



WAINUIOMATA COMMUNITY BOARD

2 December 2016

Order Paper for the Inaugural meeting to be held in the
Wainuiomata Community Library, Queen Street, Wainuiomata,
on:

Wednesday 7 December 2016 commencing at 7.00pm

Membership

Jodie Alexander
Terry Stallworth
Gabriel Tupou
Cr Campbell Barry

Richard Sinnott
Sisi Tuala-Le'afa
Margaret Willard
Cr Josh Briggs

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

HUTT CITY COUNCIL

WAINUIOMATA COMMUNITY BOARD

Inaugural Meeting to be held in the Wainuiomata Community Library,
Queen Street, Wainuiomata on
Wednesday 7 December 2016 commencing at 7.00pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

Ms Jodie Alexander

2. STATUTORY DECLARATIONS (16/1332)

3. ELECTION OF CHAIR AND DEPUTY CHAIR (16/1337)

a) System of Voting

Clauses 25 & 37, Schedule 7 of the Local Government Act 2002 require that a community board must determine by resolution that a person be elected or appointed chairperson and deputy chairperson by using one of the following systems of voting:

System A -

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority present and voting; and
- (b) has the following characteristics:
 - (i) there is a first round of voting for all candidates ; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B -

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

b) Election of Chair**c) Election of Deputy Chair****4. PUBLIC COMMENT**

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

5. CONFLICT OF INTEREST DECLARATIONS**6. STATUTORY BRIEFING (16/1347)**

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8. COMMUNITY BOARD DELEGATIONS AND FUNCTIONS (16/1334)

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6. SCHEDULE OF MEETINGS 2017 (16/1335)

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11. QUESTIONS

With reference to section 43 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

Annie Doornebosch

COMMITTEE ADVISOR SECRETARIAT SERVICES

28 November 2016

File: (16/1347)

Report no: WCB2016/5/263

Statutory Briefing

Purpose of Report

1. The purpose of this report is to provide members with a general explanation of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and other laws affecting members.

Recommendations

It is recommended that the Board notes the legislative provisions affecting members.

Background

- 2.1 It is a requirement of clause 21 of Schedule 7 of the Local Government Act 2002 that the business to be conducted at the first meeting following a triennial general election contain a general explanation of laws affecting members.
- 2.2 Legislation of particular relevance to members includes:
 - 2.2.1 Local Government Act 2002;
 - 2.2.2 Local Government Official Information and Meetings Act 1987;
 - 2.2.3 Local Authorities (Members' Interests) Act 1968;
 - 2.2.4 Sections 99, 105 and 105A of the Crimes Act 1961;
 - 2.2.5 Secret Commissions Act 1910;
 - 2.2.6 Financial Markets Conduct Act 2013;
 - 2.2.7 Public Audit Act 2001.

Local Government Act 2002

- 2.3 The Local Government Act 2002 is the primary piece of legislation governing local authorities and how they carry out their functions.
- 2.4 The Act contains specific provisions in relation to the functions carried out and services offered by local authorities and the powers that local authorities have.

- 2.5 It also sets out key generally applicable provisions in relation to decision making and governance by local authorities. These general provisions are discussed below.

Purpose of the Act

- 2.6 The purpose of the Act is to provide for democratic and effective local government that recognises the diversity of New Zealand communities. The Act:
- 2.6.1 states the purpose of local government;
 - 2.6.2 provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them;
 - 2.6.3 promotes the accountability of local authorities to their communities; and
 - 2.6.4 provides for local authorities to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 2.7 The Act also sets out principles and requirements for local authorities that are intended to facilitate participation by Maori in local authority decision making processes. This is to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Maori to contribute to local government decision making processes.

