

## **ATTACHMENT 3**

### **Community Grants Assessment Panel 2008 ANNUAL REPORT**

#### **1. Introduction**

This Annual Report of the City of Port Phillip Community Grants Assessment Panel, covers the activities of the Assessment Panel for the period January to June 2008.

The Committee was established in April 2008 to assess applications to the Community Grants Program and make recommendations for funding.

#### **2. Membership**

The membership structure of the Assessment Panel consists of:

**Panel Convenor:** Michelle Alchin, Coordinator Community Development Policy & Programs.

**Council Staff:**

Monique Cosgrove; Community Development Officer Community Programs

Helene Agius, Community Development Sport Recreation & Leisure Officer.

**Councillors:**

Cr Janet Bolitho

Cr Peter Logan.

**Residents:**

Bruce Thorn – Port Melbourne resident

Russell White – Albert Park resident

Sally Cunningham – St Kilda resident

Jan Robins – South Melbourne resident

#### **3. Meetings**

The Assessment Panels met on four occasions during 2008:

29 April 6pm St Kilda Town Hall

7 May 6pm; St Kilda Town Hall

13 May 6pm; St Kilda Town Hall

15 May 6pm; St Kilda Town Hall

#### **4. Work Program and Issues Arising**

The Committee's objectives are:

- To assess applications to the 2008/09 Community Grants Program against set criteria.
- Agree on successful and unsuccessful applicants.
- Make recommendations for funding to successful applicants for programs to be delivered in the 2008/09 financial year.

## **5. Reporting**

A report to Council detailing confidential recommendations for funding for programs to be delivered during the 2008/09 financial year, tabled in June 2008, also acts as the Annual Report to Council for the Community Grants Program Assessment Panel.

## **6. Recommendations**

### **6.1. Term of Committee**

The Community Grants Program Assessment Panel has a two year term. This is the first year in a new two year term for community representatives on the Assessment Panel. The current term will expire on 30 June 2009.

It is recommended that future terms for Community Grants Program Assessment Panel remain at two years.

### **6.2. Terms of Reference**

It is recommended that the Terms of Reference (Attachment 2) be accepted.

### **6.3 Future Reporting**

It is recommended that the Annual Report to Council of the Community Grants Program Assessment Panel be provided in June to meet with Council's financial year budgetary cycle.

This report was prepared by Michelle Alchin Coordinator Community Development Policy and Programs as convener of the Community Grants Program Assessment Panel.

Signature \_\_\_\_\_

Date \_\_\_\_\_

