

Management report to Council

Agenda item 6.5

Endorsement of Assessors for Creative City, Economic Development and Community Services Grants Panels

Council

Presenter: Katrina McKenzie General Manager City Economy and Activation

25 August 2020

Purpose and background

1. The current panel of external assessors for Creative City, Economic Development and Community Services has expired. This report seeks Council endorsement of a new panel for four years. On 26 April 2016 Council endorsed Terms of Reference (TOR) and assessment panel members for engagement between May 2016 and May 2020. Over the four year period of the panel, the assessors have been utilised frequently.
2. The purpose of this report is to seek endorsement of the external assessment panel members for Council's Creative City, Economic Development and Community Services grants programs referred to in Attachment 2.
3. The TOR for grants assessment panel members provide clear context for the responsibilities associated with the three funding programs and are contained in Attachment 3.
4. An Expression of Interest (EOI) opened on 2 March 2020 and closed on 9 June 2020. The EOI was extensively promoted by a targeted social media and e-mail campaign to capture a wide and diverse group of assessors. The term for this new panel is planned to commence in September 2020 and expire in September 2024.

Key issues

5. A recent review of administration of grants identified that improvements could be made to better reflect Council's values and support new panel members. All guidelines, application forms and agreements will be updated and panel members from the broader community have been included to strengthen expertise and capability, as reflected in the TOR.
6. Following a review of the EOI nominations and assessment against the TOR criteria, 315 people are recommended for one or more funding programs, depending on the alignment of their skills. This will mean that assessors can be accessed for a number of panels across different portfolios.
7. There are 252 assessors recommended for Creative City, 50 for Economic Development and 31 for Community Services. 84 per cent are new assessment panel members.
8. A high number of panel members have been recommended to ensure that diversity can be achieved on any panel, along with the appropriate mix of skills. All panel meetings include a mix of gender, age ranges and cultural difference in addition to having the required skill set. Members are briefed on the role they will fulfil for Council prior to commencing any assessment duties and must maintain confidentiality throughout assessment.
9. On occasions, it is necessary to increase the pool of external panel members and invite appropriate specialists to ensure skill sets are maintained. This is essential for Aboriginal grant assessments and for major multi-year grant programs, where expert organisational skills and knowledge of the field are critical.
10. To ensure panel members are not utilised too frequently, it is recommended that the panel be refreshed through an EOI for additional members in February 2022 and recommended membership reported to Council through a briefing paper by April 2022.
11. Panel members are offered an honorarium that is noted in the TOR that reflects the number of applications reviewed and each grant program makes provision for payment in the annual financial cycle.

Recommendation from management

12. That Council endorses:
 - 12.1. The recommended external assessment panel members to be used for Council's Creative City, Economic Development and Community Services grants panels for a four year term that expires September 2024.
 - 12.2. A second expression of interest to refresh membership in February 2022.

Attachments:

1. Supporting Attachment (Page 3 of 14)
2. Summary Recommended assessors (Page 4 of 14)
3. Grants and Sponsorship - Terms of reference assessment panels 2020-2024 (Page 10 of 14)

Supporting Attachment

Legal

1. There is no direct legal implication from the recommendations contained in this report.
2. As part of the EOI process, people were required to address the selection criteria outlined in the TOR (refer Attachment 3.) and to attach a summary of skills. It is not necessary to run a background check on applicants or request self-disclosures.

Finance

3. A small honorarium is offered to all panel members for the time they contribute to making recommendations. Costs are covered by the current operational budgets.

Conflict of interest

4. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.
5. All appointed external panel members are required to complete an assessment panel declaration form that covers issues relating to conflict of interest, privacy and confidentiality. A declaration form is required from each panel member for each funding round they participate in.

Health and Safety

6. In developing EOI for external assessors, no Occupational Health and Safety issues or opportunities have been identified.

Stakeholder consultation

7. Consultation occurred with the current panel members, who were asked to recommend improvements. The following themes were noted; increased time to assess for some categories, maintain part funding as an option, consider posting example applications and budgets on line and maintain expert groups to assess. It was also noted that all assessors had a positive experience of working with staff and having access to background details when requested.
8. All funding administrators undertake surveys with assessors in order to achieve annual improvements and are shared in quarterly funding meetings.

