SHIRE OF HARVEY

A Breath of Fresh Air

Terms of Reference – Community Grants Assessment Panel

The Community Grants Assessment Panel (Panel) provides advice to the Shire of Harvey on the allocation of community grant funding. The Panel assesses applications against established criteria and makes recommendations to support fair, transparent, and strategic distribution of funding aligned with Council priorities.

1. General Terms

1.1. This Panel is not a formal Committee of Council created under Section 5.8 of the *Local Government Act 1995*.
1.2. This Panel has no delegated authority to make decisions on behalf of Council.
1.3. Panel meetings will be held twice per year after the closing date of the Shire's two grant rounds.
1.4. The Council will appoint Council members to the Panel.
1.5. Council members are to represent the policy position and strategic views of Council, when participating as a member appointed by the Council.
1.6. The Chairperson of the Panel will be a Council member.
1.7. The quorum for the Panel will be one more than 50% of the membership.

2. Role of the Panel

The Panel is responsible for assessing applications submitted under the Shire's Community Grants Program and recommending funding allocations based on merit, eligibility, and alignment with strategic objectives.

3. Objectives of the Panel

- Assess and score grant applications against criteria and guidelines.
- Ensure a fair, transparent, and consistent assessment process.
- Make funding recommendations that align with Council's strategic priorities and community outcomes.
- Identify opportunities to strengthen applications and support future funding success.
- Maintain confidentiality of application information and panel deliberations

4. Membership

- Two Council Members and one Deputy
- Chief Executive Officer
- Director Community and Lifestyle
- Manager Community Development
- Manager Finance
- Manager Environmental Health Services
- Manager Economic Development
- Manager Public Relations and Communications
- Grants Coordinator

Panel members may nominate an appropriate proxy to attend in their absence, subject to approval by the CEO. The proxy must be adequately briefed, adhere to all confidentiality and conflict of interest requirements, and will hold the same responsibilities as the appointed member for that meeting.

5. Chairperson

- The Chairperson will be a Council Member to be appointed by the Panel at its first meeting following Council elections.
- The Chairperson is responsible for facilitating meetings and ensuring orderly conduct of assessments.

6. Meetings

- Meetings will be scheduled to align with grant funding rounds.
- Additional meetings may be held if required to meet timelines.
- Minutes and assessment records will be maintained.

7. Assessment Process

- All applications will be assessed against published eligibility and selection criteria.
- Panel members will independently review applications prior to meetings.
- Final recommendations will be documented and submitted to Council for approval.

8. Strategic objective

The Panel aligns with the following strategic objectives:

	People A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
	Planet A natural environment that is highly valued, protected and enjoyed.
	Place A liveable, sustainable and well-designed built environment that is accessible to all.
	Prosperity A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
	Performance A representative leadership that is future thinking, transparent and accountable.