



**CITY OF  
PARRAMATTA**

# **TERMS OF REFERENCE**

## **GRANTS SUB-COMMITTEE**

April 2025



## DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	City of Parramatta Code of Conduct City of Parramatta Code of Meeting Practice City of Parramatta Councillor Workshop Policy City of Parramatta Media Policy City of Parramatta Social Media Policy Customer, Community and Culture Standing Committee Terms of Reference (December 2024) City of Parramatta Grants and Donations Policy City of Parramatta Community Grants Guide
References & Legislation	Local Government Act 1993 Local Government (General) Regulation 2021
Document Identifier	XXXX



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## PURPOSE

The purpose of the Grants Sub-Committee is to provide advice, guidance and make recommendations to Council on the design of Council's grant programs and grants applications to be awarded funding.

## RESPONSIBILITIES

Position	Responsibility
All Committee Members	<ul style="list-style-type: none"> <li>• Read the agenda and papers prior to each meeting.</li> <li>• Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.</li> </ul>
Chairperson (Councillor)	<ul style="list-style-type: none"> <li>• Conduct the meetings of the Grants Sub-Committee.</li> </ul>
Convenor (CEO, Executive Director or Delegate)	<ul style="list-style-type: none"> <li>• Convene the meetings and support the Chairperson of the Grants Sub-Committee.</li> <li>• Prepare the agenda for meetings of the Grants Sub-Committee.</li> <li>• Prepare a report to the Customer, Community and Culture Standing Committee for consideration of the Grants Sub-Committee's recommendations.</li> <li>• Provide notice of cancellation of a Grants Sub-Committee meeting in circumstances where there is no business (reports) to be considered.</li> </ul>
Council Secretariat	<ul style="list-style-type: none"> <li>• Assist the Convenor and Chairperson with all aspects of the Grants Sub-Committee.</li> </ul>



## GENERAL

### 1. Membership

- 1.1. Membership of the Grants Sub-Committee shall be determined by Council resolution.
- 1.2. The Sub-Committee will comprise of five (5) Councillors and the Convenor as voting members.
- 1.3. The Lord Mayor is an ex-officio member of all Sub-Committees and has voting rights.

### 2. Convenor

- 2.1 The Convenor of the Grants Sub-Committee is the CEO, Executive Director Community and Culture or their delegate.
- 2.2 The Convenor will prepare the meeting agendas and provide assistance to the Chairperson at the meeting.
- 2.3 The Convenor is responsible for ensuring any action items, such as requests for information as recorded in the minutes, are actioned and reported back to the Grants Sub-Committee at a subsequent meeting.

### 3. Delegations

- 3.1. The following will apply to the Grants Sub-Committee:
  - The Grants Sub-Committee does not have any delegations;
  - The Grants Sub-Committee does not have the authority to incur expenditure;
  - The Grants Sub-Committee does not have the authority to bind the Council without the prior approval (resolution) from Council;
  - The Grants Sub-Committee may make recommendations to the Customer, Community and Culture Standing Committee and/or the Finance, Property and Governance Standing Committee on all relevant business submitted for its consideration;
  - The Grants Sub-Committee recommendations will be presented to the Customer, Community and Culture Standing Committee in a report prepared by Council Officers.



#### **4. Term**

- 4.1. The term of membership coincides with the term of Council, or such other period as resolved by Council.

#### **5. Functions and Matters Considered by the Grants Sub-Committee**

- 5.1. The Grants Sub-Committee may consider matters, including, but not limited to:
- Relevant Policies such as:
    - City of Parramatta Grants and Donations Policy
    - Community Grants Guidelines
  - Advice and guidance on the design and evaluation of Council grant programs.
  - Review of outcomes of Officer assessment processes of Council grants programs
  - Provide recommendations to Council on applicants to be awarded grants, consistent with the roles and responsibilities described within Council's Grants and Donations Policy, Community Grants Guidelines and Grants and Donations Procedures.

**Any other matter reported to the Grants Sub-Committee by Council Officers**



## PROTOCOL

### **6. Frequency of Meetings**

- 6.1. The Grants Sub-Committee will meet on an as-needed basis on a day and time determined by the Convenor, in consultation with Sub-Committee members.
- 6.2. Meeting dates are likely to be influenced by the timeline of Council's annual Community Grants Program.

### **7. Code of Meeting Practice**

- 7.1. The provisions of Council's adopted Code of Meeting Practice apply to the conduct and procedures of all Sub Committee meetings, except where they have been specifically varied in these Terms of Reference.
- 7.2. For the avoidance of doubt, the Order of Business is varied as shown in Clause 15, and does not permit consideration of the following business:
  - Public Forum
  - Notices of Motion
  - Questions With Notice
  - Rescission Motions

### **8. Chairperson**

- 8.1. The Chairperson of the Grants Sub-Committee is to be determined by Council.
- 8.2. In the absence of the Chairperson, the Chairperson will be a Councillor member of the Grants Sub-Committee, elected by the members of the Grants Sub-Committee as the first item of business at the relevant meeting and conducted by the Convenor.
- 8.3. Where the Lord Mayor attends the meeting and wishes to assume the role of Chairperson, the Lord Mayor may assume the Chair without debate or the need for a procedural motion/vote.
- 8.4. The Chairperson can adjust the length of time spent on different items on the agenda, as required, to facilitate necessary discussion.



