



MINUTES

POLICY REVIEW PANEL

held on Wednesday 12 June 2019 at 11:30am in Civic Room 2, Melton Civic Centre

Present: Cr B Turner, Mayor
Cr L Carli, Deputy Mayor
Cr K Majdlik

Mr J Whitfield, Governance Coordinator

Chairperson: Cr B Turner, Mayor

1. Welcome

The meeting commenced at 11:35am.

2. Apologies

Cr K Hardy

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

Crs Majdlik/Carli

That the minutes of the Policy Review Panel meeting held on 17 April 2019 and adopted by Council at the Ordinary Meeting held on 29 April 2019 be noted.

5. Business Arising

Nil

6. General Business

6.1 Non Standard Public Lighting Fittings–Subdivision Approvals Policy (Revised)

Presenter: Voltaire David – Infrastructure Planning Coordinator

The revised Non Standard Public Lighting Fittings–Subdivision Approvals Policy was considered by the Panel.

The Panel discussed a number of aspects of the Policy. No changes were made to the Policy as presented to the Panel in the Agenda.

Recommendation 1

Crs Majdlik/Carli

That Council approve the revised *Non Standard Public Lighting Fittings–Subdivision Approvals Policy* as attached to these minutes.



MINUTES

6.2 Community Grant Committees – Terms of Reference

- a) **Semi-Annual Grants Assessment Panel**
- b) **Bi-Monthly Grants Assessment Panel**
- c) **The Club Caroline Springs Assessment Panel**
- d) **Harness Racing Victoria/Tabcorp Assessment Panel**

Presenters: Matt Willson - Manager Community Planning and Danielle Vandermeij – Community Funding Officer

The Terms of Reference for the four 'grant funding' advisory committees of Council were presented to the Panel with changes made to:

- reflect the practice in completing assessment forms; and
- bring uniformity to the four Terms of Reference.

The Panel, in considering these Terms of Reference, also requested some wording changes so as to:

- be clearer about exiting the meeting if a committee member has a conflict of interest. (Refer Section 4.4.7);
- have more options regarding the community representatives on the Semi-Annual, HRV and The Club committees (Refer Section 3.2.10 of these committee's TOR); and
- change the Review Date for each TOR to 30 September 2020.

Recommendation 2

Crs Carli/Majdlik

That Council approve the Terms of Reference for the following advisory committees of Council as attached to these minutes:

- a) *Semi-Annual Grants Assessment Panel*
- b) *Bi-Monthly Grants Assessment Panel*
- c) *The Club Caroline Springs Assessment Panel*
- d) *Harness Racing Victoria/Tabcorp Assessment Panel*

7. Next Meeting

Wednesday 7 August 2019, 10:00am – 12:00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 12:12pm.

	<p align="center">Non Standard Public Lighting Fittings – Subdivision Approvals Policy</p>
<p>Version No.</p>	<p>3.0 May 2019</p>
<p>Endorsement</p>	<p>General Manager, Planning and Development –21 May 2019 Executive – 23 May 2019 Policy Review Panel – 12 June 2019</p>
<p>Authorisation</p>	<p>Council - [date]</p>
<p>Review date:</p>	<p>30 June 2023</p>
<p>Responsible officer:</p>	<p>Engineering Services Manager</p>
<p>Policy owner</p>	<p>Infrastructure Planning Coordinator</p>

1. Purpose

Prior to 1993 only standard public lighting fittings were used in new subdivisions within the City of Melton. These consisted of mild steel poles that were hot dipped in zinc and galvanised, a luminaire made of aluminium with an acrylic visor, and ancillary components. A typical standard public lighting pole is shown in Figure 1.



Figure 1

Subsequently developers have requested the use of non-standard (decorative) public lighting fittings in their estates. Therefore, in response, Council has produced this policy to outline the criteria for the approval of non-standard public lighting fittings. The policy also sets the fee structure paid to Council by developers for non-standard public lighting fittings.

