

Terms of Reference	
1. Name	Community Grants and Awards Advisory Committee
2. Classification	Advisory Committee
3. Background	<p>The Community Grants Program assists not-for-profit, community-based organisations and groups to implement projects and activities which meet community priorities and benefit Glen Eira</p> <p>The Program includes Service Level Agreements, Community Strengthening and Partnership and Events Grants, Small Grants and Facility Hire Grants in addition to special grant programs as determined by Council. The program aims to:</p> <ul style="list-style-type: none"> a) strengthen community connections; b) encourage new initiatives that respond to community needs; c) build a community that is inclusive of all people; and d) support the community in planning and delivering services. <p>Community grants are open to community based organisations and groups that service the Glen Eira community and are not-for-profit. Applicants must also meet the following criteria:</p> <ul style="list-style-type: none"> 1. Be incorporated; 2. Have an ABN; and 3. Hold adequate public liability insurance; or, be auspiced by an organisation that meets these criteria. <p>Awards inclusive of the Citizens of the Year award are included as part of this committee. The Citizens of the Year program commenced in 1995 to recognise the outstanding contributions of Glen Eira residents who, through hard work and dedication, have significantly contributed to the community.</p>
4. Function and Role	<p>To receive and assess applications for Award nominations including the Glen Eira Citizen of the Year, Young Citizen of the Year and Community Group of the Year.</p> <p>To receive and assess applications for the Community grants program, including community grant applications and funding agreements for local community based organisations and groups.</p> <p>To make recommendations to Council in relation to the suitability and distribution of community grant funding with respect to the applications and agreements.</p>

5. Term of Committee	Ongoing
6. Membership and Term of Membership	<p>(3) Three Councillors Councillors to be appointed annually by Council.</p> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p>
7. Chairperson and Term of Chairperson	<p>Chairperson (to be appointed by Council annually)</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a Councillor member to be the acting Chairperson for that meeting.</p>
8. Voting Rights	<p>All members. Chairperson has casting vote.</p>
9. Quorum	Two (2) Councillors
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> and the Councillors' Code of Conduct apply to members
11. Role of Council Staff Attendee(s)	<p>Officers to attend in an advisory capacity to provide advice and assistance to members</p> <p>Executive Officer to the Committee:</p> <ul style="list-style-type: none"> • Director Community Wellbeing • Manager Community Development
12. Meeting Frequency	<p>As and when required</p> <p>All meetings have a Hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.</p>
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	5 September 2023
17. Date of Next Review of Terms of Reference	November 2024