



Quick Response Grant Program Assessment Panel

Terms of Reference December 2021



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Council Plan

Council is committed to working collaboratively to deliver its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy requires high quality, well informed, responsive, and accountable decision making, that is made in the best interests of the community.

The Quick Response Grant Program (QRGP) is aligned to Council's Strategic direction 'Inclusive Port Phillip', and strategic objective: A City that is a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.

To this end Council is committed to Port Phillip being:

- being more accessible and welcoming of people of all ages, background and abilities
- being a place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities
- supporting people to find pathways out of homelessness.

Purpose

The purpose of the QRGP Assessment Panel is to provide recommendations and feedback on the QRGP applications on a monthly basis, in accordance with the published Guidelines.

Applications submitted under two categories will be assessed by the Panel:

Category 1

To fund individual residents experiencing barriers to participate in elite and competitive local events/activities.

Category 2

To fund community organisations and social enterprises to deliver programs and projects with a community building or social connections focus, that support Council to achieve its strategic objectives.

Funding may be allocated to individuals for a maximum amount of \$500, and community organisations, not for profit organisations service providers, education providers and social enterprises a maximum of \$2,000 per program, project, or event.



Assessment Panel Structure

Council will establish and maintain the QRGP Assessment Panel for a maximum term of 1 year or until such earlier time as the Panel completes its work.

The Assessment Panel will comprise of four members. The composition of the Panel will consist of:

- The Mayor (Chair)
- One Councillor (to be appointed annually)
- Two Senior Council Officers.

Council appreciates that a Panel may evolve and adapt to remain functional and relevant.

Assessment Panel Selection and Appointment

The membership of the Assessment Panel will be endorsed by Council via this Terms of Reference, with Councillor representatives appointed annually, inclusive of the Mayor.

The two senior council officers are assigned as part of their duties and responsibilities.

Assessment Panel Meetings and Recommendations

The Assessment Panel will meet monthly to provide recommendations. Feedback will be captured via the online grant's management platform SmartyGrants. Meetings will be scheduled in advance and the quorum for a meeting will be half the number of members plus one.

If consensus can't be reached to form the recommendations for successful and unsuccessful applications, the Mayor will have a casting vote.

Grant Program Delegation of Approval

The QRGP application recommendations, formed by the Assessment Panel, will be provided to the General Manager Community Wellbeing and Inclusion for approval.



Conduct Principles

Panel members are expected to:

- read and assess all applications (in SmartyGrants) prior to the scheduled meetings
- assess all applications according to their merit in addressing the assessment criteria, as well as the purpose and objectives of the QRG
- actively participate in Assessment Panel discussions and offer their opinions and views
- provide recommendations and feedback regarding the applications offered for assessment
- treat all persons with respect and have due regard to the opinions, rights, and responsibilities of others
- act with integrity
- attend each meeting where practical
- observe confidentiality principles by not disclosing any material outside of the communication channels
- avoid and disclose conflicts of interest and the releasing of confidential information.

Assessment Panel Operation

Assessment Panel members will be briefed on the expected range of work to be undertaken, including the roles of all parties, and any relevant policy or legislative framework impacting on the work.

The Assessment Panel is always required to operate in accordance with its Terms of Reference. The Panel has no delegated powers but may provide advice in line with the Terms of Reference.

Declaration of Interests

A conflict of interest occurs when an Assessment Panel member has a personal or private interest that might compromise their ability to act in the public interest.

If a Panel member believes they have a conflict of interest in relation to an assessment that is before the Panel, the conflict will need to be declared. The member will then not partake in any discussion or decision relating to the assessment. The declaration will be recorded, and the Panel member will abstain from providing recommendations for that application.



Resourcing

Council officers nominated by Council management will support the Assessment Panel.

The nominated council officer will prepare recommendation reports for consensus. At all times, the nominated council officer remains under the direction of their General Manager.

Feedback to Council

Successful applicants for the QRG will be reported to Council annually and will be published on Council's website.

Communication

Council officers are responsible for ensuring the Assessment Panel members are advised of:

- the outcome of program improvements suggested by the Assessment Panel
- dates of any Council Report or Council decision's relevant to the Quick Response Grant Program.