

Leisure Minor Capital Works Grant Scheme Assessment Panel

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| Directorate: | Connected Communities | Responsible Officer: | Manager Active Creative Communities |
| Approval Date: | 26 th April 2023 | Committee Group: | |
| Review Date: | April 2026 | | |

1. Purpose

- The Knox Leisure Minor Capital Works Grant Scheme (LMCWGS) Assessment Panel exists to annually assess applications received for the LMCWGS and to make recommendations to Council regarding the allocation of the grants budget in accordance to with Council’s LMCWGS Procedure an annual Guidelines; and
- Reflect on the ongoing implementation of the LMCWGS at the conclusion of each funding round and recommend any appropriate changes in procedure to Council.

2. Objectives

The objectives of the Committee are to:

- Ensure that grants are assessed against the assessment criteria in a fair and transparent manner in the best interests of the Knox community in accordance with Council’s Grants Frameworks Policy and LMCWGS Procedure and annual guidelines;
- Recommend to Council the allocation of funding under the LMCWGS; and
- Ensure that the annual LMCWGS grant allocations support relevant Council policies, procedures, guidelines and the objectives of the Council Plan 2021-2025.

Relevance to Knox Community Council Plan 2021-20225

- **Key Direction 1: Opportunity and innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It’s a place where people and business can thrive. We value our natural and built environment.
- **Key Direction 2: Neighbourhoods, housing and infrastructure** - Building on what’s great about our city, Knox’s housing and infrastructure will meet the changing needs of our community.
- **Key Direction 3: Natural environment and sustainability** - Knox’s natural environment is protected and enhanced to ensure sustainability for future generations.
- **Key Direction 4: Connection, resilience and wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

- **Key Direction 5: Civic engagement and integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

3. Membership, Period of Membership and Method of Appointment

The Assessment Panel shall comprise of the following:

Three (3) community representatives elected from the Recreation and Leisure Committee, One (1) Council Manager or Coordinator from the Connected Communities Directorate and one (1) Council Manager or Coordinator from another Council Directorate.

Council officers that assist applicants with information or support to complete their applications or administration of the LMCWGS grant will not become members of the Assessment Panel.

The Assessment Panel will be led by a Chair (a Council Officer) and the Chair will be supported by an officer responsible for administrative oversight of the LMCWGS program.

The Council Officer will provide the Chair with the following support:

- Confirmation that the grant application and evaluation process were completed in accordance with the Grant Framework Policy and individual grant procedure.
- Confirmation that all queries were resolved, to the extent possible, before initial assessments were made.
- That no conflicts of interest were identified among assessment panel members or applicants (or if identified, were managed in accordance with Council's Governance Rules).
- A panel assessment report that outlines all matters relevant to the application and the assessor's initial assessment.
- Any other issues of relevance to the individual grant.
- The Chair will then lead the Assessment Panel through a consensus decision making process.
- Where the collective Assessment Panel decision differs from any prior individual assessment, a collective agreement will be reached. These recommendations will be noted in the Minutes.
- Written assessment will be recorded for each application including the reason for approval or decline and where relevant, the reason why an application did not receive the full allocation.

Panel assessment meetings will be minuted and saved in Council's central record system, Knox Explorer.

A report containing the Assessment Panel's recommendations will be prepared by the Council officer responsible for administrative oversight of the particular grant program. All recommendations of Grant Assessment Panels will go to Council for approval, except those made under delegation of the CEO.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The Recreation and Leisure Committee will nominate three (3) community members to the committee annually.

A community representative can only be appointed to one grant Assessment Panel at any one time.

Community representatives will be appointed to the Panel for a period of two (2) years based on a registration of interest from the Recreation and Leisure Committee and their current term on the Committee.

Incumbent Panel community members re-applying for a successive term can be appointed for a further period of no more than two (2) years.

Casual Vacancies for community positions on the Panel which occur due to members being unable to complete their appointments are to be filled from the Recreation and Leisure Committee for the duration of the previous incumbent's term.

4. Delegated Authority and Decision Making

The panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. Decisions made by the Panel will be reflected as recommendations to Council. The final decision regarding successful applications will be made by Council or by CEO delegation.

