



MINUTES

YOUTH ADVISORY COMMITTEE

held on 25 January 2022 at 5.00pm via Zoom

Present:

Councillor	Councillor Steven Abboushi
Member	Member Binusha Pathirana
Member	Member Elayne D'Souza
Member	Member Marie-Claire Kasukulu
Member	Member Mauana Fepuleai
Member	Member Flynn Kellenbach
Member	Member Rhianna Pham
MCC Staff	MCC Staff Member Nicole Martin
MCC Staff	MCC Staff Member Jayde McBurnie
MCC Staff	MCC Staff Member Katriona Gauci
MCC Staff	MCC Staff Member Leanne Getson-Ballan

Quorum: Quorum guidelines met

Chairperson: Katriona Gauci

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies Councillor Vandenberg, Councillor Majdlik, Councillor Turner, Member Vestine Angeneye, Member Stella Thangaw and Member Keyara D'Souza

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

This item was held over due to the focus of this meeting was on Items 5.1 and 5.2.

5. Business Arising

5.1 Young Communities Grants Program Policy and Young Communities Grants

*MINUTES***Assessment Panel Terms of Reference****Katriona Gauci**

Katriona Gauci, Young Communities Team Leader Engagement and Activation presented to YAC about the new Policy and updated Terms of Reference. The presentation provided information on the reasons why these two documents had to be reviewed and updated, the impact this had on the 2021 Young Communities Grants Program, the changes and amendments made and the next steps.

The Policy and Terms of Reference required updating to reflect the new Local Government guidelines, the Governance Inspectorate Report and recommendations put forth by the Audit and Risk Committee in early 2021. These changes had taken place whilst the Young Communities Grant Program was already open, applications had closed, and assessment was to begin. Consequently, Young Communities couldn't initiate the assessment process, as the Policy and Terms of Reference had to be reviewed and updated. In consultation with Governance and Community Planning, Council Officers developed a new Policy and updated the Terms of Reference. This was also guided by previous decisions made in Council Meetings dated 29 December 2020 and 2 March 2021. The updated Young Communities Grants Policy and Terms of Reference are in align and consistent with the endorsed Community Grants Program. The Community Grants Program Policy and Terms of Reference were both respectively adopted in January 2021 and March 2021. Young Communities' commitment is to continue delivering the Young Communities Grants Program and Council remains committed to the 2021 pending program and will assess, award and complete the program as soon as possible.

Further information was provided to the members about the structure of the Young Communities program, assessment panel, weighing and scoring of applications, funds distribution, presentation to Council and approval of the outcome.

5.2 MaCFAP 2.0 Consultation**Jayde McBurnie**

Jayde McBurnie, Coordinator Social Planning and Wellbeing presented to the group about the Strategy for All Abilities, All Ages. This 2022-2026 strategy will replace the Melton, A City for All People four-year strategy. The presentation provided YAC with an overview of the work that has been done to date, the current consultation and engagement being undertaken with the community until 17 February, and opportunities available for YAC members to be involved in throughout this process.

Jayde mentioned that the community can now contribute and share their ideas and experiences by completing the survey available on the Melton Conversations page on Council's website.

Jayde shared about the number of targeted conversations that will be taking place across different groups, including the workshop that will occur on the 22 February specifically for YAC members. Propose areas of focus will be presented during the meeting scheduled for 5 April 2022.

YAC Member, Marie-Claire suggested that Council could take further advantage of social media platforms to promote the survey across the City of Melton.

Young people were encouraged to complete the survey and share with their networks.

General Business

This item was held over due to the focus of this meeting was on Items 5.1 and 5.2.



MINUTES

6. Other Business –

This item was held over due to the focus of this meeting was on Items 5.1 and 5.2.

7. Next Meeting: 22 February 2022

8. Close of Business

The meeting closed at 5.45pm

	Young Communities Grants Program Policy
Version No.	V1.0 September 2021
Endorsement	Policy Review Panel – [insert date], 2021
Authorisation	Council – [insert date], 2021
Expiry date:	September 2023
Responsible officer:	Manager Recreation & Youth
Policy owner	Coordinator Young Communities

1. Purpose

To provide for the consistent application of a 'best practice' approach in delivering the Melton City Council's Young Communities Grants Program.

2. Scope

This policy applies to all community groups and individuals that wish to apply for Council support through the Young Communities Grants Program and to those responsible for the administration, assessment and approval of received applications.

