

# Major Events, Fesitvals and Films Sponsorship Assessmet Panel

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Terms of Reference

## 1. Name Of The Panel

The name of the Panel shall be the Major Events, Festivals and Films Sponsorship Assessment Panel (MEFFSAP).

## 2. Established

Wagga Wagga City Council's MEFFSAP was established as a result of the adoption of the Major Events Festivals and Films Sponsorship Policy (POL 087) on Monday 25<sup>th</sup> September 2017.

The duration of the MEFFSAP shall run for the duration of the Council term

Where appropriate, advisors (internal/external) with specialist expertise may be temporarily co-opted to the panel to provide advice and assistance.

## 3. Purpose And Objectives

Council has established the MEFFSAP composed of stakeholder representatives to undertake the assessment process of applications made to the Major Events Sponsorship funding in line with the Major Events Festivals and Films Sponsorship Policy (POL 087) and the current Wagga View Community Strategic Plan 2040.

MEFFSAP's role is to assess and make recommendations to Council for endorsement of appropriate events, festivals and film proposals against the eligibility and assessment criteria outlined in the Major Events, Festivals and Films Sponsorship Guidelines. There will be two application rounds for this funding per financial year.

MEFFSAP has the following tasks:

- To review, assess and provide objective, independent recommendations to Council in relation to applications for Tier 1 Major Events, Festivals and Films Sponsorship funding as per the Major Events Festivals and Films Sponsorship Policy (POL 087)
- To ensure that guidelines and assessment criteria have been applied consistently and equitably for all applications.
- To make recommendations to Council for the selection of appropriate sponsorship requests in relation to Tier 1 applications.

## 4. Advice To The City

The Panel has no power or authority, whether by delegation, agency or otherwise to exercise any function, right, duty or power of the Council, whether under a statute or other law, as a landowner or in any other capacity.

## 5. Membership

The Panel consists of five (5) members and will include the following representatives:

- Three (3) Industry Representatives
- Visitor Economy & Events Coordinator
- Events Officer

External MEFFSAP applications are to be assessed as per Policy 117 – Appointment of Organisation Community and Individual Citizen Members to Council Committee’s Policy. As per this Policy Section 2.2.4 Assessment of Applications and Council endorsement:

*Where the number of nominations exceeds the number of individuals required for appointment or where a representative is required to have some particular skill or professional training, the General Manager shall arrange for a Council Assessment Panel to be convened to assess the applications.*

This Council Assessment Panel shall provide a recommendation to Council in regard to the membership of MEFFSAP for determination.

Where appropriate, key advisors (internal/external) with specialist expertise will be temporarily co-opted to the panel to assist in decision making.

Should any of these positions/roles accept the opportunity to become MEFFSAP members, they will have full voting rights.

MEFFSAP will be responsible for annually selecting a person to act as Chair and Deputy Chair of the meeting and will nominate any other positions that are seen to be relevant to the activities and purpose of MEFFSAP.

If any member is absent from three consecutive meetings without having obtained a leave of absence from MEFFSAP, the member’s membership will be terminated.

## 6. Term of Office and Voting

All representative position terms shall run for the duration of the current Council term.

- a. When electing persons to such positions as Chair, Deputy Chair, Secretary or any other positions deemed to be needed for the proper functioning of MEFFSAP, members will follow the normal processes of calling for nominations and seconders, and then proceed to a vote if there are more nominations than vacancies.
- b. The term of the Chair and Deputy Chair will be one year from the first meeting, unless the member elected to that office resigns from the position in writing to MEFFSAP.

- c. A proposition that receives a majority of votes (whether by vote or score based) from the members present (or scores from assessments submitted prior to the meeting) shall be a decision of the MEFFSAP.
- d. Generally, voting connected with the election of a person to an office of MEFFSAP will be by show of hands or by ballot.
- e. Each member of MEFFSAP has one vote on each funding application, except where the member has a conflict of interest.

## 7. Vacation Of Office

The office of an elected, appointed or representative of MEFFSAP shall become vacant:

- a. If a member resigns the member's membership by notice in writing to MEFFSAP
- b. If a member is absent for more than three (3) consecutive meetings without prior leave of MEFFSAP.
- c. If a member commits any breach of these Terms of Reference.
- d. If MEFFSAP is dissolved by Council.
- e. If the position is used for any pecuniary interest of the individual.
- f. On the end of term of the Council.

## 8 Meetings

- a. MEFFSAP will meet twice yearly at Wagga Wagga City Council to assess the applications for each of the two funding rounds.
- b. Attendance at meetings may be in person or remote via video conference at the discretion of the committee
- c. Positions on MEFFSAP are honorary and no fees are paid.
- d. Minutes of the meeting are prepared by Council staff.

## 9 Meeting Quorum

The quorum required for a meeting to commence will be a minimum of 3 members.

A meeting will be rescheduled if there is no quorum present within ten minutes of the scheduled commencement of the meeting.

## 10 Disclosure Of Interests

- a. Pecuniary Interests/Conflicts of Interest

- i. The first item on the agenda of all MEFFSAP meetings, other than that held annually for election of the Chairperson (after apologies/requests for leave of absence) shall be the declaring of pecuniary interests/conflicts of interest.
- ii. A member of MEFFSAP shall not, at meetings, vote on, or take part in the discussion of, any matter in which that person or any relation of that person, has, personally or by their immediate family, any pecuniary interest. Such interest shall be declared to the meeting at the earliest opportunity, and any member declaring any such interest shall refrain from any discussion of or voting on the matter.
- iii. In declaring the nature of a pecuniary or conflict of interest at a meeting, the member, adviser, staff member or delegate must ensure that:
  - The details are sufficient to enable other MEFFSAP members to appreciate in general terms the connection of the person with this matter under consideration
  - The disclosure does not reveal sensitive information, which is not relevant to the matter before MEFFSAP.
  - The disclosure does not reveal information, which may be unnecessarily damaging to the reputation of some person(s) with whom the person disclosing is associated.
  - The disclosure will not unnecessarily prejudice a sensitive commercial or legal situation

b. Disclosure to be Recorded

A disclosure made at a meeting of MEFFSAP must be recorded in the Minutes of the Meeting.

## 11 Code Of Conduct

Council policy regarding conflict of interest will apply to all MEFFSAP members. MEFFSAP members must act lawfully and with honour, integrity and professionalism.

## 12 Confidentiality

In accordance with Council's Code of Conduct MEFFSAP members must not make improper use of information and in particular are required to:

- a. protect confidential information
- b. only release confidential information if authorised
- c. only use for intended purpose
- d. don't use for private benefit
- e. don't use to cause harm/detriment to others
- f. never discuss information from a confidential session

## 13 Dissolution

MEFFSAP may be dissolved by a resolution of Council at any time.