



## **6. Recruitment and Selection of External members**

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

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.

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.

## **7. Assessment and Meetings**

Applications for Community Grants program open in May each year. The Community Grants Reference Group members will be required to complete individual assessments of the applications according to the criteria set out in the Community Grants Program Guidelines.

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

- 1) Assess the applications for the Community Grants Program
- 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 Reference Group.

## **9. Confidential matters**

Community Grants 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.

### **For more information contact:**

Shannon Di Lisio, Economic and Community Development Program Leader

Phone: 03 5258 1377 | Email: [Shannon.dilisio@queenscliffe.vic.gov.au](mailto:Shannon.dilisio@queenscliffe.vic.gov.au)