



MEETING OF THE PORT PHILLIP CITY COUNCIL 4 AUGUST 2021

9.1 COMMUNITY GRANTS ASSESSMENT PANEL REFERENCE COMMITTEE - APPOINTMENT 2021-2023

EXECUTIVE MEMBER: TONY KEENAN, GENERAL MANAGER, COMMUNITY WELLBEING AND INCLUSION

PREPARED BY: EMMA BLACKFORD, TEAM LEADER COMMUNITY CAPACITY BUILDING

KATRINA TERJUNG, MANAGER COMMUNITY BUILDING AND INCLUSION

1. PURPOSE

- 1.1 For Council to endorse the appointment of four community members to the Community Grants Assessment Panel Reference Committee, for the period August 2021 to December 2023.
- 1.2 For Council to endorse the Community Grants Assessment Panel Reference Committee Terms of Reference 2021-2023.

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. This is conducted in an equitable and transparent manner aligned to the Council Plan objectives.
- 2.2 The Committee meets annually to assess applications from the annual Community Grants Program. The committee is divided into two panels assessing different grant categories, with each panel consisting of a Councillor, Senior Council Officer and two Council endorsed Community Members.
- 2.3 Council endorsed Community Members are appointed to the Committee for a period of two years. The tenure of the current community representatives has now come to an end. A recruitment process was recently conducted to fill the four vacant positions.
- 2.4 This report recommends the appointment of four community members to the Committee, as detailed in Attachment 2 (Confidential).
- 2.5 The Community Grants Assessment Panel Reference Committee Terms of Reference has now been updated to align with the current Council Plan for Council and is provided for endorsement as Attachment 1.

3. RECOMMENDATION

That Council:

- 3.1 Notes that the four previous community panel member appointments have ended and formally thanks these committee members for their participation and commitment.
- 3.2 Appoints the four recommended applicants _____ / _____ / _____ and _____ to the vacant positions on the Community Grants Reference Committee from August 2021 through to December 2023.
- 3.3 Endorses the updated Community Grants Assessment Panel Reference Committee Terms of Reference 2021-2023.



4. KEY POINTS/ISSUES

4.1 The Community Grants Program enables Council to partner with local community groups and organisations to deliver programs that support an inclusive, liveable, sustainable and vibrant Port Phillip community.

4.2 The Community Grants consists of three categories:

4.2.1 The **Community Strengthening** category funds local organisations to design and deliver projects that:

- strengthens the capacity of local community and/or local community sector
- encourages participation in environmental sustainability
- builds the participation and capacity of volunteers
- promotes health & wellbeing
- seeds funding/consolidation for new projects
- focus on and enhance local neighbourhoods.

The maximum funding for each grant under the Community Strengthening category is \$10,000.

4.2.2 The **Social Inclusion** category supports community organisations and groups to partner, develop and deliver projects and activities that increase social inclusion in the community. The aim is to engage residents who, for various reasons, may not otherwise have the opportunity to participate in, or contribute to the broader community.

The maximum funding for each grant under the Social Inclusion category is \$5,000.

4.2.3 The **Program Support** category recognises that many small groups require funding to run their activities which form an important part of people's lives and wellbeing, regardless of whether or not they are project based. Activities are generally social, such as group outings, or physical exercise such as walking groups.

The maximum funding for each grant under the Program Support category is \$1,000.

4.3 The Community Grants Assessment Panel Reference Committee meets to assess applications from the annual Community Grants Program. The Committee is divided into two panels to assess different grant categories, 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 up to the value of \$280,000.

4.4 Community representatives are appointed for a two-year term.

4.5 Recruitment for new panel members took place in May and June 2021 with the vacant positions advertised in Council's community newsletter CoPP This!, targeted at people and organisations working within our community sector. The opportunity was also promoted on social media and across Council Networks.



- 4.6 Through the recruitment process three community members applied. Two applicants were assessed as meeting the criteria, and appropriate to recommend to Council for appointment as Panel members.
- 4.7 Given two positions remained vacant, two previously endorsed community representatives were invited back onto the Committee. This was to ensure the necessary skills; local community knowledge and experience are appropriately represented for the grant assessment process.
- 4.8 The previous two community representatives were endorsed by Council in 2018 and 2017, as reflected in Attachment 2 (Confidential). Both representatives performed their membership duties to a high standard which was appreciated and valued by all panel members.
- 4.9 New panel members will be inducted and trained following Council's endorsement, in preparation for the grant application pre-assessment process conducted in August / September and grant assessment meetings scheduled for September / October 2021.
- 4.10 The Community Grants Assessment Panel Reference Committee Terms of Reference has updated to align with the current Council Plan, and is presented for Council endorsement.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 Expressions of interest for community members on the Community Grants Assessment Panel Reference Committee were invited from 18 May to 4 June 2021.
- 5.2 Public advertisements were placed in the community sector newsletter 'CoPP This!', on the Port Phillip website, and promoted through social media and across Council networks.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 If the nominated candidates are not endorsed the panel will not meet quorum and the community grants assessment process cannot proceed.
- 6.2 Due diligence was undertaken during the recruitment process which included the use of selection criteria to ensure applicants who are recommended for appointment to the Panel bring relevant knowledge and experience.

7. FINANCIAL IMPACT

- 7.1 No sitting fees are applicable for the Reference Committee. Panel members participate on a voluntary basis.
- 7.2 \$280,000 is allocated in the 2021-22 Budget for awarding to community groups and agencies through the Community Grants Program.

8. ENVIRONMENTAL IMPACT

- 8.1 Community organisations with environmentally sustainable themed projects may apply to the Community Grants Annual Program.
- 8.2 The Community Grants Guidelines 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 and emerging community needs.
- Strengthen capacity for local community groups and organisations.
- Promote and encourage community participation.
- Facilitate innovation and the establishment of new projects / programs.
- Promote access and inclusion of cultural diversity, and people experiencing disadvantage.
- Support environmental sustainability initiatives.

9.2 The Community Members on the Community Grants Assessment Panel ensure that local community knowledge and experience are appropriately represented for the grant's assessment process.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

10.1 The Community Grants Assessment Panel Reference Committee is aligned with the current Council Plan 2021-31 through the following:

10.1.1 Strategic Direction – 'Inclusive Port Phillip': Port Phillip is a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities. Relevant Initiatives which support this include:

'We will partner with':

- Community groups through grant programs to:
 - Strengthen and leverage the capacity of local groups and networks.
 - Support programs that increase opportunities to participate in community life.
 - Enable access and inclusion of culturally diverse groups and persons facing or at risk of social and economic disadvantage.

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

11.1.1 All community members will be advised of the outcomes of their application in early August 2021, following Council's decision.

11.1.2 Induction and training of new committee members will commence in August 2021.

11.1.3 It is proposed that the Community Grants Assessment Panel Reference Committee will deliberate during September – October 2021 for the assessment of applications for the 2022 calendar year.

11.1.4 The Community Grants Reference Committee recommendations will be presented to Council for approval in November 2021.

11.2 COMMUNICATION

11.2.1 All applicants will be telephoned, advised of Council's decision and thanked for their interest in applying for the Reference Committee.



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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.

ATTACHMENTS

1. **Community Grants Assessment Panel Reference Committee Terms of Reference - 2021 - 2023**
2. ***Confidential* - Community Grants Assessment Panel Reference Committee Recommendations- Appendix B**