

Community Grant Allocations Delegated Committee

Terms of Reference

Contents

1.	Background	3
2.	Purpose	3
3.	Objectives	3
4.	Roles and Responsibility	4
5.	Delegation of Powers, Duties and Functions	5
6.	Membership	5
7.	Meetings	7
8.	Reporting	7
9.	Creation and Dissolution.....	8

1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Community Grant Allocations Delegated Committee (Committee) pursuant to section 63 of the *Local Government Act 2020* (LGA).
- 1.2. The members of a Delegated Committee have the powers, duties and functions of Council as set out in these Terms of Reference and the Instrument of Delegation. These Terms of Reference set out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3. Tourism Event Grants are an important tool of the Ballarat Events Strategy 2018-2028. It is for this reason Council has established this Committee with specific representation from the Visitor Economy sector to ensure a level of advocacy for the strategic positioning of Tourism Events and Activities in the Ballarat Visitor Economy.
- 1.4. These Terms of Reference are authorised by a resolution (R223/20) of Council passed on 2 September 2020.

2. Purpose

The Committee is established for the purpose of:

- 2.1 The disbursement of funds to:
 - a. Target community need;
 - b. Expand Ballarat's visitor economy and community connections via tourism events and activities; and
 - c. Implement structure and probity around the management of funds Council provides to the community in the form of grants;
- 2.2 Clarifying the purpose and process, and strengthen the governance of the evaluation and allocation of these funds;
- 2.3 Ensuring:
 - a. The needs of the community are met; and
 - b. The objectives of the Ballarat Events Strategy 2018-2028 and Ballarat's Visitor Economy are met;
 - c. The total funds allocated for disbursement by the Committee is approved in the Council Budget each year.

3. Objectives

The objectives of the Committee are:

- 3.1 to maximise the community impact of funding by achieving sustained and meaningful community and visitor economy outcomes;

- 3.2 to recommend to Council the development and implementation of funding programs to meet evidenced community and visitor economy needs. This will include both major funding and responsive forms of small funding opportunities to immediately assist the community;
- 3.3 to effectively manage and disburse funds on behalf of Council in accordance with the Committee's delegated powers, duties and functions and within established funding programs;
- 3.4 to examine and optimise opportunities to combine Council funding with other forms of government funding and funding associated with programs of other agencies and organisations;
- 3.5 to work to identify and establish community connections that sustain long term outcomes;
- 3.6 to provide an effective means of communication between the community and Council;
- 3.7 to review the existing fund streams and make recommendations to Council on possible modifications or innovations; and
- 3.8 to ensure there is small grant funding easily accessible by community organisations in need.

4. Roles and Responsibility

The role of the Committee is:

- 4.1 To exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference and as permitted by the Instrument of Delegation;
- 4.2 to evaluate and disburse public funds to the community;
- 4.3 to advocate on behalf of the relevant City of Ballarat strategies which these grants programs service;
- 4.4 to evaluate variation requests over \$500.00 of funding allocations to grant recipients when requested;
- 4.5 to identify opportunities to connect funding across the community to achieve greater community benefits;
- 4.6 to promote the efficiency, effectiveness and economy of significant Council funding programs and recognising that the funds the Committee has delegated authority to distribute are Council funds;
- 4.7 to operate within the financial parameters approved by the Council in its annual budget;
- 4.8 to ensure regular and flexible meeting arrangements to meet critical funding needs;

- 4.9 So far as possible, to ensure all funds are allocated and disbursed each year (as funding is not carried over each year). Note: In exceptional circumstances grants may be committed forward into the following financial year; and
- 4.10 to ensure all funds are allocated and disbursed on activities that are for the benefit of Council's residents and Municipal District.

5. Delegation of Powers, Duties and Functions

- 5.1 In order to fulfil and carry out its purposes and objectives Council delegates to the members of the Delegated Committee, pursuant to section 11(1)(a) of the *Local Government Act 2020*, the powers, duties and functions set out in the Instrument of Delegation passed at Council on 22 July 2020 (R180/20) and attached to these Terms of Reference.
- 5.2 The powers, duties and functions of Council conferred on the Committee by these Terms of Reference and Instrument of Delegation must be exercised in accordance with any guidelines or policies that Council may from time to time adopt.
- 5.3 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules and the Committee Policy.

