

**Terms of Reference - PROPOSED**

Name Military Commemoration Investment Advisory Committee (MCIAC).
Approved by: Policy Review Panel Minutes – 30 June, 2016
Ordinary Meeting of Council – <insert new date>
Last reviewed: February 2017

1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the Melton City Council Military Commemoration Investment Advisory Committee (the Committee).

The purpose of the Committee is to:

- 1) provide a method in which external and internal proposals for Council investment in military commemorations of any nature are considered,
- 2) to ensure that any form of Council investment in military service commemoration is appropriate and considered, and
- 3) to ensure that the growth and number of military service commemorations of any nature within the municipality is appropriately and sensitively managed.

2. RESPONSIBILITY

The Military Commemoration Investment Advisory Committee is an advisory Committee of Council. The Committee has no authority to exercise any powers, but can only make recommendations for Council consideration.

The Committee may variously consider the following in formulating recommendations to Council:

- The number of commemorations appropriate annually and cumulatively
- The frequency and timing of military commemorations
- The budget allocated or expenditure of Council funding annually
- Ongoing and cumulative financial or material impacts of investment
- Coordination of Council activities
- Council's existing operational commitments
- The definition of Council's role in the support or otherwise of activities
- The cooperation and integration of community led commemorations and Councils responsibilities
- Direction for the carriage of any actions arising from Council sanctioned recommendations.
- Extending invitations to special interest groups, such as RSL sub-branches, within the municipality and community to assist the committee consider options.

3. COMMITMENT OF COUNCIL

- 3.1 To form the Committee at least annually and as otherwise required.
- 3.2 To fully consider recommendations of the Committee contained within Committee Minutes.
- 3.3 To observe all requirements as an assembly of Councillors under s80A of the Local Government Act.

4. COMPOSITION

4.1 Membership

- 4.1.1 The Committee will be comprised of all Councillors, General Manager of Corporate Services and General Manager of Community Services.

4.2. Method of Appointment

Membership is by decision of Council.

4.3 Term of Membership

Perpetual.

5. OPERATING PROCEDURES

5.1 Chair

The Chairperson is the Mayor.

5.2 Quorum

A majority of Committee members.

5.3 Meetings

- 5.3.1 Minimum of one (1) meeting annually.
- 5.3.2 Additional meetings as required, as called by either General Manager.

5.4. Reports

- 5.4.1 Minutes of Committee meetings will be received, noted and recommendations considered within the Agenda of a subsequent Meeting of Council for adoption.

5.5. Expectations/ Requirements of Members

Members are expected to;

- 5.5.1 Declare any interest, pecuniary interest or conflict of interest.
- 5.5.2 Prepare for and actively participate in meetings.
- 5.5.3 Behave in a manner consistent with the Councillor Code of Conduct.

5.6. Evaluation and Review

Council may evaluate and review the Committee and Terms of Reference at any time.