

STRATEGY AND POLICY REVIEW COMMITTEE SECTION
4 AUGUST 2008 **GOVERNANCE AND COMPLIANCE**

A10	NEIGHBOURHOOD PROGRAMS COMMITTEE
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS & SUPPORT
AUTHOR:	CATHY HENDERSON, MANAGER GOVERNANCE & COMMUNITY RELATIONS
FILE NO.:	
ATTACHMENTS:	1. PROPOSED AMENDED TERMS OF REFERENCE 2. INSTRUMENT OF DELEGATION

1. EXECUTIVE SUMMARY

- 1.1. The Council's Neighbourhood Programs Committee provides minor grants to individuals, organisations and community groups to improve the sense of community in Port Phillip. The committee has recommended that its terms of references be amended in two ways: to limit the number of grants a group can receive during a single council term; and to clarify spending limits during an election year.

2. BACKGROUND AND CONTEXT

- 2.1. On 24 July 2006 the Council established a Neighbourhood Programs Committee. The committee was intended to provide financial contributions to individuals, organisations or community groups, in order to enhance the sense of community within Port Phillip. The allocations were to be minor in nature and were intended to fall outside of other community funding schemes that Council operates.
- 2.2. The committee consists of the Mayor, Deputy Mayor and CEO. The committee is supported by the Mayor & Councillors office.
- 2.3. The committee has been meeting on a monthly basis and approving grants in line with its terms of reference and instrument of delegation.
- 2.4. On Monday 7 July 2008 the Neighbourhood Programs Committee met and requested that a brief report be prepared for council consideration, recommending that item 4 in the Guidelines be amended to reflect that a community group will not be supported on more than 2 occasions in a councillor's term (4 years). They also requested that an item be included specifying that in an election year spending is restricted to 50% of budget in the first six months of the relevant financial year.

3. RECOMMENDED OPTION

It is proposed that the terms of reference be amended as follows in this extract of the terms of reference (insertions are shown in italics, deletions are shown as struck out):

3. Funds for individual benefit shall be limited to attendance at recognised State event (maximum \$100), national event (maximum \$300) and international events (maximum \$500).
4. Funding to organisations or community groups shall be limited to a maximum of \$1000 to any one group per councillor in any one year, *and a maximum of two grants to any one group in any four year council term.*
5. *In a year in which a general City of Port Phillip council election is being held, the Committee may not allocate more than 50% of the neighbourhood programs budget during the first six months of the relevant financial year. (For instance, in 2008 this would mean that from 1 July 2008 – 31 December 2008 no more than 50% of the 2008-09 neighbourhood programs budget could be allocated.)*
- ~~5-6.~~ Any requests above these limits detailed in parts 3, 4 *and 5* above shall be referred to Council for consideration.

3.1. Criterion for recommendation

The neighbourhood programs grants have proved popular and useful. It is sensible to review the allocation limits from time to time.

3.2. Sustainability assessment

SOCIAL EQUITY

Social Pillar	Neighbourhood program grants contribute to community connections and wellbeing.
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ECONOMIC VIABILITY

Economic Pillar	This recommendation adjusts the financial limits for grants to ensure that grants distribution continues to be as fair as possible.
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ENVIRONMENTAL RESPONSIBILITY

Environmental Pillar	This recommendation does not change the effect of the neighbourhood grants program on the environment.
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CULTURAL VITALITY

Cultural Pillar	The neighbourhood program grants help communities to come together.
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3.3. Policy and legislative implications

Special committees are subject to restrictions in the Local Government Act and in the council's Meetings Procedures Local Law. The Neighbourhood Programs Committee itself has recommended that the changes to the committee's terms of reference be made.

3.4. Risk implications

This recommendation helps to manage the risk that the neighbourhood programs scheme may be seen to favour particular groups, by ensuring that groups may not receive more than two neighbourhood program grants in any four year council term.

3.5. Resource implications

Adopting this recommendation would assist the Neighbourhood Programs Committee to continue to manage its budget appropriately.

4. ALTERNATIVE OPTIONS

This recommendation has been made by the Neighbourhood Programs Committee. The council could instead choose not to accept the recommendation, and leave the terms of reference of the committee unchanged. Alternatively, the council could choose to approve different grant limits to those recommended.

5. PARTICIPATION AND ENGAGEMENT

5.1. Internal

5.1.1. The Mayor, Deputy Mayor, CEO were present at the committee meeting which made the recommendation. The Coordinator Executive Support has also been consulted.

5.2. External

5.2.1. No external groups have been consulted about this proposal.

6. IMPLEMENTATION

6.1. If the recommendation is adopted, the new terms of reference will take effect when the Council meeting has approved the changes and when the common seal is affixed to the delegation.

7. RECOMMENDATION

- 7.1. That the Strategy and Policy Review Committee recommend that Council resolve:
 - 7.1.1. Note that the Neighbourhood Programs Committee has recommended changes to its terms of reference.
 - 7.1.2. Approve the amended terms of reference for the Council Neighbourhood Programs Committee as (Attachment 1 to the report).
 - 7.1.3. Affix the Common Seal of Port Phillip Council to the Instrument of Delegation (Attachment 2 to the report).