This policy does not apply to:

- Requests for sponsorship or donations;
- Applications which are eligible to be assessed within the funding threshold Council's Community Requests for Budget Allocation Policy.

3. Definitions

Word/Term	Definition
Acquittal	Reporting on how the grant was used and spent.
Commercial Organisation	An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit monetary gain or profit.
Community Group	An organisation that is a not for profit, incorporated group or association that is accessible and accountable to members of the community. A community group provides the broader community and/or its members with opportunities to engage in local community, cultural, leisure and/or educational activities.
Delegated Authority	Person/s who are authorised to perform the function of approving successful Young Communities Grants.
Donation	A voluntary gift provided, typically, to a non-related charitable, public purpose or not-for-profit organisation, without any material benefit or advantage being received by Council in return and provided without

Word/Term	Definition
	any conditions or contractual obligations.
Eligible	Having the right to do or obtain; satisfying the appropriate conditions.
Ineligibility	Not having the right to do or obtain; not satisfying the appropriate conditions.
Service Level Funding Agreement (SLFA)	A negotiated legal agreement between Council and an individual/organisation, that details the nature, quality and scope of a service to be provided. The Agreement will define the responsibilities of both Council and the individual/organisation.
Sponsorship	Sponsorship is the right to associate the sponsor's name, products or services with the sponsored organisation's service, product or activity, in return for negotiated benefits such as promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.
Young Communities Grant	A conditional sum of funds provided to a recipient for an agreed specified purpose in a formal agreement between parties with the understanding that there will be a defined outcome that directly or indirectly benefits the individual or community.
Young Communities Grants Program	The program that administers funds to individual young people to support their wellbeing, social and educational development and groups or organisations to support community led initiatives that derive community benefit.
Young Communities Grant Program Guidelines	The practice for the promotion and delivery of the Young Communities Grants Program.
Young Communities Grant Program Procedures	Sequential actions to be followed in administering and delivering the Young Communities Grants Program.

4. Policy

Melton City Council acknowledges its role in supporting, assisting and partnering with young people and community groups or organisations providing projects that address the issues faced by young people.

The Young Communities Grants Program:

- Supports young people and community members working with young people.
- Builds resilient young people through opportunities to further personal development, increased civic participation and community activity.
- Strengthens relationships and create opportunities for collaboration between Council and our community.
- Supports new innovative and inclusive initiatives, activities and events, which promotes wellbeing and social connectedness for young people within the City.
- Enables young people to explore and express their ideas, providing opportunities to personally develop their skills.

This Young Communities Grants Program Policy provides a clear administrative framework to inform the program's procedures and guidelines.

This policy observes statutory obligations pertaining to the distribution of public funds; incorporates community funding best practice principles; and supports delivery of the Young Communities Grants Program.

4.1. Policy Objectives

This policy aims to:

- 4.1.1. Contribute to the achievement of Council's Vision, outcomes and objectives as documented in its Council and Wellbeing Plan and subsequent strategies through active engagement with community organisations.
- 4.1.2. Provide young people with financial assistance to meet identified needs of young people
- 4.1.3. Provide a standard approach and framework to assist our community to be a culturally rich, active, healthy, safe and connected.
- 4.1.4. Distribute and acquit funds in a transparent and equitable manner under the principles of good governance.

4.2. Policy Principles

The following principles underpin the policy:

Efficiency	Continuous improvement approaches that effectively respond to community and organisational need.
Transparency	Procedural integrity through public access to annual reporting of program outcomes, decision making and relevant documents.
Fairness	Ethical behaviour in program processes, adherence to YAC Grants Program conflict of interest and Codes of Conduct contained in procedures to eliminate unfair advantage.
Consistency	Accountability of participants and facilitators compliance with statutory, regulatory and program procedural obligations.
Inclusiveness	Maintaining equity, openness and accessibility to program information, officer support and associated tools.
Responsiveness	Addressing identified community need through alignment of Young Communities Grants Program criteria to Council Plan Strategic Objectives, Youth Strategy and prioritisation of need in assessment of applications.
Sustainability	Effective use of resources which increase the availability of service provision across the City and provide long term benefits to young people and the community and best possible outcomes for resource expenditure.

5. Grant Eligibility Criteria

All applications will be subject to the Eligibility Criteria and specific assessment selection criteria as provided in Young Communities Grant Guidelines.

