

1. ESTABLISHMENT

- 1.1 Pursuant to Section 41 of the *Local Government Act 1999* (the Act) Council has established a Grants Committee.

2. OBJECTIVES

- 2.1 The Committee is established for the purpose of:
- 2.1.1 Reviewing and recommending to Council the distribution of Grant Funding allocated for Community Grants and Youth Grants.
 - 2.1.2 Ensuring the City of Marion's Grant Process supports Council's Community Vision and Strategic Plan objectives.
 - 2.1.3 Ensuring the Community Grants Program supports not-for-profit incorporated (or auspiced) groups to establish and undertake projects or activities that are beneficial for the community.
 - 2.1.4 Ensuring the Youth Grants Program supports the not-for-profit sector to deliver well-managed and relevant projects, programs and activities whilst strengthening connections for young people in our community.

3. MEMBERSHIP

- 3.1 Membership of the Grants Committee will comprise a total of six (6) members:
- (i) Three Council Members per Round
 - (ii) Two Staff Members
 - (iii) A Chair – General Manager City Services
- 3.2 Staff Members appointed to the Committee will be from within the Community Connections Department.
- 3.3 The Membership for the Council Members will be on a rotational basis, with three Council Members appointed to the Committee per round as resolved by the Council.
- 3.4 No additional allowance will be paid to the Council Member representatives over and above the allowance already received by the Council Member.

Terms of reference

- 3.5 No additional allowance will be paid to any Staff Member representatives over and above the remuneration already received.

4. BASIS FOR OPERATION/FUNCTIONS

- 4.1 The Committee does not have any delegated powers of Council, and all decisions of the Committee will constitute recommendations to Council.
- 4.2 For the purpose of Section 41(8) of the Act, the Council does not impose any reporting and accountability requirements on the basis that all decisions of the Committee constitute recommendations to Council.

5. MEETINGS

- 5.1 The Committee shall meet at least twice per year.
- 5.2 The time and place for the conduct of meetings will be determined by the Committee provided that all meetings will be held in a public place within a City of Marion Building.
- 5.3 A quorum for a meeting of the Committee shall be half the total membership plus one, ignoring any fractions.
- 5.4 A deputy Chair may be appointed by those present at the commencement of the meeting if required.
- 5.5 The Chair will only have a casting vote.
- 5.6 Each member present at a Committee meeting must, subject to the provision of the Act, vote on a question arising for decision at that meeting.
- 5.7 If the Committee needs to deliberate in confidence (with the public excluded), it will use the provisions of section 90 and 91 of the Local Government Act 1999.
- 5.8 Where the Act, the Local Government (Procedures at meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedures.
- 5.9 In accordance with the provisions of Section 75 of the Local Government Act 1999, the Conflict of Interest and Disclosure of Interest requirements contained within Sections 73 and 74 of the Local Government Act 1999 apply to all members of the Committee.
- 5.10 Administrative support will be provided to the Committee as requested.

6. FUNCTIONS

- 6.1 Within the parameters of the Act, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with

Policy Ref/Security Classification:

Category:

Owner: Manager Community Connections /
Manager Office CEO

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providing advice and recommendations to Council regarding:

- 6.1.1 Reviewing Reports: Reviewing the grant report and additional information supplied relevant to eligible applications submitted by individuals or community groups seeking funding under the City of Marion Community Grants and City of Marion Youth Grants Programs.
- 6.1.2 Making recommendations: Making recommendations to Council regarding which preferred projects / programs may receive funding in accordance with the Community Grants and Youth Grants assessment process, grant guidelines and matrices.