



8.6

**COMMUNITY STRENGTHENING GRANTS
REFERENCE COMMITTEE APPOINTMENTS**

LOCATION/ADDRESS:

WHOLE OF MUNICIPALITY

ACTING GENERAL MANAGER:

**VANESSA SCHERNICKAU, COMMUNITY
DEVELOPMENT**

PREPARED BY:

**EMMA BLACKFORD, GRANTS AND
COMMUNITY PROJECTS OFFICER**

TRIM FILE NO:

40/06/25

ATTACHMENTS:

1. Advertisement Leader Proof Community Grants Assessment Panel
2. Community Grants Assessment Panel Reference Committee Terms of Reference 2017 2018
3. *Confidential*- Community Strengthening Grants Reference Committee Nominations and Recommendations

PURPOSE

To recommend to Council the options for appointment of community representative members to the Community Strengthening Grants Assessment Panel 2017-2018.

I. RECOMMENDATION

That Council:

- 1.1. Appoints _____ and _____ to the vacant positions on the Community Grants Assessment Panel for a term of two years.
- 1.2. Appoints _____ to the vacant position on the Community Grant Assessment Panel for a term of one year.
- 1.3. Thanks all applicants.
- 1.4. Adopts the Community Grants Assessment Panel Terms of Reference 2017-2018 (Attachment 2).

2. BACKGROUND

- 2.1. The purpose of the City of Port Phillip Community Grants Assessment Panel is to assess applications for Council's annual Community Grants Program and make recommendations to Council on the allocation of funding in an equitable and transparent manner.
- 2.2. The Assessment Panel takes responsibility to ensure that the assessment process is followed consistently (See Attachment 2 – Terms of Reference).
- 2.3. Community representatives on the Assessment Panel are appointed for two years with 2017-2018 being the first year for the above nominated candidates.



- 2.4. There is an annual allocation of approximately \$293,000 to fund the 2017-2018 Community Strengthening Grants round.
- 2.5. The community grants submission process closes on 31 March, 2017. Panel members are inducted and receive training for the online process early April. Panel members are requested to complete pre-assessment of the grant applications from 17 April. Panel assessment meetings have been confirmed for 11, 19 and 25 May 2017.

3. KEY INFORMATION

- 3.1. Three vacancies have become available for community representation on the Community Strengthening Grants Assessment Panel due to the end of appointment term for two of the four current community representative panel members and another panel members resignation.
- 3.2. Following a public expression of interest process, Council received twelve nominations from candidates. Four candidates were shortlisted according to the advertised selection criteria. The shortlisted candidates were interviewed by the Acting Coordinator Community & Service Planning and the Grants & Community Projects Officer. Council Officers have provided four recommendations for Council to consider for the three vacant Community Strengthening Grants Reference Committee positions.
- 3.3. Conflict of Interest often occurs within the Community Grants Program and is managed by the Grants and Community Projects Officer. Once the panel has been confirmed all panel members are required to submit a conflict of interest declaration form. Two separate assessment panels are formed with consideration to the panel member's knowledge, experience and any existing conflict of interest. Grant applications are then allocated equally between the two panels for review and recommendation.

'A conflict of interest occurs when there is a conflict between a person's private interests and their public obligations. All Councillors, Council officers and community members involved in the grant assessment process are required to declare their interests prior to assessing any grant applications or reviewing project evaluations and reports. This process ensures that any potential, actual or perceived conflict of interest is promptly identified and managed appropriately. In the event of a conflict of interest, the relevant person must decline to participate in any discussion about the application or report and this declaration is noted in relevant reports to Council.'

- 3.4. This report recommends that Council appoint two nominees for a two year term to the Community Strengthening Grants Assessment Panel for 2017-2018 and one nominee for a one year term to the Assessment Panel.



