



Terms of Reference

The Nillumbik Community Fund Assessment Panel (NCFAP)

1.	Name The Nillumbik Community Fund Assessment Panel	File No: 20/35/026
2.	<p>Purpose The Nillumbik Community Fund Assessment Panels (NCFAPs) are convened annually to assess applications for the annual grants.</p> <p>There are two separate Nillumbik Community Fund Assessment Panels. One for the Arts & Culture category and one for the Community Projects category.</p> <p>The purpose of NCFAPs are to:</p> <ul style="list-style-type: none"> • Review, assess and provide informed, objective recommendations to Council in relation to funding for grants and sponsorship programs. • Ensure that guidelines and assessment criteria have been applied consistently and equitably for all applications 	
3.	<p>Membership and Chairperson Membership of each NCFAP is comprised of 2 Council Officers with expertise in the individual grant category (Arts & Culture or Community Projects), 1 Council Officer from another department and up to 3 community representatives.</p> <p>Community representatives are appointed by Council against criteria following a publicly advertised 'expression of interest' process. Meetings will be chaired by a Council officer at Coordinator level.</p>	
4.	<p>Resourcing</p> <ul style="list-style-type: none"> • All NCFAP members are briefed on the context of individual grants, their role on the panel and the processes of recommendation to Council. • NCFAP members are provided with all necessary tools for assessment. • All assessment meetings are minuted to ensure transparency. 	
5.	<p>Meetings</p> <ul style="list-style-type: none"> • The panels will follow the schedule as outlined in the Annual Grants Round Guidelines. 	
6.	<p>Term of appointment</p> <ul style="list-style-type: none"> • Panel members are appointed for a period of up to two years. 	
7.	<p>Time Commitment</p> <ul style="list-style-type: none"> • Panel members will be required to undertake a short informal training session of approximately 1 hour, allow between 1-2 days reading time, and attend a 1 day selection meeting. 	

8. Panel Member responsibilities

In order to fulfil the Panels' objectives, members are expected to:

- Prepare for the Nillumbik Community Fund Assessment Panel meeting by reading the guidelines and application instructions, and attending a training session (if required).
- Ensure that guidelines and assessment criteria have been applied consistently and equitably for all applications.
- Review, assess and provide informed and objective recommendations to Council in relation to funding for the grants.
- Assess applications on the basis of the selection criteria and principles set out in the guidelines.
- Be aware of the activities, interests and concerns of stakeholder organisations and groups in the Shire.
- Declare any conflict of interest or perceived conflict of interest and where appropriate remove themselves from discussions
- Observe confidentiality principles and shall not divulge the content of any discussion outside of NCFAP meetings.

9. Panel Member Decision Making

- The Panel is advisory only.
- The Panel has no formal voting or decision making rights.
- Recommendations will be made on the basis of consensus.
- Where consensus is not reached each view will be reported to Council with relevant pros and cons.

10. Panel Member Training

- All NCFAP members will be provided with training on being an assessment panel member. The training will be provided by Council at no cost to the panel members and will be completed prior to NCFAP members commencing any formal duties.

11. Attendance

- A panel meeting can only take place with a minimum of 4 panel members.

12. Management of the Assessment Panel

- A council officer shall be responsible for secretariat support including preparation of agenda, reports and other matters that may arise.
- A Council Officer at Coordinator level will chair the panel.

13. Evaluation

- The Chair of each panel will ensure that the panel is advised of the outcome of their recommendations and the date of reporting to Council. At the end of each assessment cycle the panels will meet to evaluate the process and make recommendations for any changes required.

14. Reporting procedure

- The Nillumbik Community Fund Assessment Panels are not decision-making bodies and do not require voting protocols or other decision making mechanisms.
- Any formal advice provided by the panels will be reached by consensus. Where differing views may be expressed by the panel, these views will be reflected in any report and statements issued.
- Reports and recommendations made by the NCFAPs will require Council approval before being fully endorsed and acted upon.

15. Remuneration for panel members

- Community Representative Panel Members can be reimbursed for personal costs incurred (e.g. parking, child care).
- Catering is provided at meetings.
- Panel members will not be paid sitting fees or remuneration for their time.

16. Public statements

- No public statements can be made by individuals in their capacity as panel members without express permission from the General Manager of Community & Leisure.

17. References

- Nillumbik Community Fund Annual Grants Round Guidelines
- Overview Nillumbik Community Fund
- Nillumbik Community Fund Annual Grants Application Form

18. Contact details of group

grants@nillumbik.vic.gov.au or ph: 9433 3153.

19. Approval date

9 June 2015