



Yarra Community Grants Assessment Panel

TERMS OF REFERENCE

Name of Committee	Yarra Community Grants Assessment Panel
Purpose of the Committee	The Yarra Community Grants Assessment Panel (the Panel) has been established to: • help Yarra Council assess the grant applications it receives for its Yarra Grants Program. Our Grants are assessed by several panels of community members and people with ties to the Yarra community, who have experience relevant to the stream they are assessing. The following are the Grants streams: Healthy inclusive and connected communities - Strengthens social connections and wellbeing in the City of Yarra and encourages people from all backgrounds to participate in community life. Vibrant and Resilient Local Economies - Fosters vibrant and thriving economic precincts and an engaged local business community. Creative City and Cultural Participation - Supports the creation and presentation of arts and cultural projects, activities and events. First Peoples' Self-Determination and Partnerships - Invests in First Peoples-led projects that advance self-determination through wellbeing and economic prosperity. These grants will enable initiatives that celebrate and strengthen First Peoples' cultural expression. A Climate-Resilient and Adapted City - Supports initiatives that accelerate community-led climate and environmental action in line with the strategic directions and actions in Yarra Council's Climate Emergency Plan 2024 – 2030.

	Safe, Clean and Welcoming Neighbourhoods - Aims to make our streets safer and more beautiful. The Panel has no delegated decision-making power from the Council.
Duration	The Community Grants Assessment Panel members will be appointed for four years.
Membership criteria	The Panel will consist of the following membership structure: • Between three (3) and nine (9) community members per stream as listed above. Selection Criteria: The Committee welcomes applications for membership from: • Residents; • Community members who possess relevant qualifications, skillsets and lived experience and knowledge about Yarra's diverse communities; • Community organisations, agencies and service providers who have a focus on provision of services to communities in Yarra; • Community representatives can be people who live, work, study or have another connection to Yarra. Panel members may be a member of one of Council's advisory committees, community members approached by Council staff as subject matter experts, or members of the community who have expressed their interest in being an assessor. As far as practicable, the composition of community members will reflect the diversity of the community in accordance with the Council Committees Policy.
Meetings and requirements	As a Community Panel Assessor, you will be required to: • Undertake an induction training session for assessors which includes instructions on assessing applications, use of the Smartygrants platform, and Conflict of Interest matters. • complete an assessment form for all applications assigned for you to assess. This should be for up to 20 applications. Each application should take 10-15 minutes to assess. It is

	anticipated that you will have three to six weeks to complete these assessments. - attend one panel meeting. It is anticipated that the Community Panel meetings will be held shortly after the applications are assessed and, depending on the number of applications, could be up to three hours long. - declare any potential Conflict of Interests - you are still able to be an assessor if an organisation you have a conflict of interest with applies for a grant, but you will not be involved in the assessment of their application. Assessors will be appointed for four years and paid an honorarium of \$300 per annum for their work. Committee meetings are closed to the public, and all information discussed will be treated confidentially.
Meeting Procedures	Consensus: A Council Officer will serve as Chair. Recommendations will be made by consensus, with directions to be given by the Chair if required. The panel's recommendations will remain confidential until ratified by the Council.
Governance Obligations	Conflict of interest Members of the Committee must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as members of the Panel. A panel member will have a conflict of interest if they have a personal or private interest that may compromise their ability to act in the public interest. If a panel member believes they have a conflict of interest in a matter before the Panel, then that member must declare their interest and not partake in any discussion or decision made in relation to the matter and leave the room for the item. The declaration will be recorded in the minutes of the meeting.

Confidential Information and Privacy

Panel members must not disclose information that they know or should reasonably know is confidential information.

Panel members have an obligation to not publicly disclose any materials or information obtained or discussed through their membership of the Committee that is not already publicly available (other than because of a breach of a committee member's obligations under these Terms of Reference).

Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.

Standards of Conduct

To ensure the Community Grants Assessment Panel is conducted in a respectful and efficient manner, members of all advisory committees must:

- act with integrity;
- impartially exercise their responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or impose a disadvantage on any person, including themselves;
- listen actively and acknowledge diverse perspectives;
- communicate openly and honestly while maintaining professionalism;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Council officers and other members of the Committee;
- commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying;
- take reasonable care of their own health and safety and that of others;
- commit to attendance at panel meetings; and
- contribute positively to discussions and decision-making processes.

Any alleged breaches of the standards of conduct will be dealt with

	in accordance with the Council Committees Policy.
Remuneration	\$300 per annum on completion of assessment duties.
Resignation	Panel members can resign at any time and must write to the grants team leader to inform them of their decision.
Expected outputs and timelines	Application assessments must be completed within the agreed timelines. All panel members are expected to attend the final panel meeting.
Related documents	• Council Plan and Community Vision • Grants Administration Guide