Relation to Council policy

9. External panel members are intrinsic in Council's Creative Funding Framework and the Community Grants and Partnerships Framework. External panels ensure transparency and appropriate industry experts make informed recommendations to Council for approval.

Environmental sustainability

10. All external panel members are briefed on Council Plan 2017-2021 and the Goal: A city that cares for its environment. This goal strongly promotes Council's commitment to leadership and innovation in all spheres of the work we undertake with external individuals and organisations.
11. The creative, business and community sectors are frequently leaders in how they administer and undertake their work to meet the challenges of climate change and this is reflected in proposals and applications assessors review for Council.

Summary of Recommended Assessors across three grant categories

N/A - Applicant did not apply to that grant category, **N/R** - Applicant not recommended for the grant category

Arts - 252 Recommended

Business - 50 Recommended

Community - 31 Recommended

	Name	Arts	Business	Community
1	Aaron Bradbrook	Recommended	N/A	N/A
2	Adam Fawcett	Recommended	N/A	N/A
3	Alice Cottrell	Recommended	N/A	N/A
4	Alice Duncan	Recommended	N/A	N/A
5	Alice Fleming	Recommended	N/A	N/A
6	Alice Robinson	Recommended	N/A	N/A
7	Alistair McLean	Recommended	N/A	N/A
8	Allysha Pinches	Recommended	N/A	N/A
9	Alvaro Maz	N/A	Recommended	Recommended
10	Amanda Page	Recommended	N/A	N/A
11	Amelia Evans	Recommended	N/A	N/A
12	Andi Snelling	Recommended	N/A	N/A
13	Andrea Johannessen	N/A	N/A	Recommended
14	Andrea Russell	Recommended	N/R	N/A
15	Andrew Atchison	Recommended	N/A	N/A
16	Andrián Pertout	Recommended	N/R	N/R
17	Andy Butler	Recommended	N/A	N/A
18	Andy Howitt	Recommended	N/A	N/A
19	Angela Brennan	Recommended	N/A	N/A
20	Angela Conquet	Recommended	N/A	N/A
21	Angela Todorovski	Recommended	N/A	N/A
22	Angharad Wynne-Jones	Recommended	N/A	N/A
23	Anita Spooner	Recommended	N/A	N/A
24	Anna Nalpantidis	Recommended	N/A	N/R
25	Annette Vieusseux	Recommended	N/A	N/A
26	Annie Lee	Recommended	N/A	N/A
27	Annie Louey	Recommended	N/A	N/A
28	Annie Wu	Recommended	N/A	N/A
29	Anthony Lam	N/A	Recommended	N/A
30	Ara Dolatian	Recommended	N/A	N/A
31	Ariel Blum	Recommended	N/A	N/A
32	Arvinder singh	Recommended	N/R	N/R
33	Aseel Tayah	Recommended	N/R	N/R
34	Asha Bee Abraham	Recommended	N/A	N/A
35	Ashleigh Morris	Recommended	N/A	N/A
36	Astrid Edwards	Recommended	N/A	N/A
37	Autumn Tansey	Recommended	N/A	N/A
38	Barry Barber	N/A	Recommended	N/A
39	Bec Carey-Grieve	Recommended	N/R	Recommended
40	Becki Whitton	Recommended	N/A	N/A
41	Belle Bassin	Recommended	N/A	N/A
42	Ben Neil	Recommended	Recommended	N/A
43	Benedict Deane-Johns	Recommended	N/A	N/A
44	Benjamin Andrews	Recommended	N/A	N/A
45	Benjamin Juers Indyk	Recommended	N/A	N/A
46	Benjamin Nichol	Recommended	N/A	N/R
47	Berhan Ahmed	N/A	N/R	N/R
48	Bernadette Khoury	N/A	N/A	Recommended
49	Bethany Jones	Recommended	N/A	N/A
50	Bev Killick	Recommended	N/A	N/R
51	Bilus Abaffy	Recommended	N/A	N/A
52	Brendan McCleary	Recommended	N/A	N/A
53	Brent Lockhart	Recommended	N/A	N/A

