



## Sector Investment Advisory Committee (SIAC)

### Terms of Reference

DRAFT November 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 SIAC 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. SIAC oversee the Sector Investment grant program and review applications and recommend funding for sector coordination activities and sector wide development initiatives. They assess applications, review funding priorities, recommend grant guidelines and criteria, monitor grant outcomes and provide policy advice and funding recommendations to the Board. **Composition and Nomination Process**

SIAC is appointed by the CBF Board and consists of a minimum of 3 members and up to 7 members, one of whom is a Board Director appointed as the SIAC Chair. In accordance with the CBF Constitution, terms of tenure are for a period of 3 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 appoint members of the Committee through a nomination process that ensures the following experience and skills are optimised:

- Leadership
- Organisational governance
- Project Management
- Financial Management
- Media Industry
- Strategy, Policy & Research
- Social inclusion
- Technology
- Grant-making
- Broad knowledge & expertise in the community media sector
- A majority of the Committee members appointed will have significant knowledge and experience in community broadcasting.

## Roles and Responsibilities

As an advisory committee to the CBF Board, SIAC 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 uses the CBF's Strategic Plan to inform the framing of its advice and grant recommendations within available funding provisions and refers to the Roadmap 2033 as a guide to broader sector outcomes.

The Committee recognises the important role that the CBF has in growing the capacity of community broadcasting in Australia, celebrating our identity, amplifying diverse voices and securing capacity to ensure a sustainable and long-term future.

SIAC is supported by the Grants Support Team (GST) who manage the grant administration functions of sector investment funding allocations. The GST provides summary reports on progress and alerts SIAC to concerns or issues in the delivery of project outcomes.

The SIAC:

- Provides independent, informed advice on funding policy and practice to the Board;
- Consults across the sector, and outside when necessary, in order to inform funding policy directions;
- Fosters collaboration with sector organisations to ensure the CBF delivers on Sector Roadmap outcomes relating to sector coordination;
- Recommends changes to Sector Investment funding priorities, grant guidelines and Evaluation Frameworks to best meet funding objectives for consideration by the Board
- Considers Sector Investment applications and makes recommendations on grant allocations to the Board;
- Collaborates with sector organisations to ensure effective project management and delivery of agreed outcomes
- Reviews the effectiveness of funding policy and allocations against funding objectives through monitoring of the SIAC Evaluation Framework;
- Plans, implements and reviews funding for new sector development activities as identified through sector consultation;
- Abides by the requirements of the [CBF Code of Conduct](#), including the Conflict of Interest Policy; and
- Remains abreast of current and emerging issues, policy and practice relating to better practice in grant-making, sector development and any relevant broader industry developments to gain a whole of sector view on opportunities and gaps.

The Chairperson of SIAC:

- Is a CBF Director appointed to the Chair position
- Liaises with and provides guidance to the GST in preparing meeting agendas and papers and online discussions.
- Provides advice to the GST in responding to stakeholder enquiries, and in drafting complex or sensitive correspondence.
- Considers and approves draft minutes (for later consideration and adoption by the Committee).

- Chairs 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 SIAC members.
- Liaises with the GST in the preparation and approval of 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 SIAC policy positions and priorities and ensuring effective communication across all CBF Committees and the Board.

## Meeting Schedule, Workload and Expectations

The SIAC:

- Meet at least three times per year (once to discuss grant applications and twice to meet with sector stakeholders and consider funding policy). These meeting may take place either remotely or face-to-face as conditions allow and to provide flexibility.
- Liaises with fellow committee members and members of the GST via the CBF's online project management and communications tools;
- Reads all meeting papers prior to meetings; and
- Assesses all grant applications or tenders assigned to them prior to meetings.

## Aims and Objectives:

SIAC's Aims and Objectives are identified in the grant guidelines for the Sector Investment grant program. These are reviewed annually to ensure currency and that they are in line with CBF's strategic priorities.

## Evaluation

The SIAC Evaluation Framework is the key reporting mechanism to assess the success of the CBF's Sector Investment grants program.

The Evaluation Framework aims to ensure that the Sector Investment grants 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 Sector Investment grant program aims and objectives.

## Ongoing Monitoring and Review:

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

The GST will report on progress against the Evaluation Frameworks annually so SIAC can monitor the success of the Sector Investment grants program and undertake ongoing monitoring, evaluation and review of Sector Investment 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.

SIAC will review and, if necessary, recommend changes to the Sector Investment grant guidelines and Evaluation Frameworks to the Board on an annual basis.

SIAC 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.