



Appendix 3b

12.1 Community Grants Community Reference Group Terms of Reference

*Community Grants Community Reference Group
Terms of Reference*

Ordinary Meeting of Council

Wednesday 23 March 2022 at 7:00pm

Queenscliff Town Hall



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia

Community Grants Community Reference Group

Terms of Reference

1. Background

The CP004 Community Grants Policy outlines the Community Grants Program. It is a valuable program for the Borough of Queenscliffe in enhancing and strengthening communities. This is achieved by empowering individuals and community organisations to respond collectively to community needs. The Community Grants program is based on community development principles on focusing on community building and strengthening.

2. Purpose

The purpose of the Community Grants Community Reference Group is to confidentially assess and make recommendations to Council on applications received for its annual Community Grants Program.

3. Roles and function

- 3.1 Review and assess applications received for Community Grants in accordance with the Community Grants Guidelines.
- 3.2 Ensure that advice and recommendations to Council remains impartial and confidential and is in the best interests of and reflect the general views of the community as a whole.

4. Legal Status

Decisions and recommendations of the Committee have no legal standing.

5. Membership

The Community Grants Community Reference Group will consist of at least one (1) Councillor, three (3) Community Members, and council officers as necessary.

6. Recruitment and Selection of External members

Expressions of interested will be invited from the community to participate on the Community Grants Community Reference Group for a period of two years.

Applicants for the Community Reference Group must respond to two questions;

- 1) What is their interest in becoming a member of Community Grants Reference Group and

2) What is their current involvement and/or activity in the local community?

As much as is possible, council seeks to ensure that members of its Community Reference Groups are representative of community, as such, age and gender of the applicant will be reviewed with a view to ensuring appropriate representativeness.

Council's Chief Executive Officer will establish an appropriate recruitment and selection process to evaluate potential members, taking account of the applicant's involvement and participation in the wider community. Applications for Community Grants open in March of the applicable year.

Recommendation for appointment is made by the selection panel to Council. The selection panel shall include the councillors delegated by Council to participate in the Reference Group and the Chief Executive Officer (or his/her delegate). Membership to the Reference Group will be considered confidentially and appointed by Council.

Membership to the group cannot be consecutive terms.

7. Assessment and Meetings

The Community Grants Community Reference Group members will be required to complete individual assessments of applications according to the criteria set out in the Community Grants Guidelines.

The Community Grants Community Reference Group will meet for approximately 2 hours in June to:

- 1) Assess the applications for Community Grants
- 2) Make recommendations to Council.

All members are expected to be fully prepared and attend the meeting, in person or through teleconference.

The meeting of the Committee is closed to the general public.

8. Reporting

Officers will prepare a confidential report to Council with recommendations from the Community Grants Community Reference Group.

9. Confidential matters

Community Grants Community Reference Group members shall not directly or indirectly release or make available to any person information relating to the work or discussions of the Committee of which he or she is a member.