6. Membership

The Committee will consist of seven (7) members comprising:

- 6.1 Four (4) external representatives:
 - 6.1.1 one (1) Representative from United Way or The Ballarat Foundation; and
 - 6.1.2 three (3) Community Representatives.
- 6.2 Three (3) Councillors through the Community Wellbeing Portfolio.
- 6.3 Council Officers to assist and advise the Committee when necessary:
 - 6.3.1 Executive Manager Engaged Communities and Executive Manager Arts and Tourism;
 - 6.3.2 a single representative from Financial Services;
 - 6.3.3 two Administration Officers; and
 - 6.3.4 other Council Officers as approved by the Chief Executive Officer.
- 6.4 The tenure of committee members shall be at the discretion of the Council, however:
 - 6.4.1 A Representative from United Way Ballarat or The Ballarat Foundation is appointed by their respective Board.

- 6.4.2 Appointments made are for a period of four (4) years. Community representatives can complete a maximum of one term of four (4) years.
- 6.4.3 The Council shall select the independent community representatives based on a documented selection process, with reference to the position description and any other relevant criteria as determined by Council with the advice of the Committee and shall determine the final membership of the Committee.
- 6.5 Council Officers appointed under 6.3.3 and 6.3.4 who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.6 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.7 Council Officers will manage all internal resourcing to support the Committee in the promotion of programs and administration of the Committee in carrying out their duties.
- 6.8 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.9 The Councillor appointed by the Council or the Mayor will be the Chairperson of the Committee in accordance with section 63(2)(a) of the *Local Government Act 2020*.
- 6.10 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.11 All of the Committee members must submit primary and ordinary returns to Council in accordance with section 81 of the *Local Government Act 1989* and after 24 October 2020, initial personal returns and biannual personal returns in accordance with sections 133 and 134 of the *Local Government Act 2020*.
- 6.12 Members will be selected on merit and expertise and appointed as individuals and not as representatives of a group or organisation.
- 6.12.1 Selection will be based on demonstrated skills and experience in the following areas:
- demonstrated experience in writing and delivering strategic plans and knowledge and understanding of how key actions can translate through a grant program;
 - demonstrated experience in developing and delivering successful tourism events and activities;
 - some experience in either marketing, governance, visitor experience mapping or trend analysis; and
 - proven ability to work cooperatively in advisory groups or selection panels.
- 6.13 All Delegated Committee members must assess, score and allocate funding in accordance with set operational parameters and methodologies. Decisions are made upon a majority vote, including the vote of the Chairperson. The Chairperson has a casting vote if appropriate.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 7.1.1 Council's Governance Rules;
 - 7.1.2 section 61 of the *Local Government Act 2020*; and
 - 7.1.3 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet on at least five (5) occasions per financial year, or as required to process applications and achieve purpose.
- 7.3 A quorum of the Committee will be a majority of the Committee membership with voting rights. This equates to four (4) Committee members, three of which must be community representatives.
- 7.4 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.5 Sub committees may be appointed by the Committee and meet between general meetings and as authorised by the full Committee. Sub committees do not have any delegated powers

8. Reporting

- 8.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
- 8.1.1 Council's Governance Rules; and
 - 8.1.2 the Committee's discretion, as exercised from time to time.
- 8.2 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.3 The Director Community Wellbeing is responsible for the co-ordination of an annual grants summary report to Council which will include information on monitoring, evaluation and reporting from across the organisation.
- 8.4 The Committee may be included in Council's internal Annual Audit program.
- 8.5 A mid-year breakdown report is to be presented to the Delegated Committee using the breakdown as follows:
- Capital
 - Community Event
 - Equipment
 - Training and Development
 - Tourism events or activities
- 8.5.1 The mid-year report is to also provide a thematic split of grant allocations where applicable eg. number of multicultural grants allocated.

9. Creation and Dissolution

9.1 By these Terms of Reference, the:

9.1.1 Committee is established; and

9.1.2 powers, duties and functions of the Committee members, as set out in the Instrument of Delegation, are delegated.

9.2 These Terms of Reference and the Instrument of Delegation:

9.2.1 come into force immediately when the resolution of Council adopting them is made; and

9.2.2 remain in force until Council determines to vary or revoke it.

9.3 The Committee must be dissolved by a resolution of Council.

9.4 The Terms of Reference will be reviewed as required.

Dated: 2 September 2020