

# VET Funding Local Grants Program

## Advisory Panel Terms of Reference



### Context

From its allocated Federal VET funding, Surf Life Saving NSW has committed close to \$1 million in local grants to Surf Life Saving Clubs and Branches in NSW. The local grants will support Clubs and Branches to expand opportunities for recruitment, retention and recognition of trainers, assessors and mentors.

### Responsibilities

The role of the panel is to make recommendations to Surf Life Saving NSW on the allocation of the local grants. In particular, panel members will be required to:

- Ensure adherence to grant guidelines and assessment criteria.
- Review and assess grant applications against predetermined selection criteria.
- Provide advice on the relative merit of grant applications.
- Agree on a set of recommendations for funding allocations to be presented to the SLSNSW Director of Education and SLSNSW Learning & Development Manager.

### Decision Making

The decision-making role of the panel is limited to advising and making recommendations regarding funding allocations. Panel recommendations are reported to the SLSNSW Board for adoption.

### Membership

The panel will be made up of 6-8 members including:

- An appointed Chairperson
- One SLSNSW Board Member or appointed representative
- At least one Trainer, Assessor or Facilitator
- At least one Club President or Club Captain
- At least one independent representative from outside of Surf Life Saving NSW
- SLSNSW Regional Development Manager or representative

Administrative support for the committee will be provided by the SLSNSW Development Grants Officer.

Surf Life Saving NSW will undertake an expression of interest (EOI) process calling for interested individuals to participate in the panel. Members will be selected based on merit, skills and expertise and taking into account diverse representation of views and backgrounds. Surf Life Saving NSW recognises the organisations' diverse membership and will give consideration to factors such as gender, abilities and age. Members will be appointed by 2 September 2018 for a two year period, or as required if a vacancy occurs. A panel member may resign from the panel by advising Surf Life Saving NSW in writing.

## Operations

- Panel members will be required to undertake between 1-2 days reading time, and be available for up to 2 days meeting time, per grant round dependent on the number of applications they are required to assess (see timescales below for 2018 dates).
- To achieve a quorum, three panel members and SLSNSW Regional Development Manager (or their nominee) are required to be in attendance at each meeting.
- The panel shall follow the general consensus principle when determining its recommendations.
- Panel members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of any individuals or organisations.

## Expectations and Requirements

### Panel members are required to:

- Understand and adhere to the VET Funding Local Grants Program Guidance Notes and assessment criteria.
- Treat information confidentially and sensitively.
- Prepare for and actively participate in meetings.
- Declare in advance any potential conflict of interest and to exit the room during deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the panel 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 Chairperson.

## Timeline

	Key Actions	Completion Status
Panel Selection	Expressions of interest open	2 July 2018
	Expressions of interest close	29 July 2018
	Selection process complete and members notified	13 August 2018
2018 Meeting	Closing date for grant submissions	2 September 2018
	Agenda and applications available for review	7 September 2018
	Face to face meeting	15-16 September 2018
	Recommendations submitted to SLSNSW Board for approval	27 September 2018

## Questions & Expressions of Interest

Any questions regarding the panel can be directed to Louise Cooke, SLSNSW Learning & Development Manager ([lcooke@surflifesaving.com.au](mailto:lcooke@surflifesaving.com.au)). If you are interested in being a part of the panel, please complete the Expression of Interest Form by midnight on Sunday 29 July 2018 and e-mail your completed form to [vetgrants@surflifesaving.com.au](mailto:vetgrants@surflifesaving.com.au). You will receive a system generated e-mail when submitted successfully.

The Expression of Interest Form can be downloaded from the Surf Life Saving NSW website ([www.surflifesaving.com.au](http://www.surflifesaving.com.au)) or requested by e-mailing [vetgrants@surflifesaving.com.au](mailto:vetgrants@surflifesaving.com.au).