2. Scope

This policy covers all non-standard public lighting fittings located within road reserves in new subdivisions where Council is the Responsible Authority. It does not cover road reserves abutting Activity Centres.

3. Definitions

Word/Term	Definition
Act	The <i>Electricity Industry Act 2000 (Vic)</i>
Activity Centre	Urban planning term to designate area where there is a concentration of commercial and other land uses
Distributor	A person or company that holds a licence to distribute and supply electricity granted under the Act.
Council	Melton City Council
AS 1158	Australian Standards – Lighting for roads and public spaces
Public lighting pole	An unmetred light pole that is located within a road reserve
Lamp	A source made in order to produce an optical radiation
Luminaire	An apparatus that distributes, filters or transforms the light transmitted from a lamp.
LED	Light emitting diode lamps
Public lighting fitting	Comprises the lamp, luminaire, public lighting pole and ancillary components.
Standard	Any of the following public lighting components acceptable to a distributor - lamp, luminaire, public lighting pole and ancillary components
Non Standard	Any of the following public lighting components not acceptable to a distributor – lamp, luminaire, public lighting poles and ancillary components
Standard load table	Table of lamps and luminaires that have been accepted by the Distributor in their standard range of fittings
Road classification	Categories based on traffic volume or function of road. Examples, in descending order are: freeways, highways, arterial roads, connector roads and local roads.
Arterial road	A road that is classified to provide direct access from one district to another
Connector road	A road that is classified to provide connection through and between neighbourhoods
Local road	A road that is classified to provide local residential access
Cul-de-sac	A road that is closed at one end; a dead-end road
Precinct Structure Plans (PSP)	Master plans for whole communities which are usually between ten to thirty thousand people. PSP's lay out roads, shopping centres, schools, parks, housing, employment and the connections to transport.
GST	Goods and Services Tax

4. Policy

4.1 Non-standard public lighting fitting

It is Council's policy to allow developers an option for beautified street lighting in new subdivisions that consist of non-standard public lighting fittings.

4.1.1 Types of non-standard public lighting poles

Apart from the standard pole types, Council will only accept the following non-standard public lighting poles or Council approved equivalent:

- Lincoln⁺
- Manningham⁺
- Promenade⁺

⁺ See Appendix 1.

4.1.2 Non-standard public lighting pole colour

Non-standard public lighting poles must be uniform in colour. A pole that has more than one colour or shade of paint is not allowed.

Only the following colours or Council approved equivalent will be accepted by Council for non-standard public lighting poles:

- Black[^]
- Galvanised Zinc[^]

[^] See Appendix 2

4.1.3 Decorative insets or additions to non-standard public lighting poles

Non-standard public lighting poles must not have decorative insets or additions to the basic design of the pole.

4.1.4 Public lighting lamp and luminaire

Public lighting lamps and luminaires must be energy efficient LED types and be on the standard load table of the relevant Distributor.

See Appendix 3.

4.2 Public lighting plans

All public lighting plans must be designed by a qualified public lighting designer and must comply with AS1158 and the current Melton Council Public Lighting Guidelines.

4.3 Road classification where non-standard public lighting fittings are allowed

Non-standard public lighting fittings can only be installed in connector and local roads. Any designated arterial road and its associated intersections must have standard public lighting fittings. The exception is on arterial roads that abut Activity Centres.

4.4 Non-standard public lighting within Precinct Structure Plans

All connector and local roads within a Precinct Structure Plan, or a defined area within a Precinct Structure Plan, must use the same public lighting fitting and colour as the first approved in that area, with the exception of section 4.5 of this policy.

Defined areas within a Precinct Structure Plan are determined by the Subdivision Coordination Group.

4.5 Non-standard public lighting fittings in adjoining developments

For a connector or local road that continues from an existing development outside the Precinct Structure Plan, the same public lighting fitting erected in that existing development must be continued up to:

- The end of the road, where it is a cul-de-sac or;
- One public light pole spacing away from the termination of that part of road at an intersection. At the intersection, the public lighting fitting for the new development must be used.