## **9. Quorum**

- 9.1. The quorum of the Grants Sub-Committee shall comprise a minimum of three (3) voting members of the Grants Sub-Committee.
- 9.2. Business must not be conducted at any meeting of the Grants Sub-Committee unless the Convenor or their delegate is present.
- 9.3. Business must not be conducted at any meeting of the Grants Sub-Committee unless a quorum is present.
- 9.4. Where a meeting is cancelled, members will be notified with as much notice as possible.

## **10. Attendance and Participation by Non-Member Councillors**

- 10.1. In accordance with Clause 20.10 of the Code of Meeting Practice, Councillors who are not members of the Grants Sub-Committee may attend a meeting where a quorum is present and, at the discretion of the Chairperson, may participate in discussion on any item of business on the agenda.
- 10.2. Councillors who are not members of the Grants Sub-Committee do not have any voting rights and are not entitled to move or second any motion at the meeting.

## **11. Agenda, Minutes and Reporting to Council**

- 11.1. The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings with the assistance of the Council Secretariat.
- 11.2. The Convenor will notify the Chairperson of the meeting agenda prior to the publication of the agenda.
- 11.3. The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.
- 11.4. The Convenor is responsible for reporting the minutes and associated recommendations of each meeting to the next available meeting of the Customer, Community and Culture Committee for consideration.
- 11.5. The minutes of the meetings of the Grants Sub-Committee do not need to be confirmed at a subsequent meeting of the Grants Sub-Committee.



## **12. Voting**

- 12.1. Each Grants Sub-Committee member shall be entitled to one (1) vote in respect to any matter before the Grants Sub-Committee.
- 12.2. If voting on a motion put to a meeting of the Grants Sub-Committee is equal, the Chairperson of the meeting shall have a casting vote.

## **13. Venue**

- 13.1. The venue for meetings of the Grants Sub-Committee shall be determined by the Convenor.

## **14. Public Attendance**

- 14.1. As the business of the Grants Sub-Committee considers confidential information contained in grant application submissions, and in accordance with Section 10A(2) (d)(i) of the *Local Government Act 1993*, meetings of the Grants Sub-Committee are not open to the public to attend and observe, and there is no public participation (no public forum).
- 14.2. Notwithstanding Clause 14.1, guest speakers, relevant experts, or other interested parties may be invited to attend and speak at the Grants Sub-Committee meeting, subject to the approval of the Chairperson.

## **15. Webcast**

- 15.1. Meetings of the Grants Sub-Committee will not be webcast.

## **16. Procedural Matters**

- 16.1. In relation to any procedural matter, the ruling of the Chairperson shall be final.
- 16.2. The Grants Sub-Committee shall operate in accordance with Council's Code of Meeting Practice, with the exception of:
  - Councillors and Council Officers are not required to stand when addressing the Chairperson;
  - Meetings of the Grants Sub-Committee are to be scheduled for a 2-hour duration;
  - If the business of the meeting is not concluded before the 2-hour time limit, the Grants Sub-Committee may:
    - o by resolution, extend the meeting by one 30-minute



- extension to complete the business of the Grants Sub-Committee; or
  - adjourn the meeting to a time, date and place fixed by the Convenor, in consultation with the Chairperson; or
  - defer the remaining business to the next available meeting of the Customer, Community and Culture Standing Committee for consideration.
  - Specific time limits do not apply to members speaking in response to different agenda items. The Chairperson will use their discretion to ensure members have the opportunity to speak to items while ensuring there is sufficient time for each agenda item.
- 16.3. The Grants Sub-Committee may be required to consider urgent business outside of the regular meeting cycle.
- 16.4. An extraordinary meeting of the Grants Sub-Committee may be called by the Convenor (CEO, Executive Director or their Delegate) or by resolution of the Council.
- 16.5. If a meeting is unable to be called, the business may be considered via alternate methods, including email.

## **17. Order of Business**

- 17.1. The general order of business of the Grants Sub-Committee Meeting will be as follows:
1. Opening
  2. Acknowledgement of Country
  3. Apologies/Applications for Leave of Absence
  4. Applications for Attendance by Audio-visual Link
  5. General Recording of Meeting Announcement
  6. Disclosure of Interests
  7. Reports of Council Officers
  8. Confidential Matters
  9. Conclusion of Meeting



## **18. Variation of the Terms of Reference**

- 18.1. The Terms of Reference may be amended by resolution of the Council at any time.

### **VERSION CONTROL AND CHANGE HISTORY**

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>		<i>September 2025</i>