Council may only provide a grant to a young person or community group when Council is satisfied that the Young Communities Grant will be used for a purpose that is in the public interest, and the Young Communities Grant is aligned with the objectives and eligibility criteria nominated in this policy.

5.1. Individual Grants

Aim to assist young people in furthering their skills. Grants are made available annually and fund individual requests up to \$500.

Grants Categories are:

- I. Arts
Can be composed of many art forms including dance, poetry, drawing, story, writing, film, drama and comedy.
- II. Sports
Physical activity that is competitive and engaging such as football, rugby, swimming and motor sports.
- III. Leadership
Personally and professionally develop a young person moving towards their goal. Some leadership qualities consist of confidence, focus, inspiration, passion, persistence and empowerment.
- IV. Social Civic Responsibility
The effort of young person or combined efforts of a group to benefit the community as a whole.
- V. Environment and Sustainability
Recognises a young person who wants to protect or sustain the environment.

To be eligible, applicants must be:

- Young people aged between 12-25 years who reside, attend school or are employed within the City of Melton.
- Able to provide quotations and support documents such as letters of support.

5.2. Project Grants

Aim to implement projects that address the issues faced by young people. These grants create opportunities for projects that involve young people and empowers youth by delivering something engaging, relevant and inspiring. Grants are made available annually and fund requests up to \$5000.

To be eligible for funding, applicants must:

- Be one of the following;
 - I. Incorporated not-for-profit community groups or organisations located in and providing the support, service or program within the City of Melton.
 - II. Incorporated not-for-profit community groups or organisations located elsewhere, but providing support, services or program to people living in the City of Melton; OR
 - III. Incorporated community groups or organisations with auspice support from an incorporated not-for-profit organisation, providing the support, service or program within the City of Melton.
- Have no outstanding debts owing to Council;
- Align projects with Council priorities set out in its current Council and Wellbeing Plan;
- Adhere to Local, State and Federal Laws;
- Ensure adherence with the Equal Opportunity Act 2010 and Child Safe Standards;
- Comply with the conditions outlined in Council's Alcohol Risk Management Policy, Responsible Gambling Policy, and Healthy Food and Drink Policy;

- Have met all acquittal conditions previous Council funding;
- Have 80% of project participant's living in the City of Melton;
- Have an ABN or can provide a Statement of Supplier form
- Have Public Liability Insurance of up to \$20 million;
- Have discussed the project application with the Community Grants and Awards Officer and relevant Council Officer and Obtain quotations for goods and services from reputable suppliers such as industry accredited suppliers (we encourage applicants to source from supplier within the City of Melton):
 - i. One quote for goods or services valued at over \$250,
 - ii. Two quotes for goods or services over \$1,000.

Young Communities Grants Program funding is ineligible to projects and/or applicants:

- That do not reach a broad and diverse target group, and do not have a youth focus
- Which are political or discriminatory against another, based on their gender, sexual identity, culture, race, religion and/or other;
- Have received Young Communities Grant twice in the past five years
- That have previously received a Young Communities Grant and have not met all acquittal conditions
- That are clear responsibility of other levels of Government such as school curriculum, infrastructure or concerts
- That are seeking support for ongoing recurrent operational costs such as permanent staff, ongoing salaries, maintenance and venue hire
- Already receiving Council funds to do a same or similar activity
- Deemed to be duplicating existing services/activities within the municipality
- That facilitate routine and regular maintenance work to existing facilities
- Based at facilities where there is little or no public access
- Operate solely for the purpose of fundraising for individual gain
- That are the responsibility of council to deliver or where the funds will be administered or managed fully or in partnership by Council
- That are profit making ventures
- For the purchase of equipment and material to address Occupational Health and Safety issues; this is considered to be the responsibility of the agency or organisation concerned; or
- That take place outside the City; unless it is an element of an outgoing project and has demonstrated direct benefit to the City of Melton community.

6. General funding and acquittal conditions

An acquittal process will be consistently applied to assess and reconcile Young Communities Grants and ensure correct and intended use of funds has been adhered to by all recipients, to satisfy the Young Communities Grants Funding Agreements, Guidelines and Procedures.

6.1 The following conditions apply to Young Communities Grants:

- Successful applicants will be required to sign a Service Level Funding Agreement before funding is provided. The Service Level Funding Agreement will include the conditions of the funding.

