

# Community Grants Program Assessment Panel - Terms of Reference 2023-25

<p><b>What is the Community Grants Assessment Panel?</b></p>	<p>The Community Grants Program Assessment Panel (Panel) will assess community grants utilising Officer advice and provide recommendations to Council regarding the allocation of community grant program funds for all funding programs. There will be two Panels as follows:</p> <ul style="list-style-type: none"> <li>• Internal Panel - will assess grants under the value of \$3,000</li> <li>• External Panel - will assess all other grants.</li> </ul>
<p><b>1. Purpose</b></p>	<p>The Panels exists to:</p> <ul style="list-style-type: none"> <li>• Deliver programs and projects that benefit the Manningham Community and demonstrate public value</li> <li>• Ensure that the proposed allocation of funding aligns with Council strategies, program guidelines and other key priorities.</li> <li>• Ensure that the program guidelines and assessment criteria endorsed by Council, have been applied consistently in the assessment of the Community Grant Program.</li> </ul>
<p><b>2. Role and Objectives</b></p>	<p>Panel Members will provide recommendations to Council for a range of grants that appear on Council's website in accordance with the Community Grants Policy 2022-25. The role of the Panel is to add value to the assessment process through a demonstrated:</p> <ul style="list-style-type: none"> <li>• understanding and commitment to community development principles</li> <li>• understanding of the community services sector</li> <li>• experience in program development, delivery and evaluation</li> <li>• experience in grant assessment</li> <li>• expertise, knowledge, skills and/or lived experience relevant to community development within the context of Manningham, and</li> <li>• understanding of Manningham and Community Grants Policy 2022-25, Manningham's Health and Wellbeing Strategy 2021-25, Council Plan and Community Grant Guidelines.</li> </ul>
<p><b>3. Panel Meeting procedures</b></p>	<ul style="list-style-type: none"> <li>• The Panel meetings will be scheduled, at a time and place determined by Community Grants Officers, in consultation with the Panel members.</li> <li>• Panel members are expected to constructively contribute to the Panel meeting, having already familiarised themselves with the relevant grant program documentation and evaluation criteria and reviewed and assessed all grant applications assigned to them.</li> <li>• Panel members are supported by Council to participate in meetings from a remote location, if unable to physically attend.</li> </ul>

<p><b>4. Chairperson</b></p>	<ul style="list-style-type: none"> <li>• The Panel meeting will be chaired by the Service Unit Coordinator, supported by up to two Community Grants Officers, to ensure good governance and to answer questions from the Panel. The Chairperson and Community Grants Officers will not have voting rights.</li> <li>• Meetings will be chaired to enable all Panel members to talk to their recommendations, express their views, and promote respectful discussion of the issues, to achieve a consensus.</li> </ul>
<p><b>5. Membership</b></p>	<p>The Panel shall include:</p> <p><u>Internal Panel</u></p> <ul style="list-style-type: none"> <li>• Two (2) Senior Council Officers, comprising either Director and/or Manager</li> <li>• One Service Unit Coordinator</li> <li>• All Panel Members shall have voting rights.</li> </ul>
	<p><u>External Panel</u></p> <ul style="list-style-type: none"> <li>• Two (2) Senior Council Officers, comprising either Director, and/or Manager</li> <li>• Three (3) community representatives, appointed by CEO under delegation through an expression of interest (EOI) process. The selection and endorsement process shall provide community representatives with relevant skills and experience.</li> <li>• All Panel members will have voting rights.</li> </ul>
<p><b>6. Decision making and extent of authority</b></p>	<p>The Panel is expected to review the evaluations and scores of the subject matter expert review. The Panel is expected to reach a consensus in assessing each application. However, where consensus cannot be achieved a decision on the recommendation will be determined based upon a majority vote.</p> <ul style="list-style-type: none"> <li>• The Internal Panel will make recommendations to the Director Connected Communities under delegation of the CEO.</li> <li>• The External Panel will make grant funding recommendations to Council for endorsement.</li> </ul>
<p><b>7. Membership Criteria</b></p>	<p><u>Internal Panel</u></p> <ul style="list-style-type: none"> <li>• Have experience and/or knowledge of community development principles and understanding of the needs and issues addressed by the Community Grants Program.</li> <li>• Demonstrated commitment to constructively contribute to the Panel with or without support (e.g. interpreting service).</li> </ul> <p><u>External Panel</u></p> <ul style="list-style-type: none"> <li>• Panel nominations will be assessed against the following criteria:</li> <li>• Provide direct links to active participation in their local community by living, working or studying in Manningham.</li> <li>• Have experience and/or knowledge of community development principles and understanding of the needs and issues addressed by the Community Grants Program.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated commitment to constructively contribute to the Panel with or without support (e.g. interpreting service).</li> <li>• Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 9).</li> </ul>
<p><b>8. Membership Appointment</b></p>	<p><u>External Panel</u></p> <ul style="list-style-type: none"> <li>• The call for expressions of interest for community representatives will be advertised annually in the local media, on Council’s website and on social media. <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via Council’s Expressions of Interest (EOI) form (available on Council’s website) within the advertised nomination period</li> <li>○ Applicants will be supported by Grants Officers to access, complete and submit the EOI form and</li> <li>○ Nominations for the Panel in 2023 will be assessed by officers and recommendations made to the CEO of Manningham. Thereafter nomination will be endorsed by Council.</li> </ul> </li> <li>• Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent’s term: <ul style="list-style-type: none"> <li>○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Community Grants Program Assessment Panel for the remainder of the previous incumbent’s term</li> <li>○ Where there are no suitable candidates identified, a formal EOI and formal Council endorsement is required (as outlined earlier in Section 9).</li> </ul> </li> <li>• Where a vacancy occurs within the membership term, there is no requirement to fill the vacancy for the remainder of the term, unless a further grant round is expected to be assessed in that period.</li> <li>• Community representatives will receive an honorarium up to \$500 comprising vouchers to be spent in the Manningham retail sector per 12- month term. Note: vouchers cannot be issued for purchase of alcohol or tobacco or similar products.</li> </ul>