	Name	Arts	Business	Community
54	Brett Ashby	Recommended	N/A	N/R
55	Bron Batten	Recommended	N/A	N/A
56	Bronwyn Pringle	Recommended	N/A	N/A
57	Caitlyn Lesiuk	Recommended	N/A	N/A
58	Callum Watson	Recommended	N/A	N/A
59	Cally Lotz	Recommended	N/A	N/A
60	Carl Polke	Recommended	N/A	N/A
61	Carla Gottgens	Recommended	N/A	N/R
62	Carlos Schäfer	N/A	Recommended	N/A
63	Caroline Lee	Recommended	N/A	N/A
64	Casey Jenkins Sh	Recommended	N/A	N/A
65	Cassandra Fumi	Recommended	N/A	N/A
66	Cassandra Kaoustos	Recommended	N/A	N/A
67	Catherine Asquith	Recommended	N/A	N/A
68	Catherine Woods	Recommended	N/A	N/A
69	Chalitha Weerakkody	Recommended	N/A	N/A
70	Charlie Owen	Recommended	Recommended	N/A
71	Charlie Xiao	Recommended	N/A	N/A
72	Chelle Destefano	Recommended	N/A	N/A
73	Chelsea Wilson	Recommended	N/R	N/A
74	Cheree Hunter	N/A	Recommended	Recommended
75	Cheyenne Harper	Recommended	N/A	N/A
76	Chiara Grassia	N/A	N/A	Recommended
77	Chris Reidy	Recommended	N/A	Recommended
78	Christian Robertson	N/A	Recommended	N/A
79	Christian Thompson AO	Recommended	N/A	N/A
80	Christina Aubry	Recommended	N/A	N/A
81	Christos Linou	Recommended	N/A	N/R
82	Cindy Rodriguez	Recommended	N/A	N/R
83	Claire Portek	Recommended	N/A	N/A
84	Clare Bartholomew	Recommended	N/A	N/A
85	Damian Cunningham	Recommended	N/A	N/A
86	Dan Cimpoesu	N/A	Recommended	N/A
87	Dan Goronszy	Recommended	N/A	N/A
88	Daniel Dunlop	Recommended	N/A	N/R
89	Daniel Jenatsch	Recommended	N/A	N/A
90	Darrin Verhagen	Recommended	N/A	N/A
91	David Brien	Recommended	N/A	N/A
92	David Graney	Recommended	N/A	N/A
93	David Maney	Recommended	N/A	N/A
94	David O'Toole	Recommended	N/A	N/A
95	David Williams	Recommended	N/A	N/A
96	Deanne Butterworth	Recommended	N/A	N/A
97	Denise Hall	N/A	Recommended	N/A
98	Derya Dilara	Recommended	N/R	N/R
99	Diego Ramirez	Recommended	N/A	N/A
100	Diego Villalta	Recommended	N/A	N/A
101	Domenico Mazza	Recommended	N/A	N/A
102	Dominique Butler	Recommended	N/A	N/R
103	Dongyan Ma	Recommended	N/R	N/R
104	Drew Pettifer	Recommended	N/A	N/A
105	Drewe Clarke	Recommended	N/A	N/A
106	Dwayne Andrew	Recommended	N/A	N/A
107	Dylan Cole	Recommended	N/A	N/A
108	Edwina Stevens	Recommended	N/A	N/A
109	Elisabeth Amiel	Recommended	N/A	N/A
110	Elizabeth Millington	Recommended	N/A	N/A
111	Ella Baudinet	Recommended	N/A	N/A
112	Ella Baxter	Recommended	N/A	N/A
113	Elvis Martin	N/A	N/R	Recommended
114	Elwyn Murray	Recommended	N/A	N/A
115	Emile Zile	Recommended	N/A	N/A
116	Emily Bennett	Recommended	N/A	N/A

	Name	Arts	Business	Community
117	Emily Bitto	Recommended	N/A	N/A
118	Emily Siddons	Recommended	N/A	N/A
119	Emily Tomlins	Recommended	N/A	N/A
120	Emma Dodd	Recommended	N/A	N/R
121	Emma Hamilton	Recommended	N/A	N/A
122	Emma Muir-Smith	Recommended	N/A	N/A
123	Eugene Cheng	N/A	Recommended	N/A
124	Fabiana Aguilar	Recommended	N/A	N/A
125	Finn Erben	Recommended	N/A	N/A
126	Fiona Sweetman	N/R	Recommended	N/A
127	Fleur Brett	Recommended	N/A	N/A
128	Francesca O'Brien	N/A	Recommended	Recommended
129	Fraser Orford	Recommended	N/A	N/R
130	Freya Waterson	Recommended	N/A	N/A
131	Garry Williams	N/A	Recommended	Recommended
132	Gary Abrahams	Recommended	N/A	N/A
133	Gary Willis	Recommended	N/A	N/A
134	Gavin Ballard	N/A	Recommended	N/A
135	Gennet Makonnen	Recommended	N/A	N/A
136	Geoffrey Thorsen	Recommended	N/A	N/A
137	George Egerton-Warburton	Recommended	N/A	N/A
138	Georgia Ketels	Recommended	N/A	N/A
139	Georgia McDonald	Recommended	N/A	N/A
140	Geraldine Quinn	Recommended	N/A	N/A
141	Guanqi Zhou	N/A	N/R	N/R
142	Hannah Crofts	Recommended	N/A	N/A
143	Hannah Meyer	N/A	N/R	Recommended
144	Harry McAlpine	Recommended	N/A	N/A
145	Heidi Braithwaite	Recommended	Recommended	N/A
146	Helen Marcou	Recommended	N/R	N/R
147	Hineani Roberts	Recommended	N/A	N/A
148	Hiren Savjyani	N/A	Recommended	N/A
149	Hugo Mathias	Recommended	N/A	N/A
150	Ian Dennis	N/A	Recommended	N/A
151	Israel Aloni	Recommended	N/A	N/R
152	Jackson Castiglione	Recommended	N/R	N/A
153	Jacqui Shelton	Recommended	N/A	N/A
154	Jagriti Bhatia	Recommended	N/A	N/A
155	James Barclay	Recommended	N/A	Recommended
156	James Fowler	N/A	N/A	Recommended
157	James Rushford	Recommended	N/A	N/A
158	Jane McAlear	N/A	Recommended	N/A
159	Jane Thompson	Recommended	N/A	N/A
160	Janet Liu	N/A	N/R	Recommended
161	Janice Gobey	Recommended	N/A	N/A
162	Janice Muller	Recommended	N/A	N/A
163	Jaxon Hickey	N/A	Recommended	N/A
164	Jay Sutaria	N/A	Recommended	N/A
165	Jennifer Mackenzie	Recommended	N/A	N/A
166	Jennifer Odgers	N/A	Recommended	Recommended
167	Jennifer Scott	N/A	Recommended	N/A
168	Jenny Branagan	Recommended	N/A	N/A
169	Jenny Gay	Recommended	N/A	N/A
170	Jeremy Horey	N/A	Recommended	Recommended
171	Jesse Stevens	Recommended	N/A	N/A
172	Jessica Carroll	Recommended	N/A	N/A
173	Jessica Kease	Recommended	N/R	N/R
174	Jessica Little	N/A	N/R	Recommended
175	Jessirose Streker	Recommended	N/A	N/A
176	Jez Hunghanfoo	N/A	N/A	Recommended
177	Jim Rimmer	Recommended	N/A	N/R
178	Jim Shomos	Recommended	N/A	N/A
179	Jingwen He	Recommended	N/A	N/A

	Name	Arts	Business	Community
180	Jodie Kinnersley	Recommended	N/A	N/A
181	Jody Cleaver	Recommended	N/R	N/R
182	Joel Goodall	Recommended	N/R	N/A
183	John Guscott	Recommended	N/R	N/A
184	John Kuot	N/A	N/R	Recommended
185	Jon King	Recommended	N/R	N/R
186	Jon Perring	Recommended	N/A	N/A
187	Jonathan Homsey	Recommended	N/A	N/A
188	Jonathan Little	Recommended	N/A	N/A
189	Joseph Franklin	Recommended	N/A	N/A
190	Joseph O'Farrell	Recommended	N/A	N/A
191	Josephine Mead	Recommended	N/A	N/A
192	Josh Bennett	Recommended	N/A	N/A
193	Joshua Allen	Recommended	N/A	N/A
194	Joss (Joycelyn) Evans	N/A	Recommended	N/A
195	Juan Gomez	Recommended	N/A	N/R
196	Karen Berger	Recommended	N/A	N/A
197	Kasey Gambling	Recommended	N/A	N/A
198	Kate Dinon	N/A	Recommended	N/A
199	Kate Fryer	Recommended	N/A	N/A
200	Kate Golding	Recommended	N/A	N/A
201	Kate Neal	Recommended	N/A	N/A
202	Kate Ryan	Recommended	N/A	N/A
203	Katerina Stathis	Recommended	N/A	N/A
204	Katja Nedoluha	Recommended	N/A	N/A
205	Katy Maudlin	Recommended	N/A	N/A
206	Katy McKeown	Recommended	N/A	N/R
207	Katya Ellis	N/A	Recommended	N/A
208	Kay Campbell	Recommended	Recommended	N/R
209	Kenji Fujimura	Recommended	N/A	N/A
210	Khalida De Ridder	Recommended	N/A	N/R
211	Kimberley Reynolds	N/A	N/A	Recommended
212	Kimia Hendi	Recommended	N/A	N/A
213	Kirsty Grimwade	N/A	Recommended	N/A
214	Kristian Chong	Recommended	N/A	N/A
215	Kylie Stillman	Recommended	N/A	N/A
216	Kyran Daniel	Recommended	N/R	N/A
217	Lana de Jager	Recommended	N/A	N/A
218	Lana Thymianidis	Recommended	N/A	N/A
219	Laura Delaney	Recommended	N/A	N/A
220	Laura Johnston	Recommended	N/A	N/A
221	Laurence Watts	Recommended	N/A	N/A
222	Leah Filley	Recommended	N/A	N/A
223	Lee-Ann Joy	Recommended	N/R	N/R
224	Leslie Gurusinghe	Recommended	N/A	N/A
225	Liam McFadden	N/A	Recommended	N/A
226	Liana Skrzypczak	Recommended	N/A	N/A
227	Lili Wilkinson	Recommended	N/A	N/A
228	Linda Studena	Recommended	N/A	Recommended
229	Lisa Stewart	Recommended	N/A	N/A
230	Liz Landray	Recommended	N/A	Recommended
231	Lorraine Meinke	Recommended	N/A	N/A
232	Louisa Bufardeci	Recommended	N/A	N/A
233	Louisa Minutillo	Recommended	N/A	N/R
234	Louise Swinn	Recommended	N/A	N/A
235	Lucie McMahon	Recommended	N/A	N/A
236	Luke Elliot	Recommended	N/A	N/A
237	Madalen Ross	N/A	Recommended	N/A
238	Madeleine Flynn	Recommended	N/A	N/A
239	Madeline Bishop	Recommended	N/A	N/A
240	Marcus Powe	N/A	Recommended	N/A
241	Marilyne Crestias	N/A	Recommended	N/R
242	Mark Pritchard	Recommended	N/A	N/A

	Name	Arts	Business	Community
243	Martin Bailey	N/A	Recommended	N/A
244	Mary Mihelakos	Recommended	N/R	N/R
245	Matthew Bon	Recommended	N/A	N/A
246	Max Cahill	Recommended	N/A	N/A
247	Meghan Bourke	Recommended	N/A	N/A
248	Michael Blackman	Recommended	N/R	N/A
249	Michele Lee	Recommended	N/A	N/A
250	Michelle Scott Tucker	Recommended	N/A	N/A
251	Mike McLeish	Recommended	N/A	N/A
252	Mimi Taye	N/A	N/R	Recommended
253	Miriam Suss	N/A	N/R	Recommended
254	Mish Grigor	Recommended	N/A	N/A
255	Mitch Jones	Recommended	N/A	N/A
256	Mochekoe Steve Rametse	N/A	N/R	Recommended
257	Morgaine Anastasia (La Fey)	Recommended	N/A	N/A
258	Nelly Shaw	N/A	Recommended	N/R
259	Nevena Spirovska	N/A	N/A	Recommended
260	Nicholas Colla	Recommended	N/A	N/A
261	Nick Cooper	Recommended	Recommended	N/A
262	Nick Pages-Oliver	Recommended	N/A	N/A
263	Nina Bahoudian	Recommended	N/A	N/A
264	Ninna Larsen	N/A	Recommended	N/A
265	Olivia Poloni	Recommended	N/A	N/A
266	Pablo Murdoch Alvarado	Recommended	Recommended	N/A
267	Paul Pellegrino	N/A	Recommended	N/A
268	Peta Christensen	N/A	N/A	Recommended
269	Peter Topping	N/A	Recommended	N/R
270	Phaedra Gunn	Recommended	N/A	N/A
271	Pip Grummet	Recommended	N/A	N/A
272	Rani Pramesti	Recommended	N/A	N/A
273	Richard Milne	N/A	Recommended	N/A
274	Rick Bridgman	Recommended	N/A	N/A
275	Roberto Daniele	N/A	Recommended	N/A
276	Romi Kupfer	Recommended	N/A	N/A
277	Ronny Ferella	Recommended	N/R	N/R
278	Roslyn Oades	Recommended	N/A	N/A
279	Ross Couper-Johnston	N/A	N/A	Recommended
280	Ross Taylor	Recommended	N/A	N/A
281	Rukmal De Silva	Recommended	N/R	N/A
282	Sal Cooper	Recommended	N/A	N/A
283	Sam Elkin	N/A	N/R	Recommended
284	Sandy Bell	N/A	N/R	Recommended
285	Sara Glaidous	Recommended	N/A	N/A
286	Sarah Austin	Recommended	N/A	N/R
287	Sarah Greentree	Recommended	N/A	N/A
288	Sarah Neal	Recommended	N/A	N/A
289	Sasha Leong	Recommended	N/A	N/R
290	Scott Ko	N/R	Recommended	N/A
291	Sheree Ramage	N/R	Recommended	N/A
292	Siahn Davis	Recommended	N/A	N/A
293	Simon Hughes	Recommended	N/R	N/A
294	Simon Spain	Recommended	N/A	N/A
295	Simone Flanagan	Recommended	Recommended	N/A
296	Sophia Constantine	Recommended	N/A	N/R
297	Sophie Krantz	N/A	Recommended	N/A
298	Stephen Phillips	Recommended	N/A	N/A
299	Steven Mitchell Wright	Recommended	N/A	N/A
300	Sue Gore	Recommended	Recommended	N/A
301	Suhasini Seelin	Recommended	Recommended	N/R
302	Susan Kukucka	Recommended	N/A	N/A
303	Suzanne Chaundy	Recommended	N/A	N/A
304	Tara Daniel	Recommended	N/A	N/A
305	Tim Dalton	Recommended	N/R	N/A

	Name	Arts	Business	Community
306	Tobias Willis	Recommended	N/A	N/A
307	Tom Pritchard	Recommended	N/A	N/A
308	Tony De Stefano	N/A	Recommended	N/A
309	Tony Fisher	N/A	N/R	Recommended
310	Vivian Cooper Smith	Recommended	N/A	N/A
311	Wayne Coles-Janess	Recommended	N/R	N/A
312	William Kong	N/A	Recommended	N/A
313	Yitzhak Yedid	Recommended	N/R	N/A
314	Yu Fang Chi	Recommended	N/R	N/A
315	Yuhui Ng-Rodriguez	Recommended	N/A	N/A

Grants and Sponsorship – Terms of Reference Assessment Panels 2020 - 2024

The City of Melbourne is committed to supporting organisations, groups and businesses to achieve their goals, particularly when they align with Council goals outlined in the [Council Plan 2017-21](#). Council targets its support and resources to external organisations via a number of grants and sponsorship programs through a transparent and accountable process.

- [Arts Grants](#) (multiple programs)
- [Community Grants & Partnerships Program](#) (multiple programs)
- [Small Business Grants](#)
- [Social Enterprise Grants](#)
- [Business Event Sponsorship Program](#)

Purpose of assessment panels:

- To review, assess and provide objective, independent recommendations to Council in relation to funding for grants and sponsorship programs.
- To ensure that guidelines and assessment criteria endorsed by Council have been applied consistently and equitably for all applications.

Principles:

- Council is committed to ensuring equity and transparency in decision making processes.
- Panels will be representative of the diversity within the community in relation to gender, cultural background, abilities and age to ensure diversity of views and perspectives.
- Council believes that the use of representative assessment panels will lead to greater impacts.
- Privacy and confidentiality of Council and applicant information will be maintained at all times.