4.6 Initial installation costs of non-standard public lighting fittings

The developer must make arrangements with the relevant distributor to cover all costs associated with the initial supply and installation of the public lighting fitting for the subdivision, as well as any ancillary works.

4.7 Non-standard public lighting fee

The developer must pay a cash contribution to Council equal to the cost and supply of 10% of the total number of public lighting fittings within the subdivision, except where there are less than ten public lighting poles. In this case, the developer must pay Council a cash contribution equal to the cost and supply of one public lighting fitting.

The cash contribution for the non-standard public lighting fitting must be provided to Council prior to the Engineering Plans being endorsed for that stage of development.

The formula for calculating the Non-Standard Public Lighting Fee (NSPLF) is:

$$\text{NSPLF} = \text{S} + \text{P} \quad (\text{for } N \text{ less than } 10)$$

$$\text{NSPLF} = \text{N}(\text{S} + \text{P}) / 10 \quad (\text{for } N \text{ equal to or greater than } 10)$$

Where:

- NSPLF – Non-standard public lighting fee
- N – Number of non-standard public lighting poles in the subdivision
- S – Cost of supply of each non-standard public lighting pole
- P – Cost of each non-standard public lighting pole

The non-standard public lighting fee paid to Council is GST exclusive.

4.8 Non-standard public lighting fittings at end of useful design life

Prior to the end of their useful design life when bulk changeover is required, residents will be consulted regarding the type of public lighting fixture that will be erected in place of the existing, in accordance with this policy. Also, the type of public lighting fitting replacement will be subject to a report to Council as part of the budget process.

5. Responsibility




5.1	Graduate Engineer and Development Engineer
	<ul style="list-style-type: none"> Responsible for assessing public lighting plans provided by public lighting designers.
5.2	Infrastructure Planning Coordinator
	<ul style="list-style-type: none"> Responsible for resolving technical issues and overseeing disputed applications.
5.3	Engineering Services Manager
	<ul style="list-style-type: none"> Responsible for ensuring the policy is implemented and adhered to.

6. References and links to other documents

- Australian Standards - AS1158 – Lighting for roads and public spaces
- *Electricity Industry Act 2000 (Vic)*
- Melton City Council Public Lighting Guidelines: In Road Reserves

7. Appendices:

Appendix 1 –Lincoln, Manningham and Promenade public lighting poles

Lincoln	Manningham	Promenade
		

Appendix 2 – Non-standard public lighting pole colours



Black



Galvanised Zinc

Appendix 3 – LED lamps and luminaires



Side Entry P-Category LED – Street LED or approved equivalent with 7 pin NEMA cell



Side Entry V-Category LED – V LED or approved equivalent with 7 pin NEMA cell



Terms of Reference

Name	Community Grants Program Semi-Annual Grants Assessment Panel
Endorsed by	Policy Review Panel – 12 June 2019
Approved by	Council - <insert date>
Next review	30 September 2020

1. PURPOSE

The Semi-Annual Grants Assessment Panel will review applications and make recommendation to Council in relation to distribution of funding provided from the Semi-Annual Grant budget.

2. RESPONSIBILITY

The Community Grants Program Semi-Annual Grants are designed to provide our community with financial support to meet identified community needs across the municipality.

It is the responsibility of the Semi-Annual Grants Assessment panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Community Grants Program policy and Semi-Annual Grants guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of eleven representatives, consisting of four Councillors, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	City of Melton, Councillor	Elected Representative	Yes	Annually
2	City of Melton, Councillor	Elected Representative	Yes	Annually
3	City of Melton, Councillor	Elected Representative	Yes	Annually
4	City of Melton, Councillor	Elected Representative	Yes	Annually
5	Melton City Council, Council Officer	Appointed	Yes	2 years
6	Melton City Council, Council Officer	Appointed	Yes	2 years
7	Community Representative (Coburn)	Appointed	Yes	2 years
8	Community Representative (Watts)	Appointed	Yes	2 years
9	Community Representative (Cambridge)	Appointed	Yes	2 years
10	Melton City Council, Manager Community Planning (Chair) or nominee	Appointed	No	Ongoing
11	Melton City Council, Community Funding Officer	Appointed	No	Ongoing

The total number of voting members will be nine. The Manager Community Planning (or nominee) will act as the panel Chairperson.