FURTHER SUPPORTING INFORMATION

4. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

4.1. The Community Strengthening Grants Program and Assessment Panel align with key strategic directions and actions in the 2013 – 2017 Council Plan including:

ENGAGED – A Well-Governed City

4.1.1. *Provide clear and open communication and engagement that is valued by the community.*

Key Actions

- Continue to improve community consultation practices to support open and inclusive decision making.
- Provide seamless and consistent information to the community about Council's policies and processes.

4.1.2. *Value transparent processes in Council decision making*

Key Actions

- Promote a culture of good governance and build on Council's reputation for good and transparent practice.
- Ensure Council's decision making processes, reporting and information provision is transparent and clear.

HEALTHY – A Healthy, Creative and Inclusive City

4.1.3. *Ensure Our City is a welcoming and safe place for all*

Key Actions

- Enable an inclusive community that welcomes diversity and works to eliminate discrimination.
- Pursue social justice for all in our community.

4.1.4. *Support our community to achieve improved health and wellbeing*

Key Actions

- Advocate to, and partner, with others to address factors impacting on people's health and wellbeing.
- Promote a healthy and active lifestyle to our community.

4.1.5. *Foster a community that values lifelong learning, strong connections and participating in the life on the city.*

Key Actions

- Strengthen and support the community sector to deliver opportunities that build health and wellbeing.
- Promote and increase participation of volunteers.



- 4.1.6. *There are a number of strategic documents that have informed the selection criteria for the assessment of nominees applying for representation on the Community Grants assessment Panel. These include the City of Port Phillip’s Social Justice Charter; Reconciliation Action Plan; Access Plan and Municipal Public Health & Wellbeing Plan.*

5. CONSULTATION AND STAKEHOLDERS

- 5.1. Expressions of interest for the Community Representative positions on the Grants Assessment Panel were invited up to 9 January 2017.
- 5.2. Advertisements were placed in the local Leader Newspaper, Diversity, CoPP This!, Community Strengthening eNews, and posters placed in libraries, Council community facilities and town halls.

(See **Attachment 1** - Community Grants Assessment Panel Advertising 2017 - 2018 and **Attachment 2** - Community Grants Assessment Panel Terms of Reference 2017 - 2018). All advertisements invited residents of the City of Port Phillip to apply.

- 5.3. Twelve applications were received from Port Phillip residents.

6. LEGAL AND RISK IMPLICATIONS

- 6.1. There are no known legal or risk implications.

7. SUSTAINABILITY – Triple Bottom Line

7.1. ENVIRONMENTAL IMPLICATIONS

- 7.1.1. Environmental organisations can apply for grants through Council’s Community or Cultural Development Grants Programs with an environmental theme. During their induction/training, information, advice and support is provided to panel members regarding Council policies on Sustainability and other background data to equip them in assessing applications for sustainability.

7.2. SOCIAL & CULTURAL IMPLICATIONS

- 7.2.1. The Community Strengthening Grants program aims to work together with funded groups and organisations to meet identified community needs, support local networks, promote and encourage community participation, facilitate innovation and promote access, inclusion and acceptance of diversity.

7.3. ECONOMIC IMPLICATIONS

- 7.3.1. Recommendations about grant allocations are based on industry best practice.

7.4. FINANCIAL IMPLICATIONS

- 7.4.1. No sitting fees are applicable for the Community Strengthening Grants Assessment Panel.



8. IMPLEMENTATION STRATEGY

8.1. TIMELINE

- 8.1.1. All nominees will be advised of the outcome of their application in mid-March 2017.
- 8.1.2. Induction of new committee members will commence early April 2017.
- 8.1.3. It is proposed that the Community Strengthening Grants Assessment Panel will deliberate during May to assess applications to the grants for the 2017 – 2018 financial year.
- 8.1.4. The Community Strengthening Grants Assessment Panel’s recommendations will be presented to Council in July 2017.

8.2. COMMUNICATION

- 8.2.1. All candidates will be telephoned and advised of the decision and thanked for their interest in applying for the panel.

9. OFFICER DIRECT OR INDIRECT INTEREST

- 9.1. No officers involved in the preparation of this report have any direct or indirect interest in the matter.