The Local Government Act 2020 (Section 124) provides that a Councilor must not intentionally direct, or seek to direct, a member of Council staff in:

- The exercise of a delegated power, or the performance of a delegated duty or function; and /or
- In relation to advice (in a report or otherwise) provided to the Council or a delegated committee.

The Panel cannot make decisions outside the agreed scope detailed in its Terms of Reference.

Conflicts of Interest

All members of the assessment panel and council officers must identify any conflicts of interest they may have in relation to the LMCWGS grant program they are involved in as assessors or administrators, declare all conflicts of interest and exclude themselves from any decision making processes in relation to a matter in which they have a conflict of interest; this includes any discussions that occur as a precursor to the decision being made.

Council officers who are involved in the administration or support of the LMCWGS grant program will not become a member of a related grant assessment panel. This does not preclude council officers from participating in other grant assessment panels for other grant programs. They must still declare any conflicts of interest.

Council's Governance Rules (Chapter 5) will be followed in relation to conflict of interest procedures and a Conflict of Interest Disclosure form must be completed for members of grant assessment panels (including community / industry / business representatives; Council officers; and by the officers involved in the LMCWGS grant program.

Grant applicants must disclose conflicts of interest at the time of application, particularly where they work or volunteer for Knox City Council. Disclosures will be managed in accordance with Council's Governance Rules (Chapter 5).

All members of the LMCWGS grant assessment panel and Council officers, including those involved in the administration of the LMCWGS grant, must not make improper use of information acquired because of their position, or release information that they know of, or should reasonably know, is confidential information.

In performing the role of Assessment panel member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;

- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Panel, they must disclose the matter before it is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting minutes. It will be at the discretion of the Chairperson if the staff/and or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the meeting minutes.

5. Meeting Procedures

The Assessment Panel will meet annually in May to assess applications made to the grant scheme. Additional meetings will be scheduled if required. The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

The position of Chairperson shall be held by a community representative as decided with a consensus of all Panel members.

If the Chairperson is not present at a meeting another member of the Panel shall be appointed Chairperson in the interim.

6. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Assessment Panel.

In addition to the Agenda, each panel member must be provided with the following documentation prior to the meeting:

- A copy of each application form and relevant supporting documentation;
- A summary of each application; and
- Draft rankings made by Council officers.

The Agenda and supporting documentation must be provided to members of the Committee by the relevant Council officer not less than seven days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the Assessment panel to be kept in Council's Smarty Grants Portal or in Council's central record system, Knox Explorer. The Committee minutes will contain details of the proceedings and project assessment results; they will be clear and self-explanatory and will incorporate relevant information considered at the meeting.

The Chairperson must arrange for minutes of each meeting of the Committee to be kept.

The minutes of the Committee meeting must:

- (a) Contain details of the proceedings and resolutions made;

- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Assessment Panel Chairperson for confirmation within 7 days of the meeting; and
- (b) Distributed to all Assessment Panel Members following confirmation from the Chairperson and within 14 days of the meeting.

Minutes must be approved by the Chairperson before being published or distributed. Agendas and minutes are not to be made available to the Public.

This is in compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy whereby the agenda and minutes are confidential by virtue of the 2020 Act or any other Act; or the public availability of the information is deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

7. Application Assessment

All Assessment Panel members shall be involved in the application assessment process, with the ability to put forward recommendations to other panel members and vote on assessment scores for each individual project application. In the event of an equality of votes, the Committee should endeavour to achieve consensus through discussion and further consideration of the applications. Where this cannot be achieved, the Chairperson will have the casting vote. Council staff appointed to provide administrative support and advice to the Panel have no voting rights.

8. Reporting

The Assessment Panel is required to prepare a formal report to Council on an annual basis. The report must be formally adopted by the Assessment Panel and should reflect the results of the application assessments. The Council Officers will then present the report to Council.

9. Administration Support

Administration support will be provided by relevant officers in Council's Connected Communities Directorate.

10. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

11. Contact with the Media

Contact with the media by Panel members will be conducted in accordance with relevant Council Media Policies. Community members should refer any media enquiries to Council staff who support the Panel and should take care not to respond as a representative of the Panel

12. Review Date

To ensure currency, these Terms of Reference will be reviewed as a minimum every four years. If the Panel continues to have a relevant function after four years, a report will be presented to Council to review the Panels Terms of Reference.

13. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change maybe made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.