3.2 Terms and Method of Nomination

- 3.2.1 Councillors shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.
- 3.2.2 Council Officer Positions will be considered and appointed by the General Manager of Community Services, with approval by an

Executive team member, based on roles within the organisation that would best support the assessment process.

- 3.2.3 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.2.
- 3.2.4 Nominations for Community Representatives will be called by advertisement in local media.
- 3.2.5 Nominees for Community Representatives must be a City of Melton resident.
- 3.2.6 Community Representative nominees must submit a completed Assessment Panel Expression of Interest form to be considered.
- 3.2.7 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson and Melton City Council's Community Funding Officer.
- 3.2.8 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.4. Existing members will be eligible to renominate.
- 3.2.9 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.
- 3.2.10 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

4. OPERATING PROCEDURES

4.1 Quorum

- 4.1.1 Quorum will be reached when at least five voting members (including at least two Councillors) are present.

4.2 Meetings

- 4.2.1 Notice of Semi-Annual Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.
- 4.2.2 The Community Funding Officer must receive apologies for all meetings no later than 5:00pm the day prior to each meeting.
- 4.2.3 Meetings will commence and conclude on time.
- 4.2.4 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their scores taken into account.

- 4.2.5 Prior written assessment will be accepted as participation in a panel meeting, and therefore will not affect meeting quorum.
- 4.2.6 While able to submit their scores prior, an absent panel member forfeits their participation in the discussion of funding allocations. Any recommendations from absent panel members regarding funding will be communicated at the panel meeting for consideration.
- 4.2.7 Before the overall pre-assessed scores are shown to the panel, the panel will have the opportunity to discuss any issues or red flags pertaining to particular applications and then change their scores if they wish based on new information. Once this portion of the meeting has concluded and final scores have been submitted, the panel will be able to view the overall scores and begin to make funding allocations. No scores are to be altered from then on.
- 4.2.8 Applicants are funded based on a ranking of highest scoring to lowest scoring. Only those who score over 50% are eligible to receive funding, and the panel must fully or partially fund those who are eligible to receive funding and fall within the available funding threshold.
- 4.2.9 Panel members will receive minutes from the Semi-Annual Grants Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 Semi-Annual Grants Assessment Panel recommendations are reported to Council for endorsement.
- 4.3.2 In order to avoid canvassing, membership of the panel is to remain anonymous, with only the structure, (number of Councillors and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

- 4.4.1 Complete their application assessments prior to each meeting, which involves approximately 2-4 hours of reading and scoring (depending on number of applications).
- 4.4.2 Understand and adhere to the principles of the Community Grants Program Policy and Semi-Annual Grants guidelines and assessment criteria.
- 4.4.3 Adhere to the Community Grants Program Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.4 Treat information with sensitivity.
- 4.4.5 Keep informed of current developments, issues and concerns in the local community.
- 4.4.6 Prepare for and actively participate in meetings.

4.4.7 Declare in advance any potential conflict of interest and exit the room before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Semi-Annual Grants Assessment Panel meeting.

4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

4.5 Support Provided to Semi-Annual Grants Assessment Panel Members

4.5.1 All panel members will be briefed on the context of respective grant applications they will be assessing.

4.5.2 The Community Funding Officer will provide advice, support and background information on each of the applications to be reviewed by panel members.

4.6 Evaluation and Review

The Community Grants Program Semi-Annual Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by Council.

Appendix 1

**Community Grants Program
Semi-Annual Grants
Confidentiality & Disclosure of Interests
Agreement****Confidential Information**

A member of the Semi-Annual Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- Semi-Annual Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Funding Officer, feedback on applications provided by Council Officers;
- Semi-Annual Grants Assessment Panel including; names and contact details of panel members; or
- Semi-Annual Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Funding Officer or Chairperson.

