

City Partnerships 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 City Partnerships 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. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on 22 February 2023 (R13/23).

2. Purpose

The Committee is established for the purpose of:

- 2.1 confirming which applications from the City Partnerships Program are to progress to be considered within the subsequent annual Council budget process.

3. Objectives

The objectives of the Committee are:

- 3.1 to maximise the community impact from the City Partnerships Program by referring supported applications with sustained and meaningful community and economic outcomes through for consideration within the next annual Council budget process.

4. Roles and Responsibility

- 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, and
- 4.2 To only consider Applicants that meet the following criteria:
 - a). Community Stream:
 - Available exclusively for Not-For-Profit and Charitable Organisations.
 - Organisations based primarily in Ballarat.
 - Funding range: \$20,000 - \$100,000 per applicant per financial year.
 - Maximum funding agreement available is for three (3 years).
 - Assessment based on alignment with current Council Plan, Project Need, Use of local suppliers, Community Benefit (participation rates and community inclusion), value for money, contribution from applicant.

b). Commercial Stream:

- Open to Business and Not-For-Profit Charitable Organisations.
- Funding range: Applications greater than \$20,000
- Maximum funding agreement available is for three (3 years).
- Assessment based on alignment with current Council Plan, Project Need, Economic Return on Investment, Community Benefit (community inclusion).

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 February 2023 (R13/23) 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 all Councillors.
- 6.2. Council Officers 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.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Council Officers to advise and provide administrative support to the Committee:
- Director Community Wellbeing
 - Executive Manager Engaged Communities
 - Community Grants and Engagement Officer
- 6.5. The Chairperson of the Committee will be appointed by Council 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 temporary Chairperson to chair the Committee meeting.
- 6.7. All of the Committee members must submit Initial and Biannual Personal Interest Returns to Council 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 once submission from the annual City Partnerships Program have closed and the officer assessment work is complete.
- 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 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 Minutes from the Delegated Committee will be made public by a Committee Report to Council, noting that any commercial information provided by applicants will be considered under Section 66 of the *Local Government Act 2020* as a confidential attachment.

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: 22 February 2023 (R13/23)