



Glenelg Shire Council

Community Grants Advisory Committee (aoC)

Terms of Reference

Legal Basis

The committee shall be an advisory committee established by Council as described in section 3 of the *Local Government Act 1989* (the Act).

Where indicated by the phrase '(aoC)' in the title, the advisory committee is also an assembly of Councillors.

Any advisory committee that is also an assembly of Councillors must comply with the provisions of section 80A of the Act.

The Glenelg Shire Council Community Grants Advisory Committee (the Advisory Committee) is a representative group established to consider the comments and scores on funding applications as assessed by the cross functional team of Council staff in accordance with the adopted Community Grants Program policy.

The function of the Advisory Committee is to provide information and advice to Council on:

- Recommended applications to be funded and the amounts by grant category in each of the two annual grant rounds.
- The total amount of funds to be dispersed in each of the two annual grant rounds by grant category.

The Advisory Committee shall report to the next Council meeting following each of its meetings by submitting a record of each meeting and any recommendations for Council's consideration.

Council has the power to disband the Advisory Committee at any time.

Committee's Authority

The Advisory Committee is an advisory committee to Council.

The Advisory Committee does not have the power to direct any Council officer to undertake any work but may make recommendations to Council to assist in its decision-making process.

Term of the Committee

The term of the Advisory Committee will commence on the date of appointment by Council and will conclude at the end of the term of the current Council.

Membership

Membership will comprise three Councillors, including the Mayor, who will act in the Chairperson role, in addition to (2) two additional Councillors as proxies to cover any absences of a committee member or members.

Council staff members with specialist skills and knowledge will be invited to attend the Advisory Committee's meetings only to provide specific advice or information.

In the case of casual vacancies, Council will consider appointment of new members for any vacant positions. The term of office for any new members will expire at the original date set down for the retiring member.

Councillor Representatives will be appointed or reappointed as soon as practicable after Council elections and be appointed for a period no greater than the Council's term.

Members may be granted leave of absence and replaced by secondment for the period of absence with the agreement of the chairperson.

A member shall cease to hold office if he or she is absent from four (4) consecutive meetings without a leave of absence with the agreement of the Chairperson.

Meetings

First Meeting

Date, time and place of the first meeting shall be determined by the Councillor appointed as the Chairperson of the Advisory Committee.

Quorum

Quorum will be three Councillors.

Decision-making

Recommendations to Council should be formed by a consensus. If a consensus is not achieved, decisions will be made by a vote (show of hands) of members.

Each Councillor present at a meeting of the Committee who is entitled to vote is entitled to one vote.

The outcome of the vote must be included in the Meeting Minutes.

Frequency of meetings

The Advisory Committee shall meet at a minimum frequency of twice each year.

Meeting Costs

Councillors may claim for travel expenses incurred to attend a Council appointed Committee, in accordance with the Mayor and Councillor Entitlements Policy.

Meeting Facilities and Administrative Support

The CEO or relevant Group Manager will ensure that appropriate administrative support is provided to the Advisory Committee.

The CEO or relevant Group Manager (or his/her delegate) will ensure the preparation and receipt of agenda items, preparation and distribution of agendas, recording and distribution of minutes for each meeting of the Advisory Committee and the provision of venue meeting arrangements.

An agenda will be compiled and distributed at least seven days before the proposed meeting and agenda reports must be submitted to the CEO or relevant Group Manager (or his/her delegate) at least ten days before the proposed meeting date.

The Advisory Committee shall report to regularly to Council following each of its meetings by submitting a record of each Council meeting and any recommendations for Council's consideration.

Meeting minutes for all Advisory Committee meetings will be taken as read and confirmed as an accurate record of that meeting by the Advisory Committee at its next meeting. Copies of the Advisory Committee meeting minutes will be distributed to all members as soon as practical after completion.

Place of Meetings

Subject to venue availability, meetings will be held at one of the Glenelg Shire Council Offices.

Media Comments

All media comments must be made in accordance with the Glenelg Shire Council Media Policy. The Chief Executive Officer may request the Group Manager Community and Culture (or his/her delegate) to make a media comment.

Confidentiality

The Victorian *Local Government Act 1989* contains confidentiality provisions. Breaches of confidentiality are serious offences with significant penalties.

Conflict of interest

The *Local Government Act 1989* contains mandatory requirements for the declaration of direct and indirect conflict of interest. The objective of the provisions is to enhance good

governance in Victorian local government and to improve public confidence in the probity of decision making in Victorian municipalities.

Advisory Committee members are responsible for ensuring that they comply with the relevant provisions of the *Local Government Act 1989*.

An online copy of the *Local Government Act 1989* and the Local Government Victoria publication "Conflict of Interest in Local Government" is available at www.localgovernment.vic.gov.au select – legislation or conflict of interest.

Alternatively, a printed copy will be made available if requested.

Agreement to abide by Council's policies

Members of the Advisory Committee must comply with the Glenelg Shire Council policies, in particular the Policy for Advisory Committees and the Community Grants Policy as updated from time to time.