Conflict of Interest

A member of the Semi-Annual Grants Assessment Panel has a conflict of interest in respect to an application if the member;

- May benefit financially if an application was successful (direct pecuniary interest);
- Has a relationship with an applicant, such as a family member or a club/ organisation, which may benefit financially if an application was successful (indirect pecuniary interest), or may be at a financial disadvantage if unsuccessful;
- Holds a position on a board, committee or other in relation to an applicant;
- Would receive a direct benefit (including non-financial) relating to the outcome of an application; or
- Feels that his or her interest in the application may have the potential to interfere with the proper performance of his or her duties on the panel.

Disclosure of Interest

If a member of the Semi-Annual Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest;
 - Before the meeting, if he or she does not intend to be present at the meeting, or
 - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Funding Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an actual or perceived conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act.

Declaration

As a member of the Semi-Annual Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name:

Signature:

Date:



Terms of Reference

Name	Community Grants Program Bi-Monthly Grants Assessment Panel
Endorsed by	Policy Review Panel – 12 June 2019
Approved by	Council - <insert date>
Next review	30 September 2020

1. PURPOSE

The Bi-Monthly Grants Assessment Panel will assess applications from the Bi-Monthly Responsive Grants, New Group Establishment Grants, and Resident Achievement Donations, and recommend Grants to the Chief Executive Officer.

2. DELEGATED AUTHORITY

The Melton City Council Chief Executive Officer has delegated authority to implement Assessment Panel recommendations through provision of Funding Agreements and funding.

3. RESPONSIBILITY

The Community Grants Program Bi-Monthly Grants are designed to provide our community with financial support to meet identified community needs across the municipality.

It is the responsibility of the Bi-Monthly Grants Assessment panel to:

- Review and assess applications and provide funding recommendations to the Chief Executive Officer for approval of funding and authorisation of Funding Agreements.
- Ensure adherence to the Community Grants Program policy and Community Grants guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of eight representatives, consisting of three elected Councillors and five officers of Council who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	City of Melton, Councillor	Elected Representative	Yes	Annually
2	City of Melton, Councillor	Elected Representative	Yes	Annually
3	City of Melton, Councillor	Elected Representative	Yes	Annually
4	Melton City Council, Council Officer	Appointed	Yes	2 years
5	Melton City Council, Council Officer	Appointed	Yes	2 years
6	Melton City Council, Council Officer	Appointed	Yes	2 years
7	Melton City Council, Coordinator Community Capacity (Chair)	Appointed	No	Ongoing
8	Melton City Council, Community Funding Officer	Appointed	No	Ongoing

The total number of voting members will be six. The Coordinator of Community Capacity will act as the panel Chairperson.

3.2 Terms and Method of Nomination

- 3.2.1 Councillors shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.
- 3.2.2 Council Officer Positions will be considered and appointed by the General Manager of Community Services, with approval by an Executive team member, based on roles within the organisation that would best support the assessment process.
- 3.2.3 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.2.
- 3.2.4 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

4. OPERATING PROCEDURES

4.1 Quorum

- 4.1.1 Quorum will be reached when at least four voting members (two of which must be Councillors) are present.