- Successful applicants are required to complete the grant acquittal within 12 months of receiving funding or two months of completion of the project (whichever is sooner).
- Any unspent funds at the conclusion of the project/initiative must be returned to Council.
- Any changes to the project dates, costs or location must be disclosed to Council through a Variation Form. This form must be required by the applicant to the Community Grants and Awards Officer.
- All grants are exclusive GST. If the payee is registered for GST, this must be stated on the application form, and the payment of the grant will have the GST component added to the approved grant amount.
- Where the funds are contingent upon the receipt of other funds or specific conditions, proof of success must be provided before Council funds are released.
- Organisations must submit a final report outlining the use of the funds at the conclusion of the project
- Organisations with outstanding Council grant funding are ineligible to apply for further funding until all funding is acquitted.

7. Assessment and Approvals

Decisions regarding the allocation of funds within the Young Communities Grants Program will be based around formal application and assessment processes.

7.1 The following conditions apply to assessment and approvals:

- Applications are assessed by an Assessment Panel against predetermined assessment criteria
- Assessment Panels are appointed and are governed by Council adopted Terms of Reference
- Assessment Panel members will be required to sign a Confidentiality and Disclosure of Interests Agreement before taking part
- Council Officers participating in Internal Feedback will be required to sign a Confidentiality and Disclosure of Interests Agreement before asked to provide feedback.
- Assessment Panels are utilised to assess applications and make funding recommendations to Council.
- Applications which do not meet the eligibility criteria will not be presented to Assessment Panels.
- Council reserves the right to request further information in considering any application.
- Applicants must declare any conflicts of interest in submitted applications; and ongoing detailed discussion in the form of campaigning and or soliciting approved support by Councillors or assessment panel members is prohibited.
- Applicants will be notified in writing of Council's decision, including the conditions of the funding agreement, if applicable.
- Unsuccessful applicants will be provided with feedback from the relevant Council Officer upon request and offered advice and assistance for future funding applications. This process will provide reasoning as to why their application was not successful.

7.2 Assessment Panel recommendations are made to the following authority's for approval:

Annual Young Communities Grants	
Timeframe	Open for set advertised period once annually.
Assessment Panel	<ul style="list-style-type: none"> • Three (3) Council Officers • Coordinator Young Communities • Team Leader Engagement and Activation Young Communities (non-voting member) • Community Grants and Awards Officer (non-voting member)
Authority to Approve	Assessment panel recommendations are endorsed by Council at a scheduled meeting of Council.

8. Reporting

A report detailing the Young Communities Grants outcome, will be presented by the CEO to the Mayor during their scheduled weekly meeting.

Young Communities Grants Program funding outcomes are reported to Council for endorsement.

9. Responsibility / Accountability

9.1	<p>Melton City Council</p> <p>Receive recommendations from Young Communities Grants Assessment Panel and authorise funding in accordance to the Young Communities Grants Program Policy, Procedures and Guidelines.</p>
9.2	<p>Coordinator Young Communities</p> <p>Oversee the administration and review of the Policy.</p>
9.3	<p>Team Leader Engagement and Activation Young Communities</p> <p>Oversee the administration of the Community Funding Program and adherence to the Young Communities Grants Program Policy, Procedures and Guidelines and Chairs the Young Communities Grants Assessment Panel meeting.</p>
9.4	<p>Community Grants and Awards Officer</p> <p>Administer the Young Communities Grants Program and adherence to the Young Communities Grants Program Policy, Procedures and Guidelines.</p>
9.5	<p>Young Communities Grants Assessment Panel</p> <p>Provide recommendations to Council with adherence to the Young Communities Grants Program Policy, Procedures and Guidelines.</p>

10. References and links to legislation and other documents

Name	Location
Local Government Act 2020	www.legislation.vic.gov.au
VLGA Best Practice in Local Government Community Grants Programs 2002	www.vlga.org.au
Council and Wellbeing Plan 2021-2025	www.melton.vic.gov.au



Terms of Reference

Name:	Young Communities Grants Assessment Panel
Endorsed by:	Policy Review Panel – [insert date], 2021
Approved by:	Council – [insert date], 2021
Last reviewed:	September 2021

1. PURPOSE

The Young Communities Grants Assessment Panel will review applications and make recommendation to Council in relation to distribution of funding provided from the City of Melton Youth Awards Donations and Grants Budget.

2. RESPONSIBILITY

The Young Communities Grants Program is designed to provide the City of Melton's young people and community with financial support to meet identified needs.