Purpose of Local Government

- 2.8 The purpose of local government is:
- 2.8.1 to enable democratic local decision making and action by, and on behalf of, communities; and
 - 2.8.2 to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 2.9 A local authority must exercise its powers wholly or principally for the benefit of its district.
- 2.10 In performing its role, a local authority must act in accordance with the following principles:
- 2.10.1 conduct its business in an open, transparent and democratically accountable manner;
 - 2.10.2 give effect to its identified priorities and desired outcomes in an efficient and effective manner;
 - 2.10.3 make itself aware of, and should have regard to, the views of all of its communities; and when making a decision, take account of:
 - the diversity of the community;
 - the community's interests, within its district or region;
 - the interests of future as well as current communities; and
 - the likely impact of any decision on these interests;
 - 2.10.4 provide opportunities for Maori to contribute to its decision making processes;

- 2.10.5 collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources;
- 2.10.6 undertake any commercial transactions in accordance with sound business practices;
- 2.10.7 ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- 2.10.8 in taking a sustainable development approach, a local authority should take into account:
 - the social, economic, and cultural interests of people and communities;
 - the need to maintain and enhance the quality of the environment; and
 - the reasonably foreseeable needs of future generations.

Governance principles

- 2.11 A local authority must act in accordance with the following principles in relation to its governance:
 - 2.11.1 ensure that the role of democratic governance of the community, and the expected conduct of elected members, is clear and understood by elected members and the community;
 - 2.11.2 ensure that the governance structures and processes are effective, open and transparent;
 - 2.11.3 ensure that, so far as is practicable, responsibility and processes for decision making in relation to regulatory responsibilities is separated from responsibility and processes for decision making for non-regulatory responsibilities;
 - 2.11.4 be a good employer; and
 - 2.11.5 ensure that the relationship between elected members and management of the local authority is effective and understood.

Appointment of Chief Executive

- 2.12 The Act requires the local authority to appoint a Chief Executive who has specific responsibilities set out in the Act. In particular the Chief Executive's role is to implement the local authority's decisions, the management of the local authority and the employment of staff.

Liability of Members

- 2.13 Local authority members (and committee, community board or other subordinate decision making bodies of that local authority) are generally covered for any claims against them in their role as local authority members. This does not cover directors of council controlled organisations carrying out that role.
- 2.14 The Act sets up protections for the local authority's assets by making members liable for a loss by the local authority (i.e. when the local authority's money is unlawfully spent or an asset is unlawfully sold). However, there are a number of defences to this: for example, that the member did not know or did not agree to the actions or that they voted against the actions or relied on reports and/or financial data.

Community Boards

- 2.15 The Act provides for the establishment and governance of community boards.
- 2.16 A community board, is an unincorporated body, and is not a local authority or a committee of the relevant territorial authority.
- 2.17 The role of a community board is to:
- 2.17.1 represent, and act as an advocate for, the interests of its community;
 - 2.17.2 consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
 - 2.17.3 maintain an overview of services provided by the territorial authority within the community;
 - 2.17.4 prepare an annual submission to the territorial authority for expenditure within the community;
 - 2.17.5 communicate with community organisations and special interest groups within the community; and
 - 2.17.6 undertake any other responsibilities that are delegated to it by the territorial authority.

Planning, decision making and accountability

- 2.18 Part 6 of the Act sets out provisions relating to planning, decision making, and accountability. The key elements are:
- 2.18.1 understanding options;
 - 2.18.2 community views and the principles that apply to local authorities,
 - 2.18.3 the processes that allow for opportunities and the encouragement of Maori participation;
 - 2.18.4 the local authority must inform itself in a way that is appropriate to the significance of the issue before making any decision on it; and
 - 2.18.5 the more significant the issue the more thorough the level of analysis required.

Consultation

- 2.19 The Act sets out principles of consultation and when the special consultative procedure is to be used. As noted above, the local authority must inform itself in a way that is appropriate to the significance of the issue. The Act sets out specific decisions that require the use of the special consultative procedure. These include the Long Term Plan (LTP) and the making of bylaws.

Community Outcomes

- 2.20 The Act contains extensive planning, decision-making and consultation requirements intended to achieve the purpose of engaging the community in the local authority's decision-making. Local authorities are now required to facilitate a process every six years where the community identifies community outcomes. These are desired results and represent the community's view.

Planning

- 2.21 Councils must produce an annual plan and an annual report. In the years a local authority is not required to produce a LTP it must produce an Annual Plan.
- 2.22 The Annual Plan links the LTP to the annual budgeting process (including the setting of rates). The Annual Plan must include:
- 2.22.1 a proposed annual budget;
 - 2.22.2 a funding impact statement for the year;
 - 2.22.3 forecast financial statements for the year;
 - 2.22.4 service levels and performance measures; and
 - 2.22.5 details of any changes to the LTP.
- 2.23 The Annual Report must include amongst other things:
- 2.23.1 the results of any monitoring of community outcomes done during the year (this must be done at least once every three years); and
 - 2.23.2 details of the financial and nonfinancial performance of the local authority.
- 2.24 The Act also sets out requirements around council financial requirements. A Council is required to maintain a balanced budget and to have in place a number of specific financial policies.

