

**Port Phillip City Council**  
**Instrument of Delegation**  
**to**  
**a Special Committee**  
**by**  
**the Council**

# **Terms of Reference**

## **Council Neighbourhood Programs Committee**

### **Policy Statement**

The Committee, subject to an annual Council budget allocation and in accordance with the guidelines set out in this terms of reference, will have the discretion to make minor donations and grants to individuals, not for profit organisations or community groups.

### **Policy rationale**

Council supports the distribution of minor donations and grants to individuals, individuals on behalf of community groups, not for profit organisations or community groups in a variety of ways. In particular Council supports a range of objectives including community connectedness, community development and individual initiatives in each of Council's neighbourhoods.

### **Guidelines**

1. Council may allocate in its annual budget a provision for minor donations and grants to individuals, not for profit organisations or community groups. In principle, this budget shall be equally divided between the three wards with exceptions to be agreed to by the relevant ward Councillors.
2. Funds for individual benefit shall be limited to attendance at recognised State event (maximum \$200), national (maximum \$500) international events (maximum \$1000).
3. Funding to individuals on behalf of community groups, not for profit organisations or community groups shall be limited to a maximum of \$2,000 to any one group per financial year (maximum of \$4,000 per four year council term).
4. In a year in which a general City of Port Phillip council election is being held, the Committee may not allocate more than 50% of the neighbourhood programs budget during the first six months of the relevant financial year. (For instance, in 2016 this would mean that from 1 July 2016 - 31 December 2016 no more than 50% of the 2016-17 Neighbourhood Programs budget could be allocated).
5. Any requests above these limits detailed in parts 2 and 3 above shall be referred to Council for consideration.
6. Funding requests may be initiated by the community or by a Councillor on behalf of the community. The Ward Councillor has a responsibility to take reasonable steps to verify the legitimacy of funding requests and the Committee must consider each request.

7. Funding requests shall contain detail such as the amount required, purpose of the grant and any conditions that may be attached.
8. The funds shall not be used for the personal use or benefit of councillors.
9. The funds shall not be used in connection with any Council election or for any direct electioneering purpose.
10. The Committee shall consider funding requests on a monthly basis or as required.
11. The Committee when determining funding requests shall take into account community benefit and alternative funding options available.
12. The funds can be used to:
  - a. assist in the development of initiatives for Port Phillip based community, sporting, cultural, school, organisational or individual ventures; or
  - b. facilitate the promotion of community connectedness; or
  - c. assist with the promotion of community development; or
  - d. facilitate initiatives that will provide tangible benefit to the Port Phillip community.

## **Structure**

The Committee is constituted as a Special Committee of Council in accordance with Section 86 of the Local Government Act 1989.

The proceedings of the Committee are subject to Sections 89-93 inclusive of the Local Government Act 1989. These primarily relate to meetings being open to the public and minutes being publicly available.

The Committee shall consist of three voting members Mayor, another Councillor and the Chief Executive Officer or delegate. Decision-making will be by majority and by show of hands.

A quorum for the Committee shall be the majority of members.

The Chairperson of the Committee shall be the Mayor or in the Mayor's absence the other Councillor elected to the Committee.

The Committee will meet monthly or as required.

## **Administration**

The Committee shall be provided the following administrative support by the Mayor's Office:

- Monitor expenditure to ensure total expenditure remains within budget
- Receive funding requests and forward to the Committee for consideration
- Take minutes of Committee meetings
- Forward approved funds to the individual, organisation or community group

**Port Phillip City Council**

**Instrument of Delegation**

**COUNCIL NEIGHBOURHOOD PROGRAMS COMMITTEE**

Pursuant to section 86(3) and 88 of the Local Government Act 1989 ("Act"), Port Phillip City Council ("Council") delegates to the special committee established by resolution of Council and known as the "Council Neighbourhood Programs Committee", the powers, duties and functions set out in the attached Terms of Reference and declares" that:

1. this instrument of Delegation is authorised by a resolution of Council passed on 18 October 2017
2. this delegation:
  - a. comes into force immediately the common seal of Council affixed to this Instrument of Delegation
  - b. remains in force until Council resolves to vary or revoke it: and.
  - c. is to be exercised in accordance with the Terms of Reference as attached or amended from time to time by the Council

**THE COMMON SEAL** of the Port Phillip )  
City Council was affixed hereto )  
in the presence of: )

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Mayor

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Chief Executive Officer