



## **Fosterville Gold Mine Community Grants Committee Terms of Reference**

### **1. PURPOSE**

The purpose of the Fosterville Gold Mine (FGM) Community Grants Committee is to assess and provide objective advice and recommendations on the allocation of the Biannual Community Grants program.

### **2. RESPONSIBILITY**

The Fosterville Gold Mine Community Grants Program is designed to provide our community with financial support to meet identified community needs across the region.

It is the responsibility of the Community Grants Committee to:

- Review and assess applications and make funding recommendations.
- Ensure adherence to the [Fosterville Gold Mine Social Responsibility Strategy](#) and [Community Grants Guidelines](#).

### **3. COMPOSITION**

#### **3.1 Membership**

The committee shall comprise:

- Up to four (4) FGM representatives.
  - Two (2) representatives from the FGM management group.
  - Two (2) representatives for the FGM Environment & Community team.
- Up to two (2) City of Greater Bendigo (COGB) representatives.
  - One (1) Whipstick or Eppalock ward councillor.
  - One COGB employee who has a significant role in supporting community development.
- Up to two (2) local community representatives.
  - Must reside within 5km radius of FGM's operation.
  - Can nominate and may be invited, through an open Expression of Interest (EOI) process. Members will be selected and appointed based on merit, skills and expertise, and considering diverse representations of views and background.

The total number of voting members will be eight.

The FGM Community Officer will chair the meeting.



### **3.2 Terms and Method of Nomination**

- Council Representatives roles shall remain ongoing while holding a role within the COGB. Positions are transferable to other COGB employees if their roles would best support the grant assessment process.
- Community members are appointed for a two-year term and may reapply through the EOI process.
- Local community representative positions will be considered and appointed on recommendation by current FGM and COGB committee representatives.
- FGM employees will hold position on committee as part of their employment tenure.
- A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Online attendance is acceptable but noted.

## **4. OPERATING PROCEDURES**

### **4.1 Quorum**

A quorum of the committee will require attendance by a minimum of one COGB representative, one local community representative and three FGM representatives.

### **4.2 Meetings**

- Notice of Community Grants committee meetings shall be provided to members at least fourteen days prior to each meeting.
- The FGM Community Officer must receive apologies for all meetings no later than 3:00pm the day prior to each meeting.
- Panel members will receive minutes from the Community Grants Committee meetings after each meeting.

### **4.3 Reports**

- Community Grants Committee recommendations are reported using a scoring template and recorded for future acquittal reporting.
- In order to avoid canvassing, membership is not publicised with only the structure, (FGM, COGB, & Local Community Representatives) to be made available to the general public.

#### **4.4 Expectations and Requirements of Members**

Members are required to:

- Understand and adhere to the principles of the FGM Social Responsibility Strategy and Community Grants Guidelines.
- Adhere to the Community Grants Program Confidentiality terms.
- Treat information with sensitivity.
- Prepare for and actively participate in meetings.
- Declare in advance any potential conflict of interest. Conflicts will be recorded in the minutes of the Community Grants Committee meeting.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

#### **4.5 Support Provided to Community Grants Committee Members**

- All panel members will be briefed on the context of respective grant applications they will be assessing.
- The FGM Community Officer will provide advice, support and background information on each of the applications to be reviewed by panel members.

#### **4.6 Evaluation and Review**

The Community Grants Program Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by FGM.

### **5. CONFIDENTIALITY**

#### **5.1 Confidential Information**

A member of the Community Grants Committee must not release information that the person knows, or should reasonably know, is confidential information.

For the purpose of this agreement, information is “confidential information” if it relates to:

- Community Grant applications including submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the FGM Community Officer.



- Community Grant Committee including names and contact details of committee members.
- Community Grant Committee Meetings, including discussions held, individuals' assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the FGM Community Officer or Chairperson.

## **5.2 Conflict of Interests**

A member of the Community Grants Committee has a conflict of interest in respect to an application if the member:

- May benefit financially if an application was successful (direct interest).
- Has a personal relationship with an applicant, such as a family member or a club/organisations, which may benefit financially if an application, was successful (indirect interest).
- Feels that his or her interest in the application may have the potential to interfere with the proper performance of his or her duties on the panel.

## **5.3 Disclosure of Interests**

If a member of the Community Grants Committee has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest before the meeting, if he or she does not intend to be present at the meeting, or at the onset of the meeting as requested by the Chair.
- The member may choose to remain in the room in which the meeting is being held during any consideration or discussion of the application.
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process.
- If a panel member discloses a conflict of interest, the FGM Community Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting.
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chair. Where genuine doubt continues to exist members should err on the side of caution and declare a potential conflict of interest.
- The failure to notify an actual or perceived conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded.
- Community representatives who fail to properly disclose a conflict of interest may face disqualification from the panel.