



Royal Australian Navy

Central Canteens Board

Grants Committee Charter

This charter has been adopted by the Royal Australian Navy Central Canteens Board to assist the members of the Grants Committee in the exercise of their responsibilities. This Charter is to be read in conjunction with the RANCCF Board Charter and is subordinate to it. The principles and policies set out in the charter are in addition to and are not intended to change or interpret any laws or the application of the company's constitution. The members of the Grants Committee will review the charter at least annually and recommend revisions to the RANCCF Board as appropriate.

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Purpose of Charter

1. This Charter establishes the terms of reference and responsibilities of the Grants Committee, one of the standing committees of the Royal Australian Navy Central Canteens Board (RANCCB) established in accordance with paragraph 16 of the Board Charter.
2. The Grants Committee Charter is subordinate to the RANCCB Charter and the terms of the RANCCB Charter apply to the Grants Committee unless specifically altered or amended by this Charter.

Purpose of the Grants Committee

3. The Grants Committee is charged with oversight of the grants process and making recommendations to the Board on priorities which best meet the purpose of the RANCCB.

Responsibilities of the Grants Committee

4. The Grants Committee is responsible for the development and management of the processes necessary to receive, assess and process grants and loans to persons conducting canteens, clubs, cinemas or other institutions or facilities for the welfare or entertainment of members of the Navy in accordance with *Navy (Canteens) Regulations 1954*. Specifically it is responsible to the RANCCB for the following:
 - a. Developing and maintaining fair and equitable business rules to govern the grant assessment process.
 - b. Reviewing, assessing and prioritising all applications for grants or loans against the criteria of:
 - compliance with the aims expressed in the Regulations;
 - net impact on the overall welfare of members of the Navy;
 - fairness and equity; and
 - need.
 - c. Determining loan repayment schedules and monitoring outstanding debts.
 - d. Ensuring any loan is consistent with the RANCCB's Tax exempt status.
 - e. Authorising the RANCCF CEO to process grants or loans.
 - f. Making recommendations to the RANCCB on the budget for grants and loans.
 - g. Any other responsibility specifically delegated by the Board.

Powers of the Grants Committee

5. The general powers of the Grants Committee in terms of access to management and external advice is included in the RANCCB Charter. No executive authority is granted to the committee except as follows:
 - a. The authority to approve a grant of up to \$10,000 without prior reference to the Board providing the annual budget is not exceeded.

- b. The authority to approve a loan of up to \$10,000 without prior reference to the Board providing the annual budget is not exceeded and the repayment terms do not extend beyond 3 years.
- c. The authority to obtain independent professional advice up to a limit of \$5,000 without prior approval of the Board.
- d. The authority to incur expenditure on budgeted items to the limit of the budgeted amount.

Committee Membership

- 6.. The Grants Committee is to consist of at least three members of the RANCCB Board. The Chair will be nominated by the Board on an annual basis. Members serve at the pleasure of the Board but in order to provide continuity, the Board should seek to rotate one member each year.
- 7.. The Grants Committee may co-opt other Board members to assist it if necessary.
- 8. The RANCCB Chair may appoint an additional member to the committee in the event if operational activity or other absence prevents the possibility of a quorum.

Committee Meetings

- 9. The Grants Committee will meet at least once before each RANCCB Board Meeting and as often as necessary to complete its business. Meetings of the Grants committee will be conducted according to the following principles:
 - a. the Chair will schedule the meetings and approve the agenda;
 - b. a quorum of two members of the committee not including co-opted members or the CEO;
 - c. all questions shall be decided by a simple majority of those RANCCB members present;
 - d. may be conducted by video or teleconference;
 - e. may be attended by other Board members in accordance with Para 13 of the RANCCB Charter;
 - f. particular attention must be paid to the potential for perceived conflict of interest eg it would be inappropriate for a member to participate in the making of a grant to a mess of which the individual was a member or a loan to a close work colleague; and
 - g. must be minuted to record the considerations and outcomes of the meetings and any conflicts of interest.
- 10. The minutes of the Committee together with a schedule of approved grants and loans are to be tabled at each RANCCB Board meeting as part of the Board papers. A summary report is to be provided at the Board meeting by the Committee Chair.

Committee performance

- 11. The Grants Committee is subject to conduct an annual performance evaluation in conjunction with the Board review process. The method of review will be determined by the Board using AICD guidelines.
- 12. As part of the review the Grants Committee is to submit its annual report detailing how the Committee has met the Boards' Strategic Plan and/or agreed business rules, including performance against qualitative and quantitative performance measures and relevant policies and procedures. The report is to include a summary of all grants and loans made for the year and a schedule of outstanding loans.

Review of Charter

13. The Grants Committee will review its Charter annually and provide any recommendations for change to the Board through the Audit and Risk Committee.