Local Government Official Information and Meetings Act 1987

- 2.25 The Local Government Official Information and Meetings Act 1987:
- 2.25.1 makes official information held by local authorities more freely available;
 - 2.25.2 provides for proper access by each person to official information relating to that person which is held by local authorities;
 - 2.25.3 provides for the admission of the public to meetings of local authorities;
 - 2.25.4 protects official information held by local authorities and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy; and
 - 2.25.5 establishes procedures to achieve the above purposes.

Requests for Information

- 2.26 The main principle of the Local Government Official Information and Meetings Act 1987 (LGOIMA) is that information must be made available unless there is good reason for withholding it. Valid reasons for withholding information are set out in sections 6, 7, 8 and 17 of the LGOIMA, and include:
- 2.26.1 providing the information would prejudice the maintenance of the law or endanger the safety of any person;
 - 2.26.2 protecting the privacy of individuals;
 - 2.26.3 preventing the disclosure of a trade secret or prejudice to the commercial position of the supplier or subject of the information;
 - 2.26.4 enabling the local authority to conduct its affairs without improper pressure or harassment;
 - 2.26.5 providing the information requested cannot be achieved without substantial collation or research; and

- 2.26.6 the request is frivolous or vexatious or the information requested is trivial.
- 2.27 A local authority is entitled to charge a fee for providing official information.
- 2.28 If an applicant's request for information is refused they are entitled to complain to the Ombudsman and seek an investigation and review of the refusal.

Attendance of Public at Meetings

- 2.29 Members of the public are entitled to attend meetings of the local authority.
- 2.30 The LGOIMA sets out provisions regarding the public notification of meetings and the rights of members of the public to inspect agendas and associated reports.
- 2.31 Local authorities are entitled to exclude the public from part or all of a meeting provided the reasons for doing so are explained. Valid reasons for excluding the public under section 48 of the LGOIMA include:
 - 2.31.1 good reason for withholding information in terms of sections 6 or 7 exist (Note: Section 7(2)(f)(i) is not included);
 - 2.31.2 disclosure would be contrary to another enactment;
 - 2.31.3 meeting is considering a recommendation from the Ombudsman; and
 - 2.31.4 right of appeal lies to any Court or Tribunal.
- 2.32 In addition to the provisions of the LGOIMA, Council is also required by clause 27 of Schedule 7 of the Local Government Act 2002 to adopt a set of Standing Orders for the conduct of meetings. Council in 2003 adopted Standing Orders that reflect the provisions of the New Zealand Standard Model Standing Orders, customised to meet the particular requirements of Hutt City Council. Copies of the adopted Standing Orders have been provided to all elected members. Clause 16 of Schedule 7 of the Local Government Act requires that members of local authorities abide by the Standing Orders adopted. Members may be excluded from a meeting pursuant to a ruling under Standing Orders.
- 2.33 Sections 52 and 53 of the LGOIMA provide that written or oral statements on any matter before a meeting of the Council, committee or community board are privileged unless the statement is proved to be motivated by ill will. This type of privilege is known as "qualified privilege". Qualified privilege is a protection afforded to persons acting in good faith and without any improper motive in making statements. For qualified privilege to apply, members must have a positive belief in the truth of what is said, and there should also be no suggestion of personal spite or ill will by the maker of the statement. The statutory protection of sections 52 and 53 would not necessarily extend outside a meeting.

Local Authorities (Members' Interests) Act 1968

- 2.34 The Local Authorities (Members' Interests) Act 1968 (the "Members' Interests Act") outlines circumstances in which members may be disqualified from holding office because of their involvement in contracts and outlines circumstances when a pecuniary interest will prevent members from voting on or discussing particular issues.

