



9.1 COMMUNITY GRANTS ASSESSMENT PANEL REFERENCE COMMITTEE - APPOINTMENT 2020

EXECUTIVE MEMBER: TONY KEENAN, GENERAL MANAGER, COMMUNITY AND ECONOMIC DEVELOPMENT

PREPARED BY: EMMA BLACKFORD, TEAM LEADER COMMUNITY CAPACITY BUILDING

1. PURPOSE

- 1.1 For Council to endorse the appointment of one community member to the Community Grants Assessment Panel Reference Committee, for the period April 2020 to December 2020.

2. EXECUTIVE SUMMARY

- 2.1 The role of the Community Grants Assessment Panel Reference Committee is to assess all applications received through the annual Community Grants Program and make recommendations to Council on the allocation of funding, in an equitable and transparent manner aligned to the Council Plan objectives for an engaged, healthy and resilient community.
- 2.2 One vacancy has become available for community representation on the committee due to the resignation of one of the four current community representatives.
- 2.3 Due to time constraints, Council Officers have recommended a community representative whom has previously been endorsed by Council as a panel member.
- 2.4 Whilst a quorum for a meeting could be achieved without this appointment, based on the Terms of Reference at Attachment 1, this would not allow for a balance of community, officer and Councillor representation.
- 2.5 This report recommends the appointment of one community member to the Committee (see Attachment 2: Confidential – Community Grants Reference Committee Application and Recommendation).

3. RECOMMENDATION

That Council:

- 3.1 Notes that one community panel member has resigned from Community Reference Committee and formally thanks this committee member for their previous commitment and participation.
- 3.2 Appoints _____ to the vacant position on the Community Grants Reference Committee from April 2020 until December 2020.

4. KEY POINTS/ISSUES

- 4.1 Community grants enable partnerships with local community groups and organisations, to deliver programs that support an engaged, healthy and resilient community.



- 4.2 The Community Grants Assessment Panel Reference Committee meets annually to assess applications from the annual Community Grants Program. The committee is divided into two panels, with each panel consisting of a Councillor, Senior Council Officer and two Council endorsed Community Members. The panel makes recommendations for the allocation of Community Grant Funding, to the value of \$281,000 in 2019/20.
- 4.3 Community representatives are appointed for a two-year term. A community representative has recently advised of their resignation, resulting in the vacancy subject of this report.
- 4.4 The remaining three community members will continue their participation on the Committee, providing continuity until a review of the Panel process is undertaken prior to the 2021/22 grants round.
- 4.5 Recruitment for panel members usually takes place from December preceding the grant round, with the vacant positions advertised in local paper, social media and across Council Networks. Community representative applicants are then assessed against criteria with a recommendation presented to Council for endorsement in February / March.
- 4.6 New panel members are inducted and trained from the beginning of April, in preparation for the grant application pre-assessment process conducted in April in preparation for the panel's assessment meetings scheduled for May.
- 4.7 Due to the timing of the panel members resignation, there was insufficient time to undertake the usual recruitment process.
- 4.8 Council Officers have reviewed previous Council endorsed applicants and approached individuals whose knowledge and skill level complemented the remaining panel members.
- 4.9 One of the previous endorsed community representatives has advised they are available for the required timeframes and would be happy to participate.
- 4.10 This nominated applicant was previously endorsed by Council in 2017, in which they were successful with two other applicants against a total of twenty-one applications.
- 4.11 This previous panel member performed their membership duties to a high standard and their contribution was valued by all panel members.
- 4.12 If this nominated candidate is not endorsed the panel will still meet quorum, as stated in the Terms of Reference, however there will not be equal representation of community members and Councillors / Council officers.
- 4.13 A full review of the assessment panel processes and governance structures will occur, prior to implementation in the 2021/2022 Community Grant round, as part of the development of a Funding Management Framework to support Council's Community Funding Policy 2018.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 Community members on the grants assessment panel ensure representation of community interests.



6. LEGAL AND RISK IMPLICATIONS

- 6.1 Due diligence was undertaken during the 2017 recruitment process which has been drawn upon to identify the replacement community representative. This included use of selection criteria to ensure applicants meet the basic requirements for the position, a face to face interview and comprehensive referee checks.

7. FINANCIAL IMPACT

- 7.1 Community members volunteer their time to participate on the Reference Committee.

8. ENVIRONMENTAL IMPACT

- 8.1 Community organisations with Environmental themed projects may apply to the Community Grants Annual Program. The Community Grants Information Kit and Application Form also requires all project applicants to consider environmental sustainability in their applications.

9. COMMUNITY IMPACT

- 9.1 The Community Grants program provides Council with the strategic opportunity to work in partnership with funded groups and organisations to meet identified community needs, support local networks, promote and encourage community participation, facilitate innovation and promote access, inclusion and acceptance of diversity.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 The Community Grants Program and Reference Committee aligns with Direction One of the Council Plan 2017-2027: We embrace difference, and people belong. All grant applications must respond to one or more of the following Community Grants Program priorities:

- A safe and active community with strong social connections
- An increase in affordable housing and reduced homelessness
- Access to services that support the health and wellbeing of our growing community
- Community diversity is valued, supporting social inclusion and resilience

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

- 11.1.1 The Community Grants Reference Committee members, including the nominated representative, will be offered training if required in early April 2020.

- 11.1.2 The members will then complete the pre-assessment process for submitted 2020/2021 grant applications in readiness for deliberation in May 2020.

- 11.1.3 Recommendations will be presented to Council in July 2020.

11.2 COMMUNICATION

- 11.2.1 The nominated applicant and other panel members will be informed of Council's decision on 2 April 2020.



ORDINARY MEETING OF COUNCIL 15 APRIL 2020

12. OFFICER DIRECT OR INDIRECT INTEREST

12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 40/06/25

ATTACHMENTS

1. **Community Grants Assessment Panel Reference Committee Terms of Reference**
2. ***Confidential*- Community Grants Reference Committee Nomination and Recommendation 2020**