



# Terms of Reference

<b>Name</b>	<b>Community Grants Assessment Committee</b>
Document Number	ToR_3
Responsible Department	Chief Executive Office
Adopted	May 2017
Last revised date	December 2022
Minutes reference	2022/12-11
Next review date	December 2026
Applicable Legislation	<i>Local Government Act 1999; Local Government (Procedures at Meetings) Regulations 2013.</i>
Related Policies	Code of Practice for Access to Meetings and Documents; Grants, Sponsorships and Donations Policy.

## 1. ESTABLISHMENT

Pursuant to section 41 of the *Local Government Act 1999* ("the Act"), the Council establishes a committee to be known as the **Community Grants Assessment Committee** ("the Committee").

## 2. OBJECTIVE

The objective of the Committee is to assist with the assessment and allocation of the Wakefield Regional Council community grant program and funding.

## 3. ROLES AND RESPONSIBILITIES

The Committee will achieve its objective by:

- Annually allocating the community grants program in line with the program guidelines;
- Considering eligible grant applications against the guidelines and any relevant assessment procedures and criteria;
- Ensuring funding is allocated in a fair and equitable way;
- Ensuring value for money is achieved.

## 4. DELEGATIONS

- 4.1 The Committee has delegated authority in accordance with section 44(2)(a) and in relation to section 137 of the Act to expend approved budgeted funds limited to:
- \$2,000 (GST exclusive) for minor grants;
  - \$25,000 (GST exclusive) for major grants.
- 4.2 The Committee during their assessment may redirect funding from one grant stream to another if the budget is not completely expended on other eligible and prioritised projects within that stream.

## 5. MEMBERSHIP

- 5.1 The Committee will consist of two Council Members from each ward, and the Mayor will preside over the meeting.

## 6. MEETING PROCEDURES

- 6.1 The Committee shall act at all times in strict accordance with Chapter 6 of the Act, the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures that may apply.
- 6.2 The Committee shall have regard to the Guiding Principles pursuant to Regulation 4 of the *Local Government (Procedures at Meetings) Regulations 2013* in all of its dealings and activities.
- 6.3 The Council delegates to the Committee all of the relevant powers and functions of the Council necessary for the Committee to perform its functions in accordance with the Terms of Reference.

## 7. FREQUENCY OF MEETINGS

The Committee shall meet at least once per year, with the date and time of the meeting to be determined by the Committee.

## 8. ADMINISTRATIVE SUPPORT

The Chief Executive Officer, Economic Development and Grants Coordinator and Team Leader Community Development and Customer will support the Community Grants Assessment Committee through informal discussions, reporting and recommendations.

## 9. REVIEW

These Terms of Reference shall be reviewed every 48 months, or more frequently as determined by Council.

### Document history:

Version	Adopted	Description of Change
1.0	May 2017	New Terms of Reference
2.0	November 2018	Terms of Reference reviewed in line with periodic election.
3.0	November 2022	Terms of Reference reviewed in line with periodic election.