



# Community Funding Program Committee Terms of Reference

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## 1. Establishment

The Community Funding Program Committee was established by the Council at the Ordinary Meeting of Council on 6 November 2019 and this Terms of Reference sets out the membership, responsibilities, authority and operations of the Committee.

## 2. Objective of the Community Funding Program Committee

The primary objective of the Community Funding Program Committee (the Committee) is to assist with the facilitation of a fair, equitable and transparent process for Council funding of community projects, programs and initiatives.

The Committee will be provided with all applications for funding (complaint and non-compliant). Where an application is deemed non-compliant, the officer providing support to the Committee will document the areas of non-compliance.

The Committee is required to make recommendations to the CEO who will make CFP payments under delegated authority.

Dispute resolution:

Where the Committee is unable to arrive at a decision or the CEO feels the Committee's recommendation is outside the scope of this policy, the matter will be presented to Council.

The Committee is to undertake its responsibilities cognisant of:

- a. Council's Community Funding Program Policy, noting that in exceptional circumstances, applications outside the scope of the Policy may be considered by the Committee and recommended to Council if there is evidence of direct and significant benefit to the Cocos Community.
- b. requirements for meetings to fit in with requisites around the funding rounds (i.e. April and November);

## 3. Powers of the Community Funding Program Committee

- a. The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.
- b. The Committee is a formally appointed Committee of council and is responsible to that body.
- c. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.
- d. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

## 4. Responsibilities of the Committee Chair

The Committee Chair has the following responsibilities:

- a. Reports to the Council on the actions of the Committee;
- b. Encourages broad participation from members in discussion;
- c. Summarises decisions and assignments at the conclusion of each meeting; and
- d. Signs off on minutes of meetings after they have been received by the Committee.

## 5. Responsibilities of Committee Members

Individual Committee members have the following responsibilities:

- a. to execute the role, scope, and responsibilities of the Committee;
- b. to act on opportunities to communicate positively about the Shire's activities;
- c. to actively participate in meetings through attendance, discussion, and review of agendas, minutes and associated papers;
- d. to participate in professional development opportunities;
- e. to support open discussion and debate and encourage fellow Committee members to voice their insights.

## 6. Membership

The Committee will consist of three elected members. All members shall have full voting rights. The CEO and employees are not members of the Committee. The Shire shall provide secretarial and administrative support to the Committee.

## 7. Quorum

A quorum of three Committee members must be present at a Committee meeting to constitute a meeting.

## 8. Frequency of Meetings

The Committee meetings will be held no less than twice per calendar year. Additional meetings shall be convened at the discretion of the presiding person.

## 9. Reporting

Minutes from each Committee meeting shall be presented to the next ordinary meeting of the Council.

## 10. Duties and Responsibilities

The duties and responsibilities of the Committee will be to:

- a. Review all applications for funding for consistency with the Shire's Community Funding Program Policy;
- b. Deliberate on the merits of each application and arrive at a recommendation about whether to support the application, partially or fully;
- c. Make recommendations to the CEO regarding which applications to support and the amount to be funded;
- d. The Committee will aim to arrive at a consensus on each application but where a consensus cannot be achieved, the matter will be put to a vote where the majority view will be recommended to the CEO.
- e. Where a consensus or majority view cannot be achieved, the matter will be referred to Council.

## 11. Agenda, Minutes, and Decision Papers

The responsibility for ensuring that Agendas and supporting materials are delivered to members in advance of meetings rests with the Community Development Coordinator. The agenda and associated attachments will be sent to Committee members and attendees at least 72 hours in advance of a Committee meeting.

## 12. Conflict of Interest

Committee Members and invited attendees at each meeting must:

- a) Declare any conflict of interest, potential conflict of interest or apparent conflict of interest in matters that might potentially be considered or, are proposed to be considered by the Committee;
- b) Provide a further declaration should any conflict of interest, potential conflict of interest or apparent conflict of interest arise after making a declaration; and
- c) Maintain confidential, all information provided to them in their role as a member or attendee. This includes all matters discussed, formally presented or tabled at meetings of the Committee or such matters associated with dealings of the Committee in carrying out its responsibilities.

### 13. Review

The Terms of Reference will be reviewed every two years when Council considers the re-establishment of the Committee to coincide with Local Government elections and any amendments to it require approval of Council.

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#### Version Control

Version No.	Version date	Prepared by	Reviewed by	Council Resolution Number and Date
1				