# GRANTS SELECTION COMMITTEE

These Terms of Reference are to be read in conjunction withthe “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”; the “Community Funding Policy” and the Community Funding Programme Guidelines.

## 1. Name

The name of the committee is Shire of Mundaring Grants Selection Committee.

## 2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (RC6.07.04).

## 3. Definitions

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| **Act** | the *Local Government Act 1995*. |
| **Chief Executive Officer** | the Chief Executive Officer (CEO) of Shire of Mundaring. |
| **committee** | the Grants Selection Committee. |
| **Council** | the body consisting of all council members sitting formally as the Council of the Shire of Mundaring. |
| **council member** | a person elected under the Act as a member of Council. The Shire’s council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act). |
| **member** | a person appointed to this committee. |

## 4. Objectives

The primary objective of the committee is to support Council’s commitment to sustainable communities through the allocation of funds to eligible not-for-profit groups who have made an application for financial support to the Community Grants Program in line with the Shire’s Community Funding Policy 2.27.

## 5. Membership

The committee shall consist of the following members:

a. Shire President

b. One council member from each ward

c. One council member from each ward to act as a deputy member should the appointed ward member be unable to attend the meeting.

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Manager Libraries, Communications and Engagement is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

## 6. Powers

The committee has no delegated authority.

Pursuant to the "Community Funding Policy", the committee has authority to allocate funding to eligible not-for-profit groups who have applied to the Community Grants Funding Program for financial support.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

## 7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

### 7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

Deputy committee members are to be appointed in accordance with section 5.11 of the Act.

### 7.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by Council resolution at its first meeting immediately following the biennial local government election.

## 8. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

a. Council members are responsible for contributing from a Shire-wide perspective, and ensures the delivery of the committee's objective in line with the Council's direction as detailed in the Community Funding Policy.

b. The presiding member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.

c. Deputy committee members are to act in the capacity of a committee member unable to attend a meeting and shall exercise all rights of the absent committee member.

d. Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

## 9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least two times per year.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the *Meeting Procedures Local Law 2015*.

### 9.1 Quorum

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not (ie.three members).

### 9.2 Voting

Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote and in the event of an equality of votes have a casting vote. In the event of a tied vote the presiding member uses casting vote to break tie before the matter is referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member and their deputy as soon as reasonably practicable.

## 10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Decisions of the committee to be included in a Council meeting agenda within the Announcements by Presiding Member without Notice.

## 11. Changes to Terms of Reference

These Terms of Reference are  to be reviewed prior to each ordinary local government election.

These Terms of Reference may be reviewed by the committee when required with Council to endorse any changes

## 12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

### Document Control

| Item | Date | Resolution # |
|---|---|---|
| Committee established (in current format) | July 2004 | RC6.07.04 |
| Reviewed | April 2010 | C5.04.10 |
| Reviewed | October 2018 | C5.10.18 |
| Reviewed | July 2020 | SC1.07.20 |
| Reviewed | November 2022 | C9.11.22 |
| Reviewed | September 2023 | C27.09.23 |
| Reviewed | October 2023 | SC6.10.23 |
| Reviewed | September 2025 | C-5-9-2025 |