



Community Grants Assessment Panel Reference Committee Terms of Reference 2021-2023

Version 1, June 2021



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Council Plan

Council is committed to partnering to deliver its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and accountable decision making in the best interests of the community.

One of Council's key strategic directions is 'Inclusive Port Phillip'. To this end Council is committed to Port Phillip being:

- More accessible and welcoming of people of all ages, background and abilities.
- A place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- Supporting people to find pathways out of homelessness.

Adding Value

To maximise the value of the contribution of Reference Committees, Council invites interest from residents who have:

- passion and enthusiasm for the issues and challenges related to the purposes of the Reference Committee;
- the ability to appreciate a range of interests and factors impacting on the matters under discussion; and
- a demonstrated commitment to participative and consultative processes.

In selecting community members Council will seek to:

- achieve a mix of skills relevant to the purposes of the Reference Committee;
- ensure a broad representation of the Port Phillip community; and
- create a forum for full discussion of relevant matters.

Purpose

The purpose of the Community Grants Assessment Panel Reference Committee is to assist Council by providing advice and feedback in relation to applications to the annual Community Grants program according to the published Guidelines.

The Program Support, Social Inclusion Partnerships and Community Strengthening categories will be assessed by the Assessment Panel. Funding may be allocated to non-profit organisations that service the City of Port Phillip with a maximum of \$10,000 available per project.



Committee Structure

Council will establish and maintain the Reference Committee for a maximum term of 2 years or until such earlier time as the Reference Committee completes its work.

Council appreciates that a Committee may evolve and adapt to remain functional and relevant.

The Reference Committee will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes. The composition of the Committee will be divided into two panels; each Panel consisting of the following:

- One Councillor (Chair)
- Two Community Members
- One Senior Council Officer

In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee.

Selection & Appointment

Community Members of the Reference Committee will be appointed by Council. The Chairperson of the Reference Committee will be appointed by Council and is typically the Councillor of the Panel.

A replacement Committee member may be appointed by Council, if a member:

- resigns from the Reference Committee;
- fails to attend three consecutive meetings without providing apologies to the Chairperson, and accepted by the Committee;
- is removed from the Committee by Council (after consultation with the Committee) for not acting in accordance with the principles stated herein; or
- was appointed to represent an external organisation but no longer represents that external organisation.

During the life of the Reference Committee, Council may choose to increase the membership of the Committee.

Meetings

The first meeting of the Reference Committee will be convened by the Chairperson at the earliest opportunity.

Meetings should be scheduled in advance and desirably recorded in a forward meeting program to give each member the best possible opportunity to participate. It is anticipated that the Reference



Committee will meet Annually in September. A number of meetings may be required to consider the grant applications.

The quorum for a meeting will be half the number of members plus one.

Conduct principles

Committee members are expected to:

- read and assess all applications (in Smarty Grants) prior to the scheduled meetings;
- assess all applications according to their merit in addressing the criteria, as well as the goal and priorities of the Community Grants Program;
- actively participate in Committee discussions and offer their opinions and views;
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- act with integrity;
- observe confidentiality principles by not disclosing any material outside of the Panel meetings;
- attend each meeting where practical; and
- avoid conflicts of interest and the releasing of confidential information.

Committee operation

New committees will be briefed on the expected range of work to be undertaken, including discussion of how the committee relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the work.

The Reference Committee is to operate at all times in accordance with its Terms of Reference. The Committee has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

Remuneration

Normally no remuneration will be paid to Reference Committee members, however Council may decide to reimburse Committee members for some out of pocket expenses.'

Declaration of interests

If a member believes they have a conflict of interest in a matter before the Reference Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person nominated or



appointed by Council to a Reference Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. However, a person would have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

Resourcing

City of Port Phillip staff nominated by management will support the Reference Committee. Other Port Phillip staff will attend the meetings to assist the Committee as required.

The nominated Council officer will prepare agenda papers for meetings (with the agreement of the Chairperson). Agendas and supporting material will be circulated two clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the nominated Council officer remains under the direction of their General Manager.

Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be promptly distributed to Reference Committee members, Councillors and the Council's executive team. Council may request a formal report from the Committee.

Communication

Council officers are responsible for ensuring that Reference Committee members are advised of:

- progress or outcomes of any feedback provided by the Reference Committee;
- dates of Council meetings considering matters relevant to the work of the Reference Committee;
- any Council report or Council decision relevant to the Reference Committee's work.