

Augusta Margaret River Grant Committee Terms of Reference



25 September 2025

NAME

The Committee shall be known as the Grant Committee

ROLE OF THE COMMITTEE

To consider and approve grant applications of \$10,001 and above for initiatives, programs, and events that align with the Shires Strategic Community Plan and support a vibrant social, environmental, culture and economic community.

OBJECTIVES OF THE COMMITTEE

The role of the Committee is to:

- a) Ensure that grants of \$10,001 and above are awarded in line with the Shires Strategic Community Plan (SCP) and deliver on initiatives that support a vibrant, social, environmental, culture and economic community.
- b) Act as a link between Council and Shire Officers to ensure the Shire's SCP priorities and community results are supported at both a strategic and operational level.

MEMBERSHIP

Membership of the Grant Committee shall be:

- a) Four Councillors of the Shire of Augusta Margaret River;
- b) A deputy in the absence of the appointed delegates; and
- c) The CEO and Director Sustainable Economy and Communities as Committee Members (Non-Voting).

The CEO and Director Sustainable Economy and Communities will provide administrative support to the Committee.

PRESIDING MEMBER

As per s 5.12 LG Act, Council are to appoint a Presiding Member and Deputy Presiding Member.

The Presiding Member shall ensure proceedings are kept and that business is conducted in accordance with the Shire of Augusta Margaret River Standing Orders (Local Law).

The minutes of the Committee are to be submitted to the next ordinary meeting of the Committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The LG Act places responsibility for speaking on behalf of Council with the Shire President, or another Councillor if the President agrees.

AUGUSTA MARGARET RIVER

CONDUCT OF MEETINGS

The Committee is established by the Council of the Shire of Augusta Margaret River under the powers and given in section 5.8 of the LG Act.

Ordinary meetings of the Committee shall be held at least once each year.

Additional meetings shall be convened at the discretion of the Presiding Member or any three members of the Committee collectively.

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the LG Act.

QUORUM

Quorum for a meeting shall be at least 50% of the number of members, whether vacant or not. A decision of the Committee does not have effect unless a simple majority has made it.

DELEGATED POWERS

- a) Pursuant to section 5.17 of the LG Act, the Committee is delegated the powers to:
 - i. Consider and approve grant applications of \$10,001 and above across the following funding streams:
 - Community Partnerships: Sustainable Economies and Community Development
 - Community Development and Events
 - Council Donations
 - Major Events
 - Environmental stewardship and conservation
- b) Committee recommendations, other than those made in accordance with part a) above, are not binding on Council and must be endorsed by Council to take effect.

REPORTING POWERS

The Committee shall after every meeting forward the minutes of that meeting to the next Ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.

Recommendations of committee meetings are to be presented to Council by Shire Staff for noting or further consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

TERMINATION OF COMMITTEE

Termination of the Committee shall be:

1. in accordance with the *Local Government Act 1995*; or
2. at the direction of the Council.

AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council.

COMMITTEE DECISIONS

The Committee recommendations are advisory only and shall not be binding on Council.

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