Contracts

- 2.35 The Members' Interests Act disqualifies a person from being a member, or being elected or appointed a member of a local authority or any committee of a local authority, if they are concerned or interested in contracts or subcontracts with the local authority and total payment for such contracts exceeds \$25,000 in any financial year.
- 2.36 It is an offence to act as a member while disqualified, punishable by a fine not exceeding \$200.
- 2.37 The Members' Interests Act defines "concerned or interested in a contract" widely to include involvement of a member or their spouse in a company that contracts or sub-contracts with the local authority.
- 2.38 The term "contract" does not include any contract for the employment of staff by a local authority.
- 2.39 Where a member has an interest in a contract by virtue of a shareholding in an incorporated company the Members' Interests Act may apply.
- 2.40 The prior approval of the Audit Office may be sought in special cases to allow payment without disqualification under a contract that would otherwise be a disqualifying contract.
- 2.41 If a member becomes disqualified an extraordinary vacancy is created and the person is precluded from being elected or appointed to the local authority until the next triennial general election.
- 2.42 Members are urged to take the following steps as protection:
- 2.42.1 advise the Chief Executive of any organisations with whom dealings should be restricted because of a potential conflict of interest; and
 - 2.42.2 advise the management of any such organisations to keep the member informed if they are likely to become involved in dealings with the local authority.
- 2.43 Officers will shortly be circulating a publication on the Members' Interests Act produced by the Audit Office and forms for elected members to declare their interests. This publication also contains guidelines about situations where members may have a non-monetary interest in a matter and guidelines around avoiding situations where an allegation of bias in decision making could arise. Such situations could cause a decision of the local authority to be called into question. It is important that members should seek legal advice where they are concerned that a potential conflict of interest of any kind may exist in relation to a matter before the council.

Voting and discussion on matters where there is a pecuniary interest

- 2.44 The Members' Interests Act prohibits a member from voting or taking part in the discussion of any matter in which the member has, directly or indirectly, any pecuniary interest, other than an interest in common with the public.
- 2.45 A member has a pecuniary interest in a matter if it would, if dealt with in a particular way, give rise to an expectation of a gain or loss of money by that member.
- 2.46 A member who is prohibited from voting on or taking part in the discussion on any matter must, when the matter is raised, declare the pecuniary interest and abstain from the discussion. The disclosure and abstention from discussion and voting is recorded in the minutes. (Note: Hutt City Council Standing Orders also suggest that members should consider leaving the meeting room for the full duration of discussion on such matters.)
- 2.47 If a member votes or speaks on a matter when having a pecuniary interest they are liable on summary conviction to a fine not exceeding \$100. A conviction results in the member being granted leave of absence until the time for lodging an appeal against conviction has expired or, if an appeal is lodged, until the determination of that appeal. When the leave of absence has expired and the conviction has not been quashed or set aside, the office of the member is vacated and dealt with as an extraordinary vacancy.
- 2.48 Only the Audit Office may institute proceedings for an offence against the Members' Interests Act. The onus of not breaching the Act rests on the member concerned.

Sections 99, 105 and 105A of the Crimes Act 1961

- 2.49 Clause 21(5)(c) of Schedule 7 of the Local Government Act requires that members be briefed on sections 99, 105 and 105A of the Crimes Act 1961. These provisions fall under Part 6 of the Crimes Act, which relates to crimes affecting the administration of law and justice.
- 2.50 Section 99 sets out the definition of a bribe as any money, valuable consideration, office, or employment, or any benefit, whether direct or indirect.
- 2.51 Sections 105 and 105A provide that it is an offence for any official (which includes a member of a local authority) to corruptly:
- 2.51.1 accept or obtain or agree or offer to accept or attempt to obtain, any bribe for himself or herself or any other person in respect of any act done or omitted, or to be done or omitted, by him or her in their official capacity. The penalty for this is a maximum of seven years imprisonment;
 - 2.51.2 give or offer or agree to give any bribe to any person with intent to influence any official in respect of any act or omission by that officer in their official capacity. The penalty for this is a maximum of seven years imprisonment; and
 - 2.51.3 use or disclose information acquired in their official capacity, to directly or indirectly obtain an advantage or pecuniary gain, for

themselves or any other person. The penalty for this is a maximum of seven years imprisonment.