4.2 Meetings

- 4.2.1 Notice of Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.
- 4.2.2 The Community Funding Officer must receive apologies for all meetings no later than 5:00pm the day prior to each meeting.
- 4.2.3 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their scores taken into account.
- 4.2.4 Prior written assessment will be accepted as participation in a panel meeting, and therefore will not affect meeting quorum.
- 4.2.5 While able to submit their scores prior, an absent panel member forfeits their participation in the discussion of funding allocations. Any recommendations from absent panel members regarding funding will be communicated at the panel meeting for consideration.
- 4.2.6 Meetings will commence and conclude on time.
- 4.2.7 Before the overall pre-assessed scores are shown to the panel, the panel will have the opportunity to discuss any issues or red flags pertaining to particular applications and then change their scores if they wish based on new information. Once this portion of the meeting has concluded and final scores have been submitted, the panel will be able to view the overall scores and begin to make funding allocations. No scores are to be altered from then on.
- 4.2.8 Applicants are funded based on a ranking of highest scoring to lowest scoring. Only those who score over 50% are eligible to receive funding, and the panel must fully or partially fund those who are eligible to receive funding and fall within the available funding threshold.
- 4.2.9 Panel members will receive minutes from Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 Bi-Monthly Grants are reported to Council bi-monthly via the Mayor and Chief Executive Officer Weekly Meeting minutes.
- 4.3.2 In order to avoid canvassing, membership of the panel is to remain anonymous, with only the structure, (number of Councillors and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

- 4.4.1 Complete their application assessments prior to each meeting, which involves approximately 2-4 hours of reading and scoring (depending on number of applications).
- 4.4.2 Understand and adhere to the principles of the Community Grants Program policy and Bi-Monthly Grants guidelines and assessment criteria.
- 4.4.3 Adhere to the Community Grants Program Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.4 Treat information with sensitivity.
- 4.4.5 Keep informed of current developments, issues and concerns in the local community.
- 4.4.6 Prepare for and actively participate in meetings.
- 4.4.7 Declare in advance any potential conflict of interest and exit the room before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Bi-Monthly Grants Assessment Panel meeting.
- 4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

4.5 Support provided to Assessment Panel Members

- 4.5.1 All assessment panel members are briefed on the context of respective grant applications they will be assessing.
- 4.5.2 The Community Funding Officer will provide advice, support and background information on each of the applications to be reviewed by the Assessment Panel members.

4.6 Evaluation and Review

The Community Grants Program Bi-Monthly Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by Council.

Appendix 1

**Community Grants Program
Bi-Monthly Grants
Confidentiality & Disclosure of Interests
Agreement****Confidential Information**

A member of the Bi-Monthly Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to:

- Responsive Grants, Establishment Grants, or Resident Achievement Donations applications, including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Funding Officer, feedback on applications provided by Council Officers.
- Bi-Monthly Grants Assessment Panel details, including; names and contact details of panel members.
- Bi-Monthly Grants Assessment Panel Meeting information, including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Funding Officer or Chairperson.

Conflict of Interest

A member of the Bi-Monthly Grants Assessment Panel has a conflict of interest in respect to an application if the member;

- May benefit financially if an application was successful (direct pecuniary interest);
- Has a relationship with an applicant, such as a family member or a club/ organisation, which may benefit financially if an application was successful (indirect pecuniary interest), or may be at a financial disadvantage if unsuccessful;
- Holds a position on a board, committee or other in relation to an applicant;
- Would receive a direct benefit (including non-financial) relating to the outcome of an application; or
- Feels that his or her interest in the application may have the potential to interfere with the proper performance of his or her duties on the panel.

Disclosure of Interest

If a member of the Bi-Monthly Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest;
 - Before the meeting, if he or she does not intend to be present at the meeting, or
 - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Funding Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an actual or perceived conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act.

Declaration

As a member of the Bi-Monthly Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name:

Signature:

Date:



Terms of Reference

Name	The Club Caroline Springs Grants Program Assessment Panel
Endorsed by	Policy Review Panel – 12 June 2019
Approved by	Council - <insert date>
Next review	30 September 2020

1. PURPOSE

The Club Caroline Springs Grants is a partnership between Council and the Collingwood Football Club. Council provides an administration and support role for the distribution of annual community grants as funded by The Club Caroline Springs/Collingwood Football Club.

The Club Caroline Springs Grants Assessment Panel will review applications and determine distribution of funding against assessment criteria.

2. RESPONSIBILITY

The Club Caroline Springs Grants are designed to provide the community with financial support to meet identified community needs across the municipality.

