



## The Greater Brisbane Area Consultative Committee

The link between business, government and community, playing a key role in regional development in Brisbane, Logan and Redlands

## ATTACHMENT B

### **Regional Development Sub Committee Terms of Reference**

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#### **1. Role of Sub-Committee**

##### **1.1 Regional Partnerships**

1.1.2 Consider Regional Partnerships funding applications for development, recommendation and prioritisation following General Meeting consideration of project concepts, taking into account the following:

1.1.2.1 Compliance with the GBACC's Strategic Regional Plan goals

1.1.2.2 Value for money

1.1.2.3 Outcomes

1.1.2.4 Partnership and support

1.1.2.5 Applicant viability

1.1.2.6 Project viability and sustainability

1.1.2.7 Duplication/cost shifting

1.1.2.8 Competitive neutrality

1.1.3 Provide opinion or suggest other appropriate linkages for the Project Development Officer to pursue, as appropriate, to assist potential proponents to better satisfy the RP guidelines relating to outcomes, sustainability and competitive neutrality:

1.1.4 Promote RP amongst relevant networks and encourage potential applicants to apply for RP funding, referring initial enquiries to the GBACC Project Development Officer

1.1.5 Support and assist staff as appropriate including launches of RP funded projects

##### **1.2 Other Programs**

1.2.1 Consider other Departments' program project applications which are submitted for ACC comments and provide comment where sought regarding appropriateness of project in the region

1.2.2 Provide feedback on GBACC proposals for funding for whole of government programs

1.2.3 Provide feedback and guidance, where appropriate, on proponents applying for other funding programs with GBACC assistance

## **2. Formation and composition of Sub-Committee**

- 2.1 Executive Manager to call for volunteers on an annual basis from GBACC membership to nominate to serve on sub-committee
  - 2.1.1 As many members as possible to be encouraged to participate
- 2.2 The following selection criteria are set for membership of the RP sub-committee in order to most positively elicit impartial, informed and enterprising opinion and to enhance the quality and strength of applications:
  - 2.2.1 To have direct involvement in the whole of the Greater Brisbane region or any community thereof, in any of the following capacities:
    - Business/industry
    - Government
    - Community
- 2.3 The Sub-Committee Chair is to be elected by the members at the first meeting of the year after membership is established
  - 2.3.1 Where practicable, the sub-committee Chair is not necessarily to be a Management Committee member, so that general members are given the opportunity to serve at this level
- 2.4 Non-members and other ACC members can participate on an 'as needs' basis by the Project Development Officer or Chair, in an advisory or observation capacity, where they are likely to value-add
  - 2.4.1 Participating members will be expected to adhere to the same standards of confidentiality that regular members are expected to follow. Further, the sub committee chair will be authorised to allow participating members along with ex-officio members to cast their votes on a case by case basis
- 2.5 DOTARS representative to be invited as an ex-officio adviser to sub-committee meetings where RP applications are considered
- 2.6 The Project Development Officer will act as an adviser and consultant to the committee but staff are not entitled to vote on any of the applications being considered.

## **3. Operation of Sub-Committee**

- 3.1 Sub-committee meetings are to generally be held on a monthly basis, where practicable, and facilitated by the Project Development Officer

- 3.1.2 Agenda and project information to be issued 48 hours ahead of meeting, where practicable
- 3.2 Sub-committee meetings are to have a quorum of three members
- 3.3 Email consideration of applications by all sub-committee members may be undertaken between meetings as the need arises
- 3.3.1 Management Committee members are to be cc'd on all emails
- 3.4 At the conclusion of their deliberations on RP applications, the participating sub-committee members at a meeting, or all members by email, are to rate and comment on completed applications on the supplied Comments Form
- 3.4.1 Where there are differences in the ratings by members, these are to be averaged to reflect the views of the sub-committee
- 3.4.2 Members' comments are to be aggregated by the Project Development Officer for inclusion in the final Comments Form
- 3.5 Members are to become familiar with program guidelines and SRP goals to aid consideration of applications. This is to occur through arranged workshops or information sessions as needed
- 3.6 Sub-committee members must treat applications, concept ideas and deliberations with confidentiality, ie no part of an application, summary or extract is to be forwarded or reproduced to be given to parties outside the ACC
- 3.7 Decisions of the sub-committee are to be presented to the GBACC general meeting for ratification.

#### **4. Conflict of interest**

- 4.1 Where a conflict of interest is likely to arise, the member is required to declare such conflict and be excluded from deliberating at the Sub-Committee meeting or by email where that application is being considered, and also excluded from the general meeting of the GBACC where decisions of the Sub-Committee are ratified
- 4.1.1 The Chair is to determine on a case by case basis whether:
  - 4.1.1.1 The member absents themselves from the meeting for the duration of the discussion, or
  - 4.1.1.2 The member remains at the meeting and provides their perspective/answers queries, if considered appropriate, prior to absencing themselves for the meeting's deliberations

- 4.1.2 If a member stands to gain a direct pecuniary interest from a proposed RP project, that member is required to stand aside as a member of the GBACC pending GBACC consideration and DOTARS assessment of the application
- 4.1.3 If the application is subsequently approved, the GBACC Management Committee is to decide the status of the individual concerned
- 4.1.4 Sub-Committee members are in a potential conflict of interest situation if they are the project applicant, a member/employee of or have a professional association with an applicant or partner organisation, or a potential direct financial beneficiary of any funding application submitted to the GBACC

## **5. Duty of Care**

- 5.1 At no stage is a member to indicate to a proponent whether or not a project application will be successful
- 5.2 The sub-committee cannot represent itself as making decisions on behalf of the relevant Department
- 5.3 While the sub-committee can suggest amendments, the ACC cannot be held responsible for the final outcome of an application