



C4 Instrument of Delegation (Delegated Committees)

Ballarat City Council

Instrument of Delegation

Community Grant Allocations Delegated Committee



Instrument of Delegation

Ballarat City Council (**Council**) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 22 July 2020 and known as the *Community Grant Allocations Delegated Committee (the Committee)*, the powers and functions set out in the Schedule, and declares that:

- 1. this Instrument of Delegation is authorised by a resolution (R180/20) of Council passed on 22 July 2020;
- 2. a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee;
- 3. the delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
- 4. all members of the Delegated Committee will have voting rights on the Delegated Committee.

Date: 06 August 2020

The Common Seal of Ballarat City Council)
was affixed by authority of the Council in the)
presence of:)

.....
Cr Ben Taylor

Mayor/Councillor

.....
Paul Lane

Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the community funds in the form of grants and for these purposes:

1. to function in accordance with the Council Terms of Reference;
2. the power to establish an evaluation framework and/or policy for the assessment of all applications for funding (to be approved by Council's Audit and Risk Committee);
3. to engage community expertise in the planning and development of funding programs;
4. the power to apportion and disburse all funds allocated to the Delegated Committee each year as part of Council's budget;
5. the power to evaluate variation request of funding allocations above \$500.00 to grant recipients as, and when, requested by grant applicants;
6. to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

Exceptions, conditions and limitations

The members of the Delegated Committee are not authorised by this Instrument to:

1. enter into contracts, or incur expenditure, for any amount which exceeds the approved budget; and;
2. exercise the powers which, by force section 11(2) of the *Local Government Act 2020*, cannot be delegated.