It is the responsibility of The Club Caroline Springs Grants Assessment Panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to The Club Caroline Springs Grants guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of twelve representatives, consisting of an appointed representative of the Collingwood Football Club, four Councillors, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Collingwood Football Club Representative	Appointed	Yes	Ongoing
2	City of Melton, Councillor	Elected Representative	Yes	Annually
3	City of Melton, Councillor	Elected Representative	Yes	Annually
4	City of Melton, Councillor	Elected Representative	Yes	Annually
5	City of Melton, Councillor	Elected Representative	Yes	Annually
6	Melton City Council, Community Services Officer	Appointed	Yes	2 years
7	Melton City Council, Planning & Development or Corporate Services Officer	Appointed	Yes	2 years
8	Community Representative (Coburns)	Appointed	Yes	2 years
9	Community Representative (Watts)	Appointed	Yes	2 years
10	Community Representative (Cambridge)	Appointed	Yes	2 years
11	Melton City Council, Manager Community Planning	Appointed	No	Ongoing
12	Melton City Council, Community Funding Officer	Appointed	No	Ongoing

The total number of voting members will be ten. The Manager Community Planning (or nominee) will act as the Panel Chairperson.

3.2 Terms and Method of Nomination

- 3.2.1 Councillors shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.
- 3.2.2 Council Officer positions will be considered and appointed on recommendation by line management and approval by an Executive team member, based on roles within the organisation that would best support the assessment process.
- 3.2.3 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.2.
- 3.2.4 Nominations for Community Representatives will be called by advertisement in local media.
- 3.2.5 Nominees for Community Representatives must be a City of Melton rate payer.
- 3.2.6 Community Representative nominees must submit a completed The Club Caroline Springs Grants Assessment Panel Expression of Interest form to be considered.
- 3.2.7 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson, a Collingwood Football Club Representative or their nominated representative and Melton City Council's Community Funding Officer.
- 3.2.8 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.4. Existing members will be eligible to renominate.
- 3.2.9 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.
- 3.2.10 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

4. OPERATING PROCEDURES**4.1 Quorum**

- 4.1.1 Quorum will be reached when at least five voting members are present. Of the five, at least two Councillors, one representative from Collingwood Football Club, and one Community Representative must be present.

4.2 Meetings

- 4.2.1 Notice of The Club Caroline Springs Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.
- 4.2.2 The Community Funding Officer must receive apologies for all meetings no later than 5:00pm the day prior to each meeting.
- 4.2.3 Meetings will commence and conclude on time.
- 4.2.4 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their scores taken into account.
- 4.2.5 Prior written assessment will be accepted as participation in a panel meeting, and therefore will not affect meeting quorum.
- 4.2.6 While able to submit their scores prior, an absent panel member forfeits their participation in the discussion of funding allocations. Any recommendations from absent panel members regarding funding will be communicated at the panel meeting for consideration.
- 4.2.7 Before the overall pre-assessed scores are shown to the panel, the panel will have the opportunity to discuss any issues or red flags pertaining to particular applications and then change their scores if they wish based on new information. Once this portion of the meeting has concluded and final scores have been submitted, the panel will be able to view the overall scores and begin to make funding allocations. No scores are to be altered from then on.
- 4.2.8 Applicants are funded based on a ranking of highest scoring to lowest scoring. Only those who score over 50% are eligible to receive funding, and the panel must fully or partially fund those who are eligible to receive funding and fall within the available funding threshold.
- 4.2.9 Panel members will receive minutes from The Club Caroline Springs Grants Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 The Club Caroline Springs Grants Assessment Panel funding outcomes are reported to Council for endorsement.
- 4.3.2 In order to avoid canvassing, membership of the Panel is to remain anonymous, with only the structure, (number of Councillors and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

- 4.4.1 Complete their application assessments prior to each meeting, which involves approximately 2-4 hours of reading and scoring (depending on number of applications).

