



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia

Event Sponsorship and Community Grants Community Reference Group

Terms of Reference

1. Background

The CP004 Community Grants Policy and CP022 Events Sponsorship Policy outlines both the Community Grants Program and Event Sponsorship. It is a valuable program for the Borough of Queenscliffe in enhancing and strengthening communities. This is achieved by empowering individuals and community organisations to respond collectively to community needs and support and promote a healthy, involved and creative community through the sponsorship of events. Applications that are aligned with Council's values and which meet identified community needs in an equitable and accountable way are preferred.

2. Purpose

The purpose of the Events Sponsorship and Community Grants Community Reference Group is to confidentially assess and make recommendations to Council on applications received for its annual Events sponsorship and Community Grants Program.

3. Roles and function

- 3.1 Review and assess applications received for Community Grants and Event sponsorship in accordance with the Guidelines.
- 3.2 Ensure that advice and recommendations to Council remains impartial and confidential and is in the community's best interest and reflect the general views of the community as a whole.

4. Legal Status

Decisions and recommendations of the Committee have no legal standing.

5. Membership

The Events sponsorship and Community Grants Community Reference Group will consist of at least one (1) Councillor, three (3) Community Members, and council officers as necessary.

6. Recruitment and Selection of External members

Expressions of interested will be invited from the community to participate on the Events sponsorship and Community Grants Community Reference Group for a period of two years.

Applicants for the Community Reference Group must respond to two questions;

- 1) What is their interest in becoming a member of the Events Sponsorship and Community Grants Reference Group and
- 2) What is their current involvement and/or activity in the local community?

As much as is possible, council seeks to ensure that members of its Reference Groups are representative of community, as such, age and gender of the applicant will be reviewed with a view to ensuring appropriate representativeness.

Council's Chief Executive Officer will establish an appropriate recruitment and selection process to evaluate potential members, taking account of the applicant's involvement and participation in the wider community. Applications for Event Sponsorships and Community Grants open on 15 April and close 31 May of the applicable year.

Recommendation for appointment is made by the selection panel to Council. The selection panel shall include the councillor delegated by Council to participate in the Reference Group and the Chief Executive Officer (or his/her delegate). Membership to the Reference Group will be considered confidentially and appointed by Council.

Membership to the group cannot be consecutive terms.

7. Assessment and Meetings

The Events Sponsorship and Community Grants Community Reference Group members will be required to complete individual assessments of applications according to the criteria set out in the Event Sponsorship and Community Grants Guidelines.

The Events Sponsorship and Community Grants Community Reference Group will meet for approximately 2 hours in early June to:

- 1) Assess the applications for Event Sponsorships and Community Grants
- 2) Make recommendations to Council.

All members are expected to be fully prepared and attend the meeting, in person or via teams meeting.

The meeting of the Committee is closed to the public.

8. Reporting

Officers will prepare a confidential report to Council with recommendations from the Events Sponsorship and Community Grants Community Reference Group.

9. Confidential matters

Events Sponsorship and Community Grants Community Reference Group members shall not directly or indirectly release or make available to any person information relating to the work or discussions of the Committee of which he or she is a member.