



Local Social Inclusion Investment Fund (LSIIF) Partnership Roundtable Draft Terms of Reference

Acknowledgement of Country

Brimbank City Council acknowledges the Wurundjeri and Bunurong people as the Traditional Custodians of the lands and waters in and around Brimbank City. We pay respect to Elders, past, present, and emerging, and recognise local Aboriginal and Torres Strait Islander cultures, heritage, and connection to land as a proud part of a shared identity for Brimbank City.



Recognition of Community Knowledge

The Partnership Roundtable recognises the value of community knowledge, lived experience, professional expertise and local relationships.

Partner organisations bring important insights about the strengths, needs and aspirations of Brimbank communities. The Roundtable aims to combine these perspectives to create positive change and stronger community connections.

Definitions

Council: refers to Brimbank City Council who has oversight of the SIAG Project, providing advice and direction to ensure continued alignment with its obligations to Council and the State Government.

Local Investment Plan: The plan developed by the Social Inclusion Action Group (SIAG) that sets out the priorities for investment.

Organisation: Any group, entity, or body of people working together for a common purpose, in service of the community, e.g. not-for-profits, charities, B-corps, community groups and volunteer groups.



Partner: An organisation appointed to participate in the Partnership Roundtable.

Partnership Roundtable: A group of organisations working together to design, deliver and improve projects that contribute to the Local Investment Plan priorities.

Project Lead: The organisation responsible for managing an approved project.

SIAG Brimbank: The Social Inclusion Action Group based in Brimbank City Council. A community-led body responsible for endorsing projects and overseeing investment decisions.

Social Inclusion: Creating opportunities for all people to participate in community life and feel connected, valued and included.

Overview

Background

- The Social Inclusion Action Group (SIAG) project is funded by the Victorian Department of Health in response to the Royal Commission into Victoria's Mental Health System.
- SIAG Brimbank is made up of a representative group of Brimbank Community Members, for a term of two years.
- SIAG Brimbank has developed a Local Investment Plan that identifies four priority areas:
 - A Warm Welcome to Brimbank
 - Intercultural Connection
 - Intergenerational Connection
 - Youth Participation
- The SIAG has chosen a Partnership Roundtable approach to deliver this work.
- Under this model, a small number of organisations work together to develop collaborative projects that respond to the priorities identified by SIAG. Depending on the needs of each project, partner organisations may lead or support delivery alongside other community partners.



Purpose

The purpose of the Partnership Roundtable is to:

- Develop collaborative responses to community priorities.
- Build partnerships between organisations working in Brimbank.
- Design projects aligned with the Local Investment Plan.
- Make recommendations to the SIAG for funding approval.
- Support project delivery, learning and continuous improvement.
- Contribute to long-term positive outcomes for Brimbank communities.

Objectives

The Partnership Roundtable will:

- Bring organisations together to address shared challenges that align with the identified priority areas.
- Use local knowledge and expertise to inform project development.
- Encourage innovative and community-led approaches.
- Design, deliver and support delivery of projects that strengthen social inclusion and community connection.
- Monitor progress and outcomes.
- Participate in evaluation and impact measurement.
- Share learning across organisations and communities.

Membership

Membership Composition

- The Partnership Roundtable will consist of approximately 4-6 selected organisations appointed through an Expression of Interest process.
- Each partner organisation will nominate a representative to participate in meetings and decision-making.



- Council officers will attend meetings to provide support, coordination and administration.
- Up to three SIAG representatives may attend meetings to support communication and alignment with Local Investment Priorities.

Membership Term

- Partner organisations will generally be appointed for the duration of the Local Investment Plan, expected to be approximately two years.

Participation and project delivery

- Partners will work together to design projects that respond to the Local Investment Plan.
- Depending on each project, partners may lead or support delivery alongside other community organisations.
- Roundtable meetings and planning are voluntary and unpaid.
- Project delivery funding is separate and subject to relevant requirements.
- Appointment to the Roundtable does not guarantee funding.
- Partners will contribute according to their strengths and capacity, including through project design, delivery, community knowledge, local connections, evaluation and shared learning.

Eligibility and selection

Partner organisations will have demonstrated:

- Strong connections with Brimbank communities.
- Operating in-service of the Brimbank community.
- Experience working collaboratively.
- Alignment with one or more Local Investment Plan priorities.
- Commitment to diversity, inclusion and community participation.
- Capacity to contribute to project development and delivery.



Compliance

Partners will be required to provide evidence of the following compliance requirements:

- Compliance with Child Safe Standards.
- Working with Children Check.
- Appropriate insurance coverage.
- Relevant policies and procedures.
- Be in good financial standing with Council, including having completed necessary acquittals for funds received previously from Council where applicable.

Council will undertake appropriate due diligence before confirming membership.

Partnership Principles

Members of the Partnership Roundtable commit to:

- Working collaboratively.
- Sharing expertise and resources.
- Acting in the best interests of the community.
- Respecting different perspectives.
- Supporting inclusive participation.
- Building trust and strong relationships.
- Focusing on community outcomes rather than organisational interests.
- Making project design and implementation decisions with fairness and equity in mind. The Roundtable is intended to be collaborative rather than competitive.

Roles and Responsibilities

Partner Organisations

Partner organisations will:

- Attend and participate in meetings.
- Contribute ideas and expertise.



- Help design and develop projects.
- Lead or support project delivery where appropriate.
- Share information and learning.
- Participate in evaluation activities.
- Provide progress updates.
- Identify and manage risks.
- Declare conflicts of interest.

SIAG

SIAG will:

- Provide strategic direction.
- Endorse project proposals.
- Monitor progress.
- Review outcomes and impacts.
- Ensure projects remain aligned with community priorities.

Council

Council will:

- Coordinate administration and logistics.
- Support communication between partners and SIAG.
- Manage funding administration.
- Support monitoring and evaluation.
- Provide governance and compliance advice.

Structure and Processes

Meetings

- The Partnership Roundtable will meet regularly throughout the life of the project.



- Meetings are expected to occur approximately monthly once projects are established. Additional meetings may be required during project development and startup phases.
- Meetings may be held in person, online or in a hybrid format.

Agenda and minutes

- Council will chair and prepare the agenda for meetings with input from SIAG members and partners.
- Council is responsible for recording and circulating meeting minutes.

Decision making

- A quorum will consist of at least 50% of appointed partner organisations plus one Council representative.
- Consistent with its commitment to be a community-led initiative, Council staff will provide support and advice as needed, but do not have voting rights within the Partnership Roundtable.
- The Partnership Roundtable will seek to make decisions through consensus.
- The Roundtable will develop collaborative project proposals, to be brought to the SIAG for approval.
- Funding cannot be used for profit-making activities. All proposed activities must be in service of the community.
- Final approval of projects and funding allocations rests with SIAG.
- Participation in the Partnership Roundtable does not guarantee the Partner Organisation will receive funding.

Monitoring, Evaluation and Learning

Partner organisations agree to:

- Collect information about project activities and outcomes.
- Participate in evaluation activities.
- Share lessons learned.
- Contribute to impact measurement.

The Partnership Roundtable supports a culture of continuous learning and improvement.



Conflict of Interest

- Members must declare any actual, potential or perceived conflicts of interest.
- Declared conflicts will be recorded and managed appropriately.

Withdrawal and Removal

- Partner organisations may withdraw at any time by providing written notice to Council and the SIAG.
- Where an organisation no longer meets its obligations or eligibility requirements, Council and SIAG may jointly review participation.
- Council will administer any removal process.

Review of Terms of Reference

- These Terms of Reference will be reviewed annually and amended as required.