

Terms of Reference



Name: Harness Racing Victoria Grants Program
Assessment Panel

Approved by: Melton City Council

Last reviewed: January, 2014

1. PURPOSE

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

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

2. RESPONSIBILITY

The Harness Racing Victoria 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 Program Assessment panel to:

- Review and assess applications.
- Ensure adherence to the Harness Racing Victoria Grants Program guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of (7) seven representatives, consisting of an appointed representative of Harness Racing Victoria, two elected Councillors, two appointed Community Representatives and officers of Council who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Harness Racing Victoria Representative	Appointed	Yes	Ongoing
2	Councillor, Melton City Council	Elected Representative	Yes	Annually

3	Councillor, Melton City Council	Elected Representative	Yes	Annually
4	Community Representative	Appointed	Yes	2 years
5	Community Representative	Appointed	Yes	2 years
6	Manager Community Planning	Appointed	No	Ongoing
7	Community Funding Officer	Appointed	No	Ongoing

The total number of voting members will be five. The Manager Community Planning will act as the panel Chairperson.

3.2 Terms and Method of Nomination

- 3.2.1 Melton City Councillors shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.
- 3.2.2 Nominations for Community Representative's will be called by advertisement in local media.
- 3.2.3 Nominees for Community Representative's must be a Melton City rate payer.
- 3.2.4 Community Representative Nominees must submit a completed Harness Racing Victoria Grants Program Assessment Panel Expression of Interest form to be considered.
- 3.2.5 to be considered appointments will be made based on the recommendation of a sub-committee made up of the Chairperson, Harness Racing Victoria Representative or their nominated representative and the Melton City Council, Community Funding Officer.
- 3.2.6 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 3.2.2. Existing members will be eligible to renominate.
- 3.2.7 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. If a vacancy occurs, appointments will be determined based on the process identified in 3.2.2. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

4. OPERATING PROCEDURES

4.1 Quorum

- 4.1.2 A quorum of the Panel will require attendance by a minimum of four of the five voting members with at least one representative from Harness Racing Victoria, Council and a Community Representative.

4.2 Meetings

- 4.2.1 Notice of Harness Racing Victoria Grants Program Assessment Panel meetings shall be provided to members at least fourteen days prior to each meeting.
- 4.2.2 The Community Funding Officer must receive apologies for all meetings no later than 5:00pm seven days prior to each meeting.
- 4.2.4 Meetings will commence and conclude on time.
- 4.2.5 Panel members will receive minutes from the Harness Racing Victoria Grants Program Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 Harness Racing Victoria Grants Program Assessment Panel outcomes are reported to Council for awareness.
- 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 Understand and adhere to the principles of the Harness Racing Victoria Grants Program guidelines and assessment criteria.
- 4.4.2 Adhere to the Harness Racing Victoria Grants Program Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.3 Treat information with sensitivity.
- 4.4.3 Keep informed of current developments, issues and concerns in the local community.
- 4.4.5 Prepare for and actively participate in meetings.
- 4.4.6 Declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Harness Racing Victoria Grants Program Assessment Panel meeting.

- 4.4.7 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 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 Harness Racing Victoria Grants Program 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

Harness Racing Victoria Grants Program Confidentiality & Disclosure of Interests Agreement



Confidential Information

A member of the Harness Racing Victoria Grants Program (HRV) Assessment Panel must not release information that the person knows, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- HRV 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.
- HRV Assessment Panel including; names and contact details of panel members.
- HRV 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 Interests

A member of the HRV 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 personal 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).
- 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 Interests

If a member of the HRV 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 Chair.
- The member may choose to remain in the room in which the meeting is being held during 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 Chair. 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.
- 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.
- Community and Harness Racing Victoria Representatives who fail to properly disclose a conflict of interest may face disqualification from the panel.

Declaration

As a member of the Harness Racing Victoria Grants Program (HRV) Assessment Panel I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name:

Signature:

Date:
