

Tourism Events Grant Allocations Delegated Committee

Terms of Reference

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Tourism Events Grant Fund Delegated Committee (Committee) pursuant to section 63 of the *Local Government Act 2020* (LGA). The Committee is established to facilitate, in an effective and appropriate manner, the disbursement of grant funding money to achieve positive outcomes for the Ballarat community and the visitor economy.
- 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. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on 28 July 2021 (R147/21).

2. Purpose

The Committee is established for the purpose of:

- 2.1 The disbursement of funds to;
 - a) Support the development and sustainability of tourism events;
 - b) Expand Ballarat's visitor economy and community connections via tourism events; and,
 - c) Implement structure and probity around the management of funds Council provides to the commercial and private sectors in the form of grants;
- 2.2 Clarifying the purpose and process, and strengthening the governance of the evaluation and allocation of these funds;
- 2.3 *Ensuring*
 - a) The objectives of the Ballarat Events Strategy 2018 – 2028 are met;
 - b) The total funds allocated for disbursement by the Reference Group is approved in the Council Budget each year.

3. Objectives

The objectives of the Committee are:

- 3.1 to maximise the economic impact of funding by achieving sustained and meaningful event outcomes in support of the visitor economy;
- 3.2 to recommend to Council the development and implementation of funding programs to meet evidenced visitor economy needs. This will include both major funding and responsive forms of small funding opportunities;

- 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 provide an effective means of communication between the tourism events sector and Council;

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, for tourism event grants; and
- 4.2 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;
- 4.3 to evaluate and disburse public funds for the growth and development of the tourism event sector;
- 4.4 to advocate on behalf of the Ballarat Events Strategies 2018 – 2028 which this grant program services;
- 4.5 to evaluate variation requests of funding allocations to grant recipients when requested;
- 4.6 to identify opportunities for commercial partnerships and collaboration to achieve greater economic and community benefits;
- 4.7 to promote the efficiency, effectiveness and economy of Council funding programs and recognising that the funds the Committee has delegated authority to distribute are Council funds;
- 4.8 to operate within the financial parameters approved by the Council in its annual budget;
- 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 28 July 2021 (R147/21) 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

- 6.1. *The Committee will consist of a minimum of seven (7) members comprising:*
- 6.1.1 three (3) Councillors
- 6.1.2 *four (4) Council officers from Community Wellbeing Division to provide technical advice and support, comprising,*
- a) Arts and Events Executive Manager,*
 - b) Events Manager,*
 - c) Visitor Economy Executive Manager,*
 - d) Coordinator Visitor Economy*
- 6.2. Councillor Representatives of the Committee have and may exercise one equal vote on any question before the Committee for determination.
- 6.3. The Council Officers appointed from Community Wellbeing Division are to be considered as technical members only, to provide advice and support to the Committee and do not have voting rights.
- 6.4. Council will revise the membership and voting rights of each Committee member as it sees fit;
- 6.5. 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*.
- 6.6. If the Chairperson is absent from a committee meeting, the Committee will select a Councillor in attendance as a temporary Chairperson to chair the Committee meeting.
- 6.7. 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*.

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 *Local Government Act 2020;* and
 - 7.1.3 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet monthly as agreed by the Committee from time to time.
- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be by a majority of votes by a show of hands. Only voting 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

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Council's Governance Rules;
- 8.2 the Committee's discretion, as exercised from time to time;
- 8.3 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.4 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.

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.

Dated: 28 July 2021 (R147/21)