Secret Commissions Act 1910

- 2.52 The Secret Commissions Act 1910 prohibits secret commissions. The principle behind the Act is that persons holding positions of trust (i.e. elected members) should not profit through holding that position. It is an offence for any agent of a principal to accept, or attempt to obtain, any gift, inducement or reward for doing or not doing any act by virtue of the office they hold. Every member of a local authority is deemed to be an agent of the local authority.
- 2.53 The maximum penalty on indictment is a \$1,000 fine or two years imprisonment for an individual or a \$2,000 fine for a corporation.

Financial Markets Conduct Act 2013

- 2.54 The Financial Markets Conduct Act 2013 imposes on Members the same responsibilities as company directors whenever Council offers securities (debt or equity) to the public. Members may be personally liable if investment documents such as a disclosure statement contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.
- 2.55 The Act also prohibits any Member who has information about a listed company that is not generally available to the market, from trading in that company's shares or from disclosing that information.
- 2.56 The penalties for certain offences under this Act (false or misleading statements in disclosure documents - 10 years; or insider trading - 5 years) are such that if a Member were convicted, that conviction would result in ouster from office.

Public Audit Act 2001

- 2.57 Although not mentioned in Clause 21(5)(c) of Schedule 7, it is worth noting the Public Audit Act 2001. This Act has the primary purposes of establishing the Controller and Auditor-General and the Deputy Controller and Auditor General as officers of Parliament and restating the law relating to the audit of public sector organisations and public entities (which includes local authorities). Sections 24 and 25 of the Public Audit Act set out information gathering powers relevant to elected members as members of the governing body of a public entity. Members must comply with requests from the Controller and Auditor General for documents and information or explanations about information provided.

Consultation

3. Particular legal requirements may require members to consult with the Office of the Controllers and Auditor General.

Legal Considerations

4. The statutory briefing information contained in this report is of a general nature only and is not exhaustive. If members have particular concerns they should seek appropriate legal advice.
5. Breach of relevant legislation can result in serious consequences such as disqualification from office or imprisonment.
6. The onus on complying with the relevant legislation falls with each individual member, not the Chief Executive.

Financial Considerations

7. There are no financial considerations arising from this report. (Note: there may be financial considerations for individual members in relation to the Members' Interests Act and pecuniary interests).

Other Considerations

8. There are no publicity considerations.
9. Additional information will be provided to members by officers as required. Councillors, Community Board members and members of Council Committees are subject to various laws in their capacity as local authority members. Members need to ensure that they understand and comply with these obligations. However, there is a range of laws that affect the processes and practices of local authorities which should also be taken into account. Implications arising from these obligations will be raised in relevant briefings and reports on issues as they arise.

Appendices

There are no appendices for this report.

Author: Bradley Cato
Solicitor

Approved By: Tony Stallinger
Chief Executive

17 October 2016

File: (16/1206)

Report no: WCB2016/5/59

Committee Advisor's Report

Purpose of Report

1. The primary purpose of this report is to update the Board on various items of interest to the Board.

Recommendation

That the Board:

- (i) determines the venue and start time for its 2017 meetings;
- (ii) determines catering requirements for its 2017 meetings;
- (iii) determines advertising requirements for its 2017 meetings;
- (iv) agrees that presentations from Greater Wellington Regional Council will be a standard item of business on its agenda for its meetings;
- (v) agrees that an extraordinary meeting of the Wainuiomata Community Board will be held on Monday 19 December 2016 at 7pm in the Wainuiomata Community Library, for the purpose of hearing the declaration by Ms Jodie Alexander.

2. Ms Alexander – Statutory Declaration

As Ms Alexander is an apology for this meeting. The Board has the option to either:

- (i) arrange an extraordinary meeting of the Board on Monday 19 December 2016 at 7pm in the Wainuiomata Community Library, for the purpose of hearing the Declaration by Ms Jodie Alexander; or

- (ii) Ms Alexander makes her declaration at the Board meeting to be held on 9 February 2017.

If the latter option is agreed to, Ms Alexander will not be able to act in any capacity as a Board member until 9 February 2017.

3. **Venue**

In the previous triennium, the Board met at the Wainuiomata Public Library. The Board is asked to confirm venues for its 2017 meetings.

Health and Safety requirements relating to Fire Evacuation and Emergency Procedures will need to be provided at the beginning of all Board meetings.

4. **Start Time for Meetings of the Board**

In the previous triennium, the Board met at 7pm. The Board is asked to confirm the start time for its 2017 meetings.

