

# Community Grants Assessment Committee

## Terms of Reference

Established pursuant to S41 of the Local Government Act 1999

*Endorsed by Council at its meeting 6 March 2023*



### 1. ROLE OF THE COMMITTEE

The Committee, having regard to the Local Government Act 1999 and other relevant legislation, will:

- 1.1. Provide advice and recommendation to Council for the approval of applications for funding through Council's Community Grants Program.

**The applications for Community Grants are assessed against the following criteria:**

- Demonstrated need for the funding
- Benefits to the community, including community development, environmental and economic development outcomes
- Demonstrated partnerships and ability to source additional funds and/or partnerships
- Demonstrated community support for the organisation and the project or activities planned
- The organisation's demonstrated ability or capacity to achieve measureable outcomes for the community
- Demonstrated linkage to the Council's strategic direction and objectives as noted in Council's current Strategic Plan.

- 1.2. Having regard to recommendations from the Team Leader Revenue, recommend to Council who should receive a discretionary rate rebate.

### 2. REPORTING RESPONSIBILITIES

- 2.1 The Committee does not have power, authority or delegated financial responsibility.

### 3. MEETING FREQUENCY

- 3.1. The Committee shall meet at least once each year.
- 3.2. The first meeting of the Committee will be called by the Chief Executive Officer in consultation with the Chairperson. A schedule of meetings shall be determined by the Committee at its first meeting.
- 3.3. The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Chairperson.

- 3.4. The Chief Executive Officer is delegated the authority to not call a meeting of the Committee within the meeting schedule should the Committee have no matter for consideration.
- 3.5. Special meetings of the Committee may be called in accordance with the *Local Government Act 1999*.

#### 4. MEMBERSHIP

- 4.1. Members of the Committee are appointed by the Council.
- 4.2. All members of the Committee will hold office for the term of office of the Council.
- 4.3. The Committee shall consist of up to four (4) Council members appointed by Council.
- 4.4. A member of the Committee may resign from the Committee by giving written notice to that effect to the Chief Executive Officer.
- 4.5. A member of the Committee may be removed by Council resolution at any time.
- 4.6. Only members of the Committee are entitled to vote in Committee meetings.
- 4.7. One member of the Committee (other than the Chairperson) can participate in the meeting via electronic means provided advance notice has been provided to the Chairperson and the Minute Secretary.

#### 5. CHAIRPERSON

- 5.1 The appointment of the Chairperson will be made by the Council for the term of the Committee.
- 5.2 If the Chairperson appointed is a Councillor (i.e. not a Presiding Member or Deputy Presiding Member, or Presiding Member of a Prescribed Committee) they will receive a sitting fee in accordance with the determination of the Remuneration Tribunal.
- 5.3 A Deputy Chair will be appointed by a vote of the Committee at the commencement of the Meeting, where required.

#### 6. QUORUM

- 6.1 The quorum necessary for the transaction of business shall be determined by dividing the number of members in half, ignoring the fraction and adding one.
- 6.2 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

## **7. NOTICE OF MEETINGS**

- 7.1. The Committee shall conduct its meetings in the Council Chambers, Level 1, Local Government Centre, 6 Dutton Road, Mount Barker unless otherwise indicated on the Notice of Meeting.
- 7.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three (3) clear days before the date of the meetings. Supporting papers shall be sent to Committee Members (and to other attendees as appropriate) at the same time.
- 7.3. Notice of meeting, agenda and supporting information will be placed on public display at the Customer Service Centre and the Council's website.

## **8. ACCESS TO MEETINGS AND DOCUMENTS**

- 8.1. In accordance with the principles of open, transparent and informed decision making, Committee Meetings must be conducted in a place open to the public. Members of the public are able to attend all meetings of the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Local Government Act 1999.
- 8.2. Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the Local Government Act 1999.

## **9. MINUTES OF MEETINGS**

- 9.1. The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance, are minuted and that the minutes otherwise comply with the requirements of the *Local Government (Procedure at Meetings) Regulations 2013*.
- 9.2. Minutes of Committee meetings shall be circulated within five (5) clear days after a meeting to all members of the Committee and to all members of the Council.
- 9.3. Minutes of the Committee meeting will be placed on public display at the Customer Service Centre within five (5) clear days of the meeting and kept on display from the beginning of the previous year. The minutes will also be placed on Council's website

## **10. MEETING ATTENDANCE**

- 10.1. Council staff will prepare meeting papers, attend and provide advice and assistance to this group in a non voting capacity. The meetings of the Committee will be facilitated by Council staff.
- 10.2. All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.

## **11. MEETING PROCEDURE**

- 11.1. The Committee shall conduct meetings observing the provisions Part 1 – Preliminary, Part 2 – Meetings of Councils and Key Committees and Part 4 – Miscellaneous of the Local Government (Procedures at Meetings) Regulations 2013; and Council’s Code of Practice for Meeting Procedures; and Code of Practice (Access to Council and Committee Meeting and Documents).
- 11.2. Conflict of Interest declarations are required pursuant to S 73-75B of the Local Government Act 1999.

## **12. OTHER MATTERS**

- 12.1. The Committee shall give due consideration to laws and regulations of the *Local Government Act 1999*.
- 12.2. The Committee shall have access to reasonable resources in order to carry out its duties.
- 12.3. The Committee shall advise the Council’s insurers of any civil liability or risk management issue.

## **13. REVIEW**

The Committee may review its Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

The Council will review the Terms of Reference following the general election.

## **14. ACCESS TO THE TERMS OF REFERENCE**

The Community Grants Assessment Committee Terms of Reference is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia on the Council’s website [www.mountbarker.sa.gov.au](http://www.mountbarker.sa.gov.au).

## **15. FURTHER INFORMATION**

For further information on this Terms of Reference or the operations of the Committee, please contact:

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