To ensure that diverse perspectives are acknowledged, panels may include observers where appropriate. Observers have a responsibility to adhere to the principles outlined in the Terms of Reference (TOR) and may provide relevant advice to the assessment panel, though they do not have voting rights.

Responsibilities of panel members:

- City of Melbourne values of integrity, courage, accountability, respect and excellence are to be demonstrated by all panel members.
- Adherence to the principles outlined in the TOR including full declaration of any conflict of interest. Conflict of interest and pecuniary interests are declared prior to assessing applications, or immediately upon becoming aware of a conflict (whichever occurs sooner).
- Canvassing of panel members provides grounds for ineligibility for applicants.
- Provides objective advice to Council and undertake assessment using Council's approved assessment criteria.
- Complete assessment within the designated time frames.
- Attendance at briefing sessions and meetings either virtually or in person.

Appointment of assessment panel:

The Council makes appointments to the assessment panels based on merit, skills and expertise in relevant grants and sponsorship program areas as outlined in the selection criteria (Attachment 1). External assessment panels are assessment panels that are made up of independent non-Council officers.

More detailed information about individual grants and sponsorship programs including their program assessment criteria are available from the City of Melbourne [website](#).

The following appointment process applies to external assessment panels:

- Council runs an advertised Expression of Interest (EOI) process for interested members of the community to nominate for a position as external assessment panel member.
- Council will promote the opportunity to participate on the external assessment panel amongst broad professional and community networks to maximise the potential for diverse representation and appointment.
- Interested community members apply via an online EOI form addressing the relevant selection criteria.
- EOI applicants are reviewed by Council staff based on merit, skills and expertise and taking into account diversity principles.
- Nominated applicants presented to Council for approval at a confidential meeting.
- Applicants are advised of outcome and appointed panel members to be noted on Council's website.

Term of external panel TOR:

- The TOR is valid for a four year period and external panel members are appointed for a four year term from September 2020 to September 2024.
- During the four year term, appointed panel members may be called upon either once or on multiple occasions to participate in the assessment process for an individual grants and sponsorship program round.
- Panel members may choose to participate or not based on their availability, conflict of interest and circumstances at that particular time.
- More external panel members than are required will be approved by Council. This is done to ensure there is an adequate pool of panel members to cover a four year period.

Council will endeavor to provide the opportunity for approved panel members to participate in an assessment during the four year term.

To ensure that the same panel members are not utilized too frequently, the panel will be refreshed through an EOI for additional members within two years.

Council also reserves the right to increase the pool of members and invite appropriate specialists or community delegates to ensure diverse and adequate skill sets are maintained. Specialists may include legal or ethical representatives depending on the panel needs. All panel members are still required to complete an EOI and address the selection criteria and their names are listed on the City of Melbourne's website.

Time Commitment:

The time commitment required per grants and sponsorship round is variable, depending on the number of applications received and the complexity of the program. Panel members may be asked to assess applications on-line only, in a panel meeting discussion, or both. Panel members' participation in large programs may require up to a week of reading and assessment time, and an additional 1-2 days meeting time per grant round.

Honorarium for external panel members:

- Panel members are offered an honorarium that reflects the number of applications, time commitment and complexity of the grants and sponsorship program.
- Personal costs incurred (eg. parking, child care) can be reimbursed.
- The minimum honorarium offered per round is \$250 and the maximum rate to be offered per round is \$1500.

Support to assessment panels:

- All assessment panel members are briefed on the context of individual grants and sponsorship programs, their role and the process of recommendation to Council.
- Panel members are supported by the relevant program manager and provided with all necessary tools for assessment.
- All assessments are to be completed online via Smartygrants. Advice and support will be provided to panel members on how to use the system.

- All assessment meetings are minuted to ensure rationale for funding recommendations are clearly noted and to ensure accountability.

Role of Convenor in external assessment panels:

All external assessment panels have a Council representative that takes on the role of convenor. The convenor, together with other Council staff in attendance at assessment panel meetings, has the following role and responsibilities during the meeting:

- Ensure panel members are equal participants in discussion, assessment and decision making.
- Enable the discussion and support the panel to come to an agreement
- Remain impartial to the outcome / recommendation
- Provide oversight on the consistent and equitable application of the policy and guidelines and that funding allocation and rationale match.