- 4.4.2 Understand and adhere to the principles of The Club Caroline Springs Grants guidelines and assessment criteria.
- 4.4.3 Adhere to The Club Caroline Springs Grants Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.4 Treat information with sensitivity.
- 4.4.5 Keep informed of current developments, issues and concerns in the local community.
- 4.4.6 Prepare for and actively participate in meetings.
- 4.4.7 Declare in advance any potential conflict of interest and exit the room before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of The Club Caroline Springs Grants Assessment Panel meeting.
- 4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chairperson.

4.5 Support provided to Assessment Panel Members

- 4.5.1 All Panel members will be briefed on the context of respective grant applications they will be assessing.
- 4.5.2 The Community Funding Officer will provide advice, support and background information on each of the applications to be reviewed by Panel members.

4.6 Evaluation and Review

The Club Caroline Springs Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final Terms of Reference will be provided by Council.

Appendix 1

**The Club Caroline Springs Grants
Program Assessment Panel
Confidentiality & Disclosure of Interests
Agreement****Confidential Information**

A member of The Club Caroline Springs Grants Program Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Club Caroline Springs Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Funding Officer, feedback on applications provided by Council Officers;
- The Club Caroline Springs Grants Program Assessment Panel including; names and contact details of panel members; or
- The Club Caroline Springs Grants Program Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Funding Officer or Chairperson.

Conflict of Interest

A member of The Club Caroline Springs Grants Program Assessment Panel has a conflict of interest in respect to an application if the member;

- May benefit financially if an application was successful (direct pecuniary interest);
- Has a relationship with an applicant, such as a family member or a club/ organisation, which may benefit financially if an application was successful (indirect pecuniary interest), or may be at a financial disadvantage if unsuccessful;
- Holds a position on a board, committee or other in relation to an applicant;
- Would receive a direct benefit (including non-financial) relating to the outcome of an application; or
- Feels that his or her interest in the application may have the potential to interfere with the proper performance of his or her duties on the panel.

Disclosure of Interest

If a member of The Club Caroline Springs Grants Program Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest;
 - Before the meeting, if he or she does not intend to be present at the meeting, or
 - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Funding Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an actual or perceived conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act.

Declaration

As a member of The Club Caroline Springs Grants Program Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name:

Signature:

Date:



Terms of Reference

Name	Harness Racing Victoria/Tabcorp Grants Program Assessment Panel
Endorsed by	Policy Review Panel – 12 June 2019
Approved by	Council - <insert date>
Next review	30 September 2020

1. PURPOSE

The Harness Racing Victoria/Tabcorp Park Grants Program is a partnership between Council and Harness Racing Victoria/Tabcorp Park. Council provide an administration and support role for the distribution of annual community grants as funded by Harness Racing Victoria/Tabcorp Park.

The Harness Racing Victoria/Tabcorp Park Grants Program Assessment Panel will review applications and determine distribution of funding against assessment criteria.

2. RESPONSIBILITY

The Harness Racing Victoria/Tabcorp Park Grants Program is designed to provide the community with financial support to meet identified needs.

It is the responsibility of the Harness Racing Victoria Grants/Tabcorp Park Program Assessment panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Harness Racing Victoria/Tabcorp Park Grants Program guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of twelve representatives, consisting of an appointed representative of the Harness Racing Victoria/Tabcorp Park, four Councillors, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Harness Racing Victoria/Tabcorp Park Representative	Appointed	Yes	Ongoing
2	City of Melton, Councillor	Elected Representative	Yes	Annually
3	City of Melton, Councillor	Elected Representative	Yes	Annually
4	City of Melton, Councillor	Elected Representative	Yes	Annually
5	City of Melton, Councillor	Elected Representative	Yes	Annually
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10	Community Representative (Cambridge)	Appointed	Yes	2 years
11	Melton City Council, Manager Community Planning (Chair) or nominee	Appointed	No	Ongoing
12	Melton City Council, Community Funding Officer	Appointed	No	Ongoing

The total number of voting members will be ten. The Manager Community Planning (or nominee) will act as the panel Chairperson.

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Name:

Signature:

Date: