

**TERMS OF REFERENCE FOR THE
ŌTOROHANGA DISTRICT COUNCIL GRANTS AND AWARDS COMMITTEE
FOR THE 2019-22 TRIENNIUM**

ESTABLISHMENT

This document establishes the responsibilities and explains the role of the Grants and Awards Committee within Council.

REPORTING LINE

This Committee reports to Council.

CONSTITUTION

Three Councillors as resolved by Council plus iwi and community representatives as required by external funding agencies.

The Governance Supervisor will be responsible for the preparation of the meeting agendas and will oversee the preparation of any reports for the committee and the minutes of the committee meetings

MEMBERSHIP

Crs Ferguson (Chair), Christison, & Johnson

The Community and Economic Manager shall attend all meetings in a key advisory capacity but is not member and has no voting rights. Other Council officers may be required to attend the Committee meetings as required.

QUORUM

The quorum shall be the minimum number of Council and community representatives necessary to satisfy the conditions of externally funded grants schemes. In the case of Council-funded grants and awards, the quorum shall be two members.

MEETING FREQUENCY: As required.

OBJECTIVES

1. To support and encourage community participation in sport, physical activity and physical leisure by allocation of funding from the Sport NZ Rural Travel Fund.
2. To support arts and cultural activities taking place within the Ōtorohanga District by allocation of funding from the Creative Communities New Zealand Scheme.
3. To promote the economic, environmental, social and cultural well-being of the people of the Ōtorohanga District by allocation of any other community grants Council may establish over the term of the triennium.

SCOPE OF ACTIVITY

All matters pertaining to the allocation of funding from Sport NZ Rural Travel Fund, the Creative Communities NZ Scheme, and any other Council grants or awards that Council establishes.

POWER TO ACT

1. To approve Grants and Awards Committee meeting minutes.

2. To determine all matters pertaining to the allocation of funding from the SPARC Rural Travel Fund, the Creative Communities NZ Scheme and any other Council grants or awards that Council establishes.

3. To co-opt community representatives as necessary to ensure compliance with the terms of externally funded schemes.

POWER TO RECOMMEND

1. To recommend to Council the criteria and allocation process for any other Council grants or awards that Council establishes.

2. To co-opt community representatives if required for any other Council grants or awards that Council establishes.

REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be confirmed by Council at the commencement of every triennium after consideration of any recommendation made by the Committee in regard to proposed changes or refocus.