5. **Catering**

In the previous triennium, the Board had catering provided for its meetings. The Board is asked to consider catering requirements for its 2017 meetings.

6. **Advertising Meetings**

The Board's meetings are advertised in the Wainuiomata News and on Council's website. The cost for the Wainuiomata News advertising is debited from the Board's Miscellaneous Administration Budget. The Board needs to determine whether it wishes to advertise in any other advertising format.

7. **Presentations to the Board**

Members are asked to confirm if they would like presentations from Greater Wellington Regional Council at each of its meetings in the triennium.

8. **Code of Conduct and Standing Orders**

Hutt City Council's Code of Conduct and Standing Orders will be adopted at the Council meeting to be held on 15 December 2016. A report on each will be considered by the Board at its meeting to be held in February 2017. In the meantime, the current Hutt City Council Code of Conduct and Standing Orders continue to apply to members and meetings.

9. **Proposal to Declare Local Purpose Reserve (Road) as Legal Road – Wise Street Wainuiomata**

Council's Urban Growth Strategy includes the upgrading of the northern end of Wise Street, Wainuiomata to full urban street standard to support urban development in the area.

204 Wise Street is being subdivided and will provide 31 new lots. The road is currently under construction from the existing end of Wise Street to the northern boundary of 204 Wise Street.

It is necessary to legalise the Local Purpose Reserve (Road) as road, as the new subdivided lots require legal frontage before titles can be issued for them. A report to initiate this change will be submitted to Council on 15 December 2016. If you have any queries please contact Council's Traffic Assets Manager.

10. Community Consultations

Please see below a list of current proposals Council is consulting on:

Consulting on	Closing date
<u>Dog Exercise Areas</u>	8 February 2017

Current consultations can be viewed on Council's website:

<http://www.huttcity.govt.nz/Your-Council/Have-your-say/Consulting-on/>

11. 2016/2017 Budget

The Board's Miscellaneous Administration Budget for the 2016/2017 financial year is \$5,000, and the Training Budget is \$3,000. A schedule of expenses to date is attached as Appendix 1 to the report.

Appendices

No.	Title	Page
1	Wainuiomata Community Board Expenditure 2016-2017	17

Author: Annie Doornebosch
Committee Advisor

Reviewed By: Kate Glanville
Senior Committee Advisor

Approved By: Kathryn Stannard
Divisional Manager, Secretariat Services

WAINUIOMATA COMMUNITY BOARD EXPENDITURE 2016/17 FINANCIAL YEAR - MISCELLANEOUS BUDGET

Item	July	August	Sept	October	Nov	Dec	January	February	March	April	May	June	Total per Item	Balance
Balance														\$5,000.00
Advertising														\$5,000.00
Misc														\$5,000.00
Promotion/Publicity														
Catering		\$500.38												\$5,000.00
Venue Hire														\$5,000.00
Monthly total	\$0.00	\$500.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.38	\$4,499.62

WAINUIOMATA COMMUNITY BOARD EXPENDITURE 2014/15 FINANCIAL YEAR - TRAINING BUDGET

Item	July	August	Sept	October	Nov	Dec	January	February	March	April	May	June	Total per Item	Balance
Balance														\$3,000.00
Training														\$3,000.00

Our Reference 16/1334



TO: Chair and Members
Wainuiomata Community Board

FROM: Kate Glanville

DATE: 25 November 2016

SUBJECT: COMMUNITY BOARD DELEGATIONS AND FUNCTIONS

Recommendation

That the Board notes the delegations to community boards as approved by Council.

Background

Attached as Appendix 1 is the report that was considered by Council at its meeting held on 22 November 2016. Council adopted the recommendations contained in the report.

Attached as Appendix 2 are the adopted delegations and functions for Community Boards.

Appendices

No.	Title	Page
1↓	Community Boards delegations and functions report - Hutt City Council - 22 November 2016	19
2↓	Functions and Delegations Community Boards 2016-2019	22

Author: Kate Glanville
Senior Committee Advisor

Approved By: Kathryn Stannard
Divisional Manager, Secretariat Services



Hutt City Council

16 November 2016

File: (16/1250)

Report no: HCC2016/5/55

Community Board Delegations and Functions

Purpose of Report

1. The purpose of this report is to propose the Delegations and Functions for Community Boards for the 2016-2019 triennium.

