on the advice of the Mayor, preparing the agenda, taking minutes, and preparing correspondence and reports.

Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least three (3) working days prior to meetings.

- 4.2.4 The Coordinator Community Capacity will provide advice, support and background information on each of the applications to be reviewed by the committee members.
- 4.2.5 In addition to receiving assessment packs electronically, committee members can nominate to receive printed hardcopies of the assessment packs.
- 4.2.6 Applicants are funded based on scoring and committee deliberations in line with the predetermined selection criteria.
- 4.2.7 At the completion of the disbursement of funds, the committee will lay dormant until such time it is reconvened by the Mayor.

4.3 Reports

- 4.3.1 Accurate minutes will be kept of each committee meeting. The minutes of each meeting shall be submitted to committee members for ratification within three days of the committee meeting.
- 4.3.2 Minutes of the committee including its recommendations for funding, then go to the Chief Executive Officer for his or her approval.
- 4.3.3 The minutes of each meeting may be published in the next available Council meeting agenda for information purposes only.

4.4 Expectations/ Requirements of Members

Members are expected to:

- 4.4.1 Declare any conflict of interest in accordance with Council's Governance Rules and the Act
- 4.4.2 Read applications prior to each meeting. Completing individual assessments and scoring prior to each meeting is highly recommended, but not mandatory.
- 4.4.3 Determine scores and make recommendations in accordance with agreed and predetermined criteria.
- 4.4.4 Prepare for and actively participate in meetings.
- 4.4.5 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.
- 4.4.6 Treat information with sensitivity.

4.5 Evaluation and Review

The Terms of Reference for the committee will be reviewed every four years, within six months of each general election.

5. RELATED MATERIAL

Name	Location
Local Government Act 2020	www.legislation.vic.gov.au
Melton City Council Governance Rules	www.melton.vic.gov.au and Council Intranet