

Terms of Reference – Greater Geraldton Community Grants Panel

The entity formerly known as the *Greater Geraldton Community Grants Committee* has been renamed the *Greater Geraldton Community Grants Panel* (Panel). The Panel is constituted under section 5.20 of the *Local Government Act 1995* (Act). As it is not established pursuant to section 5.8 of the Act, it is not subject to the statutory provisions that govern committees formed under that section.

Purpose

The purpose of the Greater Geraldton Community Grants Panel is to participate in the allocation of community grant funding in accordance with Council Policy 1.8 – Community Funding Programs and the associated Community Grants Guidelines. The Panel is tasked with reviewing officer assessments of grant applications and providing recommendations on funding outcomes. This process ensures the transparent, equitable, and strategically aligned distribution of community funds.

Objectives

The objectives of the Greater Geraldton Community Grants Panel are as follows:

- a. To support the equitable distribution of community funding by ensuring all allocations are consistent with Council Policy 1.8 – Community Funding Program.
- b. To uphold transparency and accountability in the assessment and recommendation processes for community grant applications.
- c. To foster community development and engagement through the strategic allocation of funding to initiatives that deliver demonstrable benefits to the Greater Geraldton region.
- d. To provide informed and objective recommendations per Council Policy 1.8, based on officer assessments and in accordance with established guidelines.
- e. To ensure all aspects of grant administration and decision-making remain aligned with the Community Grants Guidelines.

Composition of the Greater Geraldton Community Grants Panel

The Greater Geraldton Community Grants Panel shall comprise a total of five (5) members.

- A minimum of three (3) Council Members shall be appointed by Council.
- If not all panel members positions are filled by Council Members, the remaining panel members shall be senior City Officers.
- Membership of the Panel may only be amended or expanded through formal resolution of Council.

City Officer representation on the Greater Geraldton Community Grants Panel shall be determined in the following order of preference if not all positions filled by Council Members:

1. Director of Corporate Services
2. Chief Financial Officer

Chairperson

The Greater Geraldton Community Grants Panel will select a Chairperson and Deputy Chairperson at the first meeting held after establishment.

City of Greater Geraldton - Support Staff

Senior Management Accountant / Analyst or Grants Officer

Term of Office

The term of membership for the Greater Geraldton Community Grants Panel shall be two (2) years, aligning with the local government election cycle. Membership shall expire at the conclusion of the next ordinary local government election, unless otherwise resolved by Council.

Quorum and Meeting Frequency

A quorum for meetings of the Greater Geraldton Community Grants Panel shall consist of 50% of its appointed members.

The Panel shall meet a minimum of two (2) times per calendar year, with meetings to be held at the Civic Centre Offices. These meetings are to occur following each round of the Community Grant Program.

Delegation, Assessment, Approvals and Reporting Procedure

The Greater Geraldton Community Grants Panel does not possess delegated authority and is not a decision-making body. Accordingly, it is not subject to formal voting protocols or other decision-making mechanisms.

The Community Grants Program applications will be assessed by the City administration and Greater Geraldton Community Grants Panel with recommendations made by the Panel to the Chief Executive Officer (CEO) for consideration and approval in accordance with budget allocations and Council Policy 1.8 Community Funding Programs. Any changes to the recommendations are to be approved by Council.

The Festival & Event Funding Program applications will be assessed by the City administration and the Panel with recommendations presented to Council for endorsement as part of annual budget deliberations.

Recommendations and advice provided by the Panel shall be determined through consensus. Where divergent views are expressed, these shall be appropriately documented and reflected in any reports or statements issued.

Meeting minutes will be circulated to Panel members and made available to all Council Members by electronic means.

Recordkeeping:

Support staff will prepare meeting agendas, record minutes of meetings and ensure minutes are recorded in accordance with the *State Records Act 2000*, the City's records management policies and plans, and captured in the approved EDRMS.