



GLEN EIRA  
CITY COUNCIL

<b>Terms of Reference</b>	
1. Name	<b>Community Grants Advisory Committee</b>
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"> <li>a) strengthen community connections;</li> <li>b) encourage new initiatives that respond to community needs;</li> <li>c) build a community that is inclusive of all people; and</li> <li>d) support the community in planning and delivering services.</li> </ul> <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"> <li>1. Be incorporated;</li> <li>2. Have an ABN; and</li> <li>3. Hold adequate public liability insurance;</li> </ul> <p>or, be auspiced by an organisation that meets these criteria.</p>
4. Function and Role	<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>Three Councillors (preferably one from each Ward).</p> <p>Councillors to be appointed annually by Council.</p>
7. Chairperson and Term of Chairperson	Chairperson (to be appointed by Council annually)
8. Voting Rights	<p>All members.</p> <p>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)	Officers to attend in an advisory capacity to provide advice and assistance to members  Executive Officer to the Committee: <ul style="list-style-type: none"> <li>• Director Community Wellbeing</li> <li>• Manager Community Development</li> </ul>
12. Meeting Frequency	As and when required
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	3 November 2021
17. Date of Next Review of Terms of Reference	November 2022