It is the responsibility of the Young Communities Grants Assessment Panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Young Communities Grants Program Policy, Young Communities Grants Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of (6) six representatives, consisting of four officers of Council.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Melton City Council, Council Officer	Appointed	Yes	2 years
2	Melton City Council, Council Officer	Appointed	Yes	2 years

3	Melton City Council, Council Officer	Appointed	Yes	2 years
4	Melton City Council, Young Communities Coordinator	Appointed	Yes	Ongoing
5	Melton City Council, Team Leader Engagement and Activation – Young Communities (Chair)	Appointed	No	Ongoing
6	Melton City Council, Community Grants and Awards Officer (Minutes)	Appointed	No	Ongoing

The total number of voting members will be four.

3.2 Terms and Method of Nomination

- 3.2.1 Council Officer Positions will be considered and appointed by the General Manager Community Services, based on roles within the organisation that would best support the assessment process.
- 3.2.2 Council Officer Positions will be appointed for two years. At the end of the two-year period, or if the vacancy occurs during that period, appointments will be determined on the process identified in 3.2.1.
- 3.2.3. 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.

3.3 Chair

- 3.3.1 The Council's Young Communities Team Leader Engagement and Activation is the Chair of the Panel.
- 3.3.2 In the absence of the Chair, the Panel is to select an Acting Chair from its Voting Members.

4. OPERATING PROCEDURES

4.1 Quorum

A quorum will be reached when at least three voting members are present.

4.2 Meetings

- 4.2.1 The Panel will meet annually.
- 4.2.2 Notice of Young Communities Grants Assessment Panel meetings shall be provided to members at least fourteen days prior to each meeting.

- 4.2.3 The Community Grants Officer must receive apologies for all meetings as soon as practicable.
- 4.2.4 Meetings will commence and conclude on time.
- 4.2.5 In addition to receiving assessment packs electronically, panel members can nominate to receive printed hardcopies of the assessment packs.
- 4.2.6 Panel members are encouraged to complete and submit their assessments and scoring to the Community Grants and Awards Officer prior to the panel meeting. Once submitted, individual assessments cannot be changed. Panel members who do not wish to do this, will be noted, and permitted in the meeting to complete their assessment following initial panel discussion on an application.
- 4.2.7 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores taken into account. Any recommendations from absent panel members regarding funding will be communicated via the Community Grants and Awards Officer to other members of the panel for consideration at the panel meeting.
- 4.2.8 Applicants are funded based on scoring and panel deliberations. Only those who score over 50% are eligible to receive funding.
- 4.2.9 The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.
- 4.2.10 Panel members will receive minutes from the Young Communities Grants Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 Young Communities 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 Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

- 4.4.1 Read applications prior to each meeting, which involves approximately 2-4 hours of reading (depending on number of applications). Completing individual assessments and scoring prior to each meeting is highly recommended, but not mandatory.
- 4.4.2 Understand and adhere to the principles of the Young Communities Grants Program Policy, procedures, guidelines and make written assessments with evaluation comments based on set assessment criteria.
- 4.4.3 Adhere to the Young Communities Grants Program Confidentiality and Disclosure Agreement, refer **Appendix 1**

- 4.4.4 Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. For clarity, information is 'confidential information' and includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes. All funding outcomes will be communicated to the applicant via the Community Grants and Awards Officer or the Chairperson only and not by any other Panel member.
- 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 Comply with legislative and Council requirements in relation to conflict of interest. This includes declaring in advance any conflict of interest in relation to an application and refraining from assessing it; and exiting the panel meeting before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Young Communities 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 Young Communities 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 Grants and Awards 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 Young Communities Grants Program 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

Young Communities Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of the Young Communities 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;

- The Young Communities Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants & Awards Officer, feedback on applications provided by Council Officers;
- The Young Communities Grants Assessment Panel including; names and contact details of panel members; or
- The Young Communities 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 Grants & Awards Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of the Young Communities Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]
OR
- a **material conflict of interest**, because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
 - Me or a member of my family (broadly defined)
 - A body corporate, company or business of which me or my spouse or domestic partner is a director or member of the governing body
 - My employer (other than Council)
 - My business partner
 - Someone for who I am a consultant, contractor or agent
 - A beneficiary of a trust of which I am trustee
 - Someone from whom I have received a disclosable gift (>\$500) in the five years preceding any decision of the matter. (

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

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

- The member must disclose the conflict of interest and complete a Conflict of Interest Disclosure Form;
 - 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 Grants & Awards 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 general or material 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 2020.

Declaration

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

Name: _____

Signature: _____

Date: _____