

## **TERMS OF REFERENCE**

### **SHIRE OF NORTHAM COMMUNITY GRANTS ASSESSMENT COMMITTEE**

#### **1. Purpose of the Shire of Northam Community Grants Assessment Committee**

The purpose of the Community Grants Assessment Committee is to oversee and make determinations on all matters associated with the Community Grants Scheme.

#### **2. Powers of the Community Grants Assessment Committee**

The Community Grants Assessment Committee is a formally appointed committee of Council and is responsible to that body. The Community Grants Assessment Committee is delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

#### **3. Membership**

Voting members:

- Up to 5 Council Representatives

Ex-officio members:

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Manager Community Recreation & Youth Services
- Community Development Officer

#### **4. Meetings**

Meetings will be convened as required.

#### **5. Reporting**

Minutes and decisions of each Community Grants Assessment Committee meeting shall be presented to the next Ordinary Meeting of the Council.

#### **6. Duties and Responsibilities**

- a) Receive and assess grant applications for the Community Grants Scheme; and
- b) Make a final determination on all grant applications received as part of the Community Grants Scheme.