



Terms of Reference

Name: Community Grants Program -
Annual Grants Assessment Panel

Approved by: Melton City Council

Last reviewed: January, 2014

1. PURPOSE

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

2. RESPONSIBILITY

The Community Grants Program 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 Annual Grants Assessment panel to:

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

3. COMPOSITION

3.1 Membership

The committee will comprise a total of (8) eight representatives, consisting of an elected Councillor and officers of Council who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Councillor, Melton City Council	Elected Representative	Yes	Annually
2	Councillor, Melton City Council	Elected Representative	Yes	Annually
3	Councillor, Melton City Council	Elected Representative	Yes	Annually

4	Melton City Council, Community Services Officer	Appointed	Yes	2 years
5	Melton City Council, Community Services Officer	Appointed	Yes	2 years
6	Melton City Council, Planning & Development or Corporate Services Officer	Appointed	Yes	2 years
7	Community Funding Officer	Appointed	No	Ongoing
8	Community Capacity Coordinator	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 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 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

A quorum of the Panel will require attendance by a minimum of two Council Officers and two Councillors.

4.2 Meetings

- 4.2.1 Notice of Annual Grants 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 the day prior to each meeting.
- 4.2.3 Meetings will commence and conclude on time.
- 4.2.4 Panel members will receive minutes from the Annual Grants Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 Annual Grants Assessment Panel recommendations are reported to Council for adoption.
- 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 Community Grants Program Policy and Annual Grants guidelines and assessment criteria.
- 4.4.2 Adhere to the Community Grants Program Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.3 Treat information with sensitivity.
- 4.4.4 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 Annual Grants 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 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 Annual Grants 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 Annual Grants Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of the Annual Grants 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;

- Annual Grant 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.
- Annual Grant Assessment Panel including; names and contact details of panel members.
- Annual Grant 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 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 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 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 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 representatives who fail to properly disclose a conflict of interest may face disqualification from the panel.

Declaration

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

Name:

Signature:

Date:
