

Projects & Grants Committee

Reports to:	Council
Co-Chairs:	Crs Vinsen and Chandulal-Mackay
Deputy Chairperson:	Cr Baker-Hogan
Membership:	Mayor Tripe, Deputy Mayor Cr Craig, Crs Anderson, Melser, Brown, Duncan, Joblin, Oskam, and Fallen. Rural Community Board member (speaking rights, not entitled to vote)
Meeting frequency:	Eight-weekly, or as required
Quorum:	6 (including vacancies)
ELT Lead:	Deputy Chief Executive

Presiding Member

The Projects & Grants Committee will have two Co-Chairs appointed by the Mayor.

Each Co-Chair shall preside on an alternate basis. If a Co-Chair is absent from a meeting at which they are scheduled to be the presiding member, the other Co-Chair shall preside at the meeting.

The Deputy Chair shall preside for matters relating to the allocation of grants that the Committee has delegated responsibility.

Purpose

The purpose of the Projects & Grants Committee (P & G) is to:

- Consider project ideas via a point of entry business case in accordance with the Council's project management framework.
- Consider detailed business cases once they move past the point of entry business case stage
- Prioritise detailed business cases in accordance with criteria approved by the Strategy & Policy Committee
- Oversee the governance oversight of Tier 1 and high Tier 2 projects.
- Consider and approve specified grant applications.
- Receive update reports from the Elected Member portfolio holders and portfolio lead.

The **Projects & Grants Committee** has the following Terms of Reference and is delegated the following powers:

Projects

1. Consider point of entry and detailed business cases or project briefs in accordance with Council's project management framework.

2. Approve business cases or programmes of work that are to be considered for funding as part of the next Long Term Plan or Annual Plan, in accordance with criteria set by the Strategy & Policy Committee.
3. Receive a schedule of point of entry business cases prioritised in accordance with criteria set by the Strategy & Policy Committee in line with Council's Long-Term Plan and Annual Plan planning cycles.
4. Recommend changes to the criteria for prioritising projects set by the Strategy & Policy Committee.
5. Recommend proposed projects (including community-led initiatives), to the Council for consideration in accordance with the Council's strategies, plans and policies.
6. Review the progress of the Council's programme of projects on an annual basis.
7. Provide governance oversight of significant project delivery, such as those classified as Tier 1 and complex or high-risk Tier 2 projects through regular project status reporting by project managers
8. Provide governance oversight of all projects within the Council's portfolio of projects through 6 monthly dashboards reports that capture on project scope, timelines, budget, and exceptions.
9. Evaluate completed significant projects, such as those classified as Tier 1 and high Tier 2 projects, against expected outcomes.
10. Receive reports on opportunities for continuous improvement of the project management framework and project delivery methodology.

Note:

- *The Project & Grants Committee's terms of reference and delegations apply to all future projects that exceed the Chief Executive's delegations. The Chief Executive may refer an issue or project within his delegation to the committee for its consideration.*
- *The Project & Grants Committee does not decide on the funding of any future project, which will be determined as part of the Council's next Long Term Plan or Annual Plan (as appropriate) should a business case be approved.*

Grants

1. To consider and decide on officer recommendations for the allocation of grants or funds including the performance and impact from any previous funding rounds, from the following funds:
 - Community Contracts Funding Scheme
 - Events Fund;
 and any other grants or funds that the Council may establish and delegate responsibility to this Committee.

Note:

- ***Community Contracts Funding Scheme and Events Fund applicants will present their application to officers before an officer recommendation is put forward to the Projects & Grants Committee.***
2. To set the funding criteria, monitor performance, impact and the use of grants or funding through half-yearly reporting for the following funds:

- Heritage Grant Fund
- Waste Levy
- Public Art Fund
- Sport and Recreation Facilities Fund

Note:

*Approval of funding applications for the **Heritage Grant Fund, Public Art Fund, Waste Levy, and Sport and Recreation Facilities Fund** is delegated to the Chief Executive. Approval will be based on the recommendations of technical officers, or where in place, the associated funding panel.*

3. To monitor approved and funded projects in accordance with Council policy until project completion.
1. To co-opt external mana whenua and/or community representatives for a specific Committee meeting where:
 - i. this is necessary to comply with the terms of a fund (including a strategy, plan, policy or guide in relation to that fund); or
 - ii. this is appropriate for effective and good decision-making in relation to the matters to be considered by the Committee,
 and where such persons to be co-opted have the skills, attributes, or knowledge that will assist the work of the Committee.
2. To assist in the promotion of grants or funds to the District's communities.
3. To provide the Council with an annual summary of grants/funds allocated.

Note:

- *The Projects & Grants Committee's consideration of, and decisions on, the allocation of grants or funds must:*
 - *comply with any Council strategy, plan, policy, or guidelines associated with that specific grant or fund; and*
 - *funding budgeted for a specific fund or grant must only be used for that fund or grant – i.e. funds cannot be allocated from a Fund or Grant for the benefit of another Fund or Grant.*
- *The Projects & Grants Committee does not administer, or make decisions in relation to, the Creative Communities Scheme, which is governed in partnership between Whanganui District Council and Creative New Zealand.*

Community Portfolios

1. Receive quarterly community portfolio updates prepared and presented by the Community Portfolio Lead.