



7.1.5.2 Development & Operations Grants Advisory Committee (DOGAC) Terms of Reference September 2023

Background:

The Foundation's structure enables peer group involvement in the grants process through two Grants Advisory Committees (GACs) and a Sector Investment Advisory Committee (SIAC). The establishment of these Advisory Committees in July 2016 was in response to the Structure and Governance Review undertaken in 2014–16. A further review of the roles and responsibilities of the CBF Committee structure was undertaken in 2023 following a review of the 2016 CBF Restructure.

The Development & Operations Grants Advisory Committee (DOGAC) is appointed by the Board to perform an independent advisory role in grant-making and the formulation of funding policy in line with the CBF Strategic Plan and Roadmap 2033. The DOGAC assesses applications; reviews funding priorities, recommends grant guidelines and criteria; monitors grant outcomes; and provides policy advice and funding recommendations to the Board.

The DOGAC considers relevant Development & Operations grant applications with regard to scores provided by the Grant Assessor Team and the grant program guidelines. On this basis, the DOGAC then makes funding allocation recommendations to the CBF Board for approval.

Composition and Nomination Process:

The DOGAC is appointed by the CBF Board and consists of a minimum of three members and up to seven members. In accordance with the CBF Constitution, terms of tenure are for a period of three years with a maximum of three consecutive terms to be served at any one time. Terms of appointment are staggered to ensure regular renewal while retaining institutional memory within the Committee.

The Board appoints members to the DOGAC through a nomination process that ensures the following experience and skills are optimised:

- Station management
- Organisational governance
- Financial management
- Social inclusion
- Business development/fundraising
- Events, marketing & promotions
- Studio/transmission/general technology
- Training
- Broadcast formats:
 - Audio
 - Video
 - Online
- A range of station experience (including station size, metro/regional/remote and geographical dispersion)
- Ethnic/First Nations/RPH broadcasting sectors.

Roles and Responsibilities:

As an advisory committee to the CBF Board, the DOGAC operates within the boundaries of the CBF Constitution and relevant policies of the Foundation. The Committee is bound by the purposes and priorities of relevant funding agreements. It works within available funds to make funding allocation recommendations on the basis of grant guidelines and priorities set by the CBF Board as per the CBF Strategic Plan and Roadmap 2033.

The DOGAC is supported by the Grants Support Team (GST) and acts as an information conduit between the Grant Assessor Team, and the Board. It ensures funding allocation recommendations reflect the quality of the proposals (indicated by assessment scores) and the priorities and policy principles of the Foundation.

The DOGAC:

- provides independent, informed advice on grants policy and practice to the Board
- considers Development & Operations grant applications and makes recommendations on grant allocations to the Board
- reviews the effectiveness of funding allocations against funding policy through monitoring of the Development & Operations Evaluation Framework
- suggests amendments to funding priorities, grant guidelines and evaluation frameworks to best meet funding objectives for consideration by the Board
- abides by the requirements of the [CBF Code of Conduct](#), including the [Conflict of Interest Policy](#)
- remains abreast of current and emerging community broadcasting issues, policy and practice relating to better practice in grant-making, sector development and any relevant broader industry developments

The Chairperson of DOGAC:

- is appointed by the Board
- liaises with and provides guidance to the GST in preparing DOGAC meeting agendas, papers and online discussions
- considers and approves draft minutes (for consideration and adoption by the Committee)
- chairs the DOGAC meetings, ensuring clear decisions are made and critical items are dealt with in the available time while facilitating reasonable opportunities for discussion and deliberation amongst DOGAC members
- liaises with the GST in the preparation and approval of DOGAC reports to the Board
- ensures timely information is provided to the Board to allow effective consideration and, if required, research on potential policy changes
- manages meetings in accordance with the provisions of the CBF Constitution
- attends Chairs meetings, representing DOGAC policy positions and priorities and ensuring effective communication across all CBF Committees and the Board.

Meeting Schedule, Workload and Expectations:

The DOGAC members:

- meet three times per year (twice to discuss grant rounds and once to evaluate grant programs). These meetings may take place either remotely or face-to-face as conditions allow and to provide flexibility.
- liaise with fellow committee members and members of the GST via 'HQ' - the CBF's online project management and communications tool
- read all meeting papers prior to meetings
- participate in the assessment of grant applications as an Assessor Team member.

Aims and Objectives:

The DOGAC's Aims and Objectives are identified in the grant guidelines for the Development & Operations grant program. These are reviewed annually to ensure currency and that they are in line with CBF's strategic priorities.

Evaluation

The Development & Operations Evaluation Framework is the key reporting mechanism to assess the success of the CBF's Development & Operations grants program.

The Evaluation Framework aims to ensure the Development & Operations grant program is delivering on the CBF's aims and objectives as outlined in the CBF Strategic Plan and Roadmap 2033. The Evaluation Framework is reviewed annually to ensure currency and that it is in line with the CBF's strategic priorities, and the Development & Operations grant program's aims and objectives.

Ongoing Monitoring and Review:

This DOGAC Terms of Reference document will be included as a standard reference in DOGAC meeting agenda papers.

The GST will report on progress against the Evaluation Framework annually so the DOGAC can monitor the success of the Development & Operations grant program and undertake ongoing monitoring, evaluation and review of Development & Operations funding policy as required. This reporting process will also provide an opportunity to identify gaps and opportunities to address in future funding guidelines and evaluation measures.

The DOGAC will review and, if necessary, recommend changes to the Development & Operations grant guidelines and Evaluation Framework to the Board on an annual basis.

The DOGAC will also undertake an annual review on its performance as a Committee and review this Terms of Reference. Any substantive change to the Terms of Reference will require Board approval.