



Community Grants Assessment Panel Committee Terms of Reference

2023 - 2025



City of Port Phillip

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Diversity

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Contents

Council Plan.....	4
Adding value	4
Purpose	5
Committee Structure	5
Selection and appointment.....	5
Meetings	6
Conduct principles	6
Committee operation.....	7
Remuneration	7
Declaration of interests	7
Resourcing.....	7
Feedback to Council	8
Communication.....	8

Council Plan

Council is committed to collaboratively delivering 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': A place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities. To this end Council is committed to Port Phillip being:

- More accessible and welcoming for people of all ages, backgrounds 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.
- A place which enables improved health and wellbeing outcomes for all members of our community by working to address inequities and valuing diversity.

As part of Council's key strategic direction 'Well-Governed Port Phillip' Council will work towards the community having an opportunity to participate in civic life to inform Council policy, services, programs and decisions by facilitating engagement in line with Council's [Community Engagement Policy](#).

Adding value

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

- Passion and enthusiasm for the issues and challenges related to the purposes of the Panel or Reference Committee.
- The ability to appreciate a range of interests and factors impacting on the matters under discussion.
- 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 Panel or Reference Committee.
- Ensure a broad representation of the Port Phillip community and its diversity in line with its culturally, linguistically, religiously and ethnically diverse population.
- Create a forum for full discussion of relevant matters.

Purpose

The purpose of the Community Grants Assessment Panels 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 grant program categories to be assessed include:

- Program Support
- Social Inclusion Partnerships
- Community Strengthening.

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 Panel for a maximum term of two years or until such earlier time as the Panel completes its work.

Council appreciates that a panel or committee may evolve and adapt to remain functional and relevant.

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

- One Councillor
- Two Community Members
- One Senior Council Officer.

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

Selection and appointment

Community members of the Panel will be appointed by Council.

If a member:

- Resigns from the Panel.

- Fails to attend three consecutive meetings without providing apologies to the Chairperson and accepted by the Panel.
- Is removed from the Panel by Council (after consultation with the Panel) for not acting in accordance with the principles stated.
- Was appointed to represent an external organisation but no longer represents that external organisation.

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

Meetings

The first meeting of the Panel will be convened by the Chair at the earliest opportunity after the Panel's appointment by Council.

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

The Panel will meet annually in August or September. Several 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

Panel members are expected to:

- Read and assess all applications (in Smarty Grants) prior to the scheduled meeting.
- Assess all applications according to their merit in addressing the criteria, as well as the goal and priorities of the Community Grants Program.
- Attend each meeting where practical.
- Actively participate in Panel 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.
- Attend each meeting where practical (and attend at least 50% of meetings in person or online in any calendar year).
- Avoid conflicts of interest and the releasing of confidential information.

Panel member accountability:

- Have an active role in communicating community views to the Panel as appropriate.
- Participate in discussions at scheduled meetings.
- The Mayor is Council's primary media spokesperson and the Deputy Mayor is the back-up spokesperson. The CEO is Council spokesperson on Council matters. It is against Council policy for Panel members to speak directly with the media on Council issues unless this has been approved through Council's Media Advisor and endorsed by the Panel.

Committee operation

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

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

The Panel may set up working groups/portfolio groups as required, as ad hoc sub-committees.

Remuneration

No remuneration will be paid to Committee members however Council may decide to reimburse Panel 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 Panel, 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 Panel or Reference Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. However, a person will 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 Panel. Other Port Phillip staff will attend the meetings to assist the Panel as required.

The nominated Council officer(s) will be responsible for preparing agenda papers for meetings and act as the Chair of the meeting. Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the nominated Council officer(s) remain 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 distributed to Committee members. Councillors and the Council's executive team will be provided with minutes when requested. Council may request a formal report from the Committee.

Communication

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

- Progress or outcomes of any feedback provided by the Committee.
- Dates of Council meetings considering matters relevant to the work of the Committee.
- Any Council report or Council decision relevant to the Committee's work.

