

## GRANTS SELECTION COMMITTEE

### TERMS OF REFERENCE

(Adopted 27 July 2004 – RC6.07.04)  
(Amended 27 April 2010 – C5.04.10)  
(Amended 9 October 2018 – C5.10.18)  
(Amended 22 July 2020 – SC1.07.20)

**Established:** 2004

#### 1. NAME

The name of the Committee is the Grants Selection Committee.

#### 2. HEAD OF POWER

The Committee is established by Council under Section 5.9 of the *Local Government Act 1995* as a committee comprised of council members under section (2)(a).

#### 3. DEFINITIONS

**Act** means the *Local Government Act 1995*.

**Committee** means the Grants Selection Committee.

**Council** means the Council of the Shire of Mundaring.

**Elected Member** means a Councillor of the Shire of Mundaring

#### 4. OBJECTIVES

4.1 Allocate funds to eligible not-for-profit groups who have made an application for financial support to the Community Grants Program.

4.2 Allocate funds to -

- eligible not-for-profit groups based in the Shire of Mundaring or delivering services to shire residents; and
- businesses or business groups located within Shire of Mundaring, who have made an application for financial support to the Recover Together – COVID-19 Relief and Recovery Fund.

4.3 Build the capacity of eligible not-for-profit groups to carry out projects that have a broad community benefit.

4.4 Assist in the development of a culture of partnership between community groups and the Shire.

#### 5. COMMITTEE STRUCTURE

5.1 The Committee shall consist of five members and two deputy members:

- Shire President; and
- One elected member from each ward.
- Two elected members to act as deputy members.

5.2 A Committee member absent from three consecutive meetings ***without leave*** shall forfeit their membership of the Committee.

5.3 The Committee is supported by the Manager Libraries and Community Engagement.

## **6. TERMS OF APPOINTMENT**

6.1 Members are appointed by Council following ordinary local government elections for a term of up to two years to expire on the date of the subsequent ordinary local government elections.

6.2 If a member resigns prior to an ordinary local government election, Council will appoint a replacement.

## **7. PRESIDING PERSON**

7.1 A presiding and deputy presiding person will be appointed at the first meeting of the Committee following ordinary local government elections.

7.2 The most senior employee present will preside over the meeting until the new presiding person and deputy presiding person are appointed.

7.3 The role of the presiding person includes:

- Overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's Meeting Procedures Local Law 2015;
- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

## **8. MEETINGS OF THE COMMITTEE**

8.1 The Committee will meet at least two times per calendar year.

8.2 Meetings of the Committee are open to the public and will be advertised on the Shire website and in local newspapers.

8.3 An ordinary or special meeting of the Committee is to be held:

- If called for by either the presiding person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

- If so decided by the Committee; or
  - If called for by Council.
- 8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.
- 8.5 The first item on the agenda for all Committee meetings (after apologies) shall be the declaration by Committee members present of any financial, proximity and impartiality interests. These shall be recorded in the minutes.
- 8.6 Committee members who have disclosed a financial or proximity interest must not be present during discussion of and voting on the matter in which they have an interest.
- 8.7 Committee members who have disclosed an impartiality interest may remain in the meeting and participate in the discussion and voting, unless the interest is such that it would prevent them from impartially and objectively considering all the relevant information.

## **9. POWERS OF THE COMMITTEE**

- 9.1 The Committee is a formally appointed committee of Council and is responsible to that body.
- 9.2 The Committee has authority to allocate funding to eligible not-for-profit groups who have applied to the Community Grants Program for financial support.
- 9.3 The Committee has authority to allocate funding to eligible not-for-profit groups and business or business groups who have applied to the Recover Together – COVID-19 Relief and Recovery Fund for financial support.
- 9.4 Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

## **10. VOTING**

- 10.1 Each member of the Committee present during a meeting will have one vote.
- 10.2 The names of members voting for and against will be recorded in the minutes.

## **11. REVIEW OF TERMS OF REFERENCE**

- 11.1 The Committee is to conduct a review of its terms of reference every two years.

11.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

**12. TERMINATION OF THE COMMITTEE**

12.1 The Committee can be terminated in accordance with the Act or at the discretion of Council.