Grants and sponsorship - assessment panel selection criteria for each grants and sponsorship program

Program	Arts Grants – Annual arts grants – Arts excellence grants – Quick response arts grants Arts and creative investment partnerships	Community Grants – Connected Communities grants – Social Innovation Partnerships – Aboriginal Community grants	Small Business Grants	Social Enterprise Grants	Business Event Sponsorship program
Selection Criteria	<ul style="list-style-type: none"> • Artform expertise across one or more artforms, reflected in current or previous employment. • Specialist art expertise, reflected in artistic focus and practice – demonstrated through significant record of art activity/community visibility/engagement. • Cultural diversity – demonstrated through cultural and linguistic background or strong association/affiliation with a marginalised or small community. • In relation to the Indigenous Arts Grants, an Indigenous artist or community member. • Wide experience in a community, national or international context – demonstrated through work experience or engagement. 	<ul style="list-style-type: none"> • Knowledge and understanding of Melbourne’s community sector and community development principles. • Relevant expertise and knowledge of various sectors i.e. youth, Aboriginal, families and children, homelessness, older people, culturally and linguistically diverse communities, LGBTIQ, gender equity, disability, sport and recreation etc. • Experience in program development, planning, budgeting, delivery and evaluation an advantage. • Experience in grants assessment desirable. <p>PLUS: for Social Innovation Partnerships:</p> <ul style="list-style-type: none"> • Knowledge and/or experience of social enterprise or BCorps, shared value principles and/or business modelling. • Knowledge and/or experience in innovation applicable to for-purpose sector. 	<ul style="list-style-type: none"> • Extensive practical experience and skills in start-up and expanding phase of a small business. • Knowledge and experience in assisting small businesses in selecting, entering and developing international markets. • Practical industry knowledge and experience in innovation sector. • Good local knowledge of the City of Melbourne’s economy and business community. • An understanding of Federal/State government business assistance programs. 	<ul style="list-style-type: none"> • Extensive experience and skills in the start-up and expansion phase of a social enterprise. • Experience in assisting small to medium sized social enterprises. • Good local knowledge of the City of Melbourne’s social enterprise community. • An understanding of Federal/State government business assistance programs. • Experience in leading, managing or participating in a for-purpose organisation. 	<ul style="list-style-type: none"> • Extensive experience within the events industry. • Knowledge and understanding of events in sponsorship, logistics/operations, budgets, marketing/PR/tourism and risk management. • Good local knowledge of the City of Melbourne and its event market, calendar and venues. • Experience in the knowledge sector is desirable, including an understanding of conferences, trade shows and conventions.

Program	Arts Grants - Annual arts grants - Arts excellence grants - Quick response arts grants - Arts and creative investment partnerships	Community Grants - Connected Communities grants - Social Innovation Partnerships - Aboriginal Community grants	Small Business Grants	Social Enterprise Grants	Business Event Sponsorship program
		PLUS: for Aboriginal Community Grants: <ul style="list-style-type: none"> • Knowledge and understanding of social, cultural and economic development for local Aboriginal people and communities. • Understanding of Victorian Aboriginal heritage and culture. • Experience in reconciliation and community education. NB. People of Aboriginal and Torres Strait Islander background are strongly encouraged to apply. This panel will include both Aboriginal and non-Aboriginal members.			<ul style="list-style-type: none"> • An understanding of environmental sustainability surrounding events is desirable.
Number of assessors per round	Panels convened per artform with up to 15 members across all artforms (Up to 4 artists per artform).	4-6 members; 2-3 for Aboriginal Community Grants	Up to 8 members, pending on number of applications	2-3 members	3 members
When *	Multiple dates in a calendar year.	Connected Communities: Annually. Social Innovation Partnerships: As required. Aboriginal Community: Monthly (only when applications are received)	Multiple dates in a calendar year.	Multiple dates in a calendar year.	Annually.
Program details	Visit the City of Melbourne website for full details on all the programs. http://www.melbourne.vic.gov.au/AboutCouncil/grantssponsorship/Pages/AboutGrantsSponsorships.aspx				