<p><b>9. Membership Responsibilities</b></p>	<p>When appointed, Panel Members will be required to sign a Code of Conduct, which includes the following:</p> <ul style="list-style-type: none"> <li>• Attend Panel meetings and provide an apology in advance where attendance is not possible</li> <li>• Commit to active contribution to the work of the Panel</li> <li>• Act in good faith, with honesty, impartiality, and integrity to apply my skills and expertise with diligence and care</li> <li>• Respect the ideas and beliefs of all members, even if they differ from my own</li> <li>• Not seek to confer an advantage or disadvantage on any person, including oneself</li> <li>• Not disclose any materials or confidential information that is discussed by the Panel that is not publicly available unless approved by the Chairperson or a representative of Council</li> <li>• Sign a Conflict of Interest Declaration Form prior to commencement of assessments notifying Council of any actual or perceived conflicts of interest that may arise with respect to their participation on the Committee</li> <li>• Not make any media comment (including on social media) on behalf of the Panel unless approved by the chairperson and</li> <li>• Act in accordance with Council's values, WE ARE Manningham: <ul style="list-style-type: none"> <li>○ Working Together</li> <li>○ Excellence</li> <li>○ Accountable</li> <li>○ Respectful and</li> <li>○ Empowered.</li> </ul> </li> <li>• A breach of the Code of Conduct may result in Panel membership terminating.</li> </ul>
<p><b>10. Appointment Terms</b></p>	<p>Community representatives are appointed for 12 months:</p> <ul style="list-style-type: none"> <li>○ A member of the Panel may resign at any time. Notice of resignation can be made at any time in writing to the Chairperson and the grants office.</li> </ul>
<p><b>11. Panel Administration</b></p>	<ul style="list-style-type: none"> <li>• Community Grants Officers will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions: <ul style="list-style-type: none"> <li>○ The Panel meeting agenda will be circulated to Panel members a minimum of seven (7) days prior to the date of the meeting</li> <li>○ A conflict of interest declaration will be included, Panel members will need to complete the declaration and notify the Chair of any conflicts relating the application or applicant organisation.</li> </ul> </li> <li>• Draft minutes of the Panel meeting will be circulated to Panel members for confirmation within two weeks of the meeting.</li> <li>• <u>Recommendations to Council:</u> <ul style="list-style-type: none"> <li>○ When Panel meeting minutes are confirmed, a formal report with recommendations will be drafted by council officers and tabled at the next Ordinary Meeting of Council for endorsement by Council.</li> <li>○ Any questions from Councillors in relation to a specific application will be directed to the Panel for consideration. An investigation will be conducted by the Panel and the outcome will be reported to Councillors.</li> </ul> </li> <li>• Award outcomes will be published on Council's website.</li> </ul>

<b>12. Supporting Documentation</b>	<p>To assist in panelists making an informed decision, Panel members will be provided with the following:</p> <ul style="list-style-type: none"> <li>• Community Grant Program Guidelines and Terms of Reference</li> <li>• Evaluation criteria</li> <li>• Conflict of Interest Declaration Form</li> <li>• All grant applications in full</li> <li>• Officer pre-evaluation of grant applications against selection criteria and any additional information relevant to the application.</li> </ul>	
<b>13. Review</b>	<ul style="list-style-type: none"> <li>• The External Panel’s membership and productivity will be reviewed each year.</li> <li>• The EOI process will be conducted annually, with the option to extend Panel membership for an additional year.</li> <li>• For 2023, the selection of independent panel members of the Panel will be endorsed by the Chief Executive Officer under delegation; and thereafter nominations to be endorsed by Council.</li> <li>• The Terms of Reference may be revoked at any time by Council.</li> </ul>	
<b>Definition of Key Terms</b>	Chairperson	The person appointed to facilitate a Panel meeting, in this case the service unit coordinator.
	Co-opted membership	Appointment to membership of a Panel/Committee by invitation of the existing members.
	Council	The councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham City Council.
	Officer or Council Officer	An employee of Manningham City Council.
	Consensus	An opinion that all members of a group agree with.