Recommendations

It is recommended that the Council approves the proposed Delegations and Functions for Community Boards, as amended, for the 2016-2019 triennium attached as Appendix 1 to the report.

Background

2. In April 2016 the Chair and Deputy Chair of the Wainuiomata Community Board wrote to Council's Chief Executive to ask that there be a review of the Delegations and Functions of Boards/Committees. The Chief Executive committed to giving all Community Board and Committee members the opportunity to provide feedback on the delegations (and functions) and for this to happen prior to the 2016 triennial elections.
3. This recommendation is the result of the work that has been completed to review the current Delegations and Functions of Boards/Community Committees. Two workshops were held with Board/Community Committee members and three members spoke directly with the Divisional Manager, Strategy and Planning to provide feedback.

Discussion

4. Hutt City is poised to take up its role as a key city in the Greater Wellington region. The potential of developments such as the Promenade and other city-wide projects to be "game changers" for the city requires a governance

model that is “future fit”. Also, in the context of amalgamation and Governments clear indication that its policy preference is “less rather than more” in terms of local governance, it is timely to consider future representation within the city.

5. Community Boards and Community Committees were concerned with their current functions and delegations. Despite some differences in view, the majority of members’ view is that Boards and Community Committees should have:
 - Greater levels of independence and discretion in terms of decision making for their local community – this includes budgetary decisions
 - Formal processes for accountability and performance management
 - A process for formal input into Council decision making eg Board/Community Committee recommendations being included in papers going to Council
 - Recognition for their knowledge of their community and the work they do in the community
6. Council, on the other hand, are focused on achieving the best outcome for the whole city while at the same time paying attention to the issues that arise in the wards they are representing and advocating on behalf of those communities to ensure Council is cognisant of how wider Council decisions impact at a local level.
7. The majority of people who attended the workshops and those I spoke to individually felt that the current Delegations and Functions were reasonable and covered what should be done by Board/Community Committee members.
8. The key issue is the relationship between Boards/Community Committees and Council and the level of regard that Board/Community Committee members feel they, their views and their communities are given by Council. Given this it is recommended that the status quo remain with some enhancements as follows:

Options

9. Officers recommend that an enhanced status quo be agreed to by Council for Community Board Delegations and Functions. This option requires:
 - i. Agreeing a process for advising Board members about Council activity in their area e.g. building consents, road works, street cleaning, resource consents, District Plan changes, strategy and policy development, operational changes, WIP reports for large projects such as Walter Nash.

- ii. Strengthen budget decision making to cover miscellaneous expenditure associated with the activities of the Board. The Chair to make these decisions in consultation with the Board.

Consultation

10. Workshops were held with Community Board and Community Committee members. The Divisional Manager, Strategy and Planning met individually with two Board members and one Community Committee member.

Legal Considerations

11. There are no legal considerations.

Financial Considerations

12. There are no financial considerations.

Other Considerations

13. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of the local government in that it provides Community Board members with the Functions and Delegations to carry out their role in their communities.

Appendices

No.	Title	Page
1	Functions and Delegations Community Boards 2016-2019	

Author: Wendy Moore
Divisional Manager, Strategy and Planning

Approved By: Kim Kelly
General Manager, Strategic Services

COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to represent, and act as an advocate for, the interests of their community.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans, Standing Orders and its interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, ie any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of "city-wide" will be determined by the Mayor and Chief Executive in consultation with the relevant Chair);
- Efficient decision-making should be paramount;
- Conflicts of interest should be avoided and risks minimised;
- To ensure processes are free from bias and pre-determination Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;
- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

- (a) do not delegate any function, duty or power which a statute (for example section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;
- (b) are subject to and do not affect any delegation which the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;
- (c) are subject to any other statutory requirements that may apply to a particular delegation;
- (d) are subject to any notice issued by the Council, from time to time, to a Community Board that a particular issue must be referred to Council for decision;
- (e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);
- (f) promote centralisation of those functions where the appropriate expertise must be ensured; and
- (g) reflect that all statutory and legal requirements must be met.

DELEGATIONS

Decide:

- Naming new roads and alterations to street names (in the Community Board's area).
- Official naming of parks, reserves and sports grounds within the provisions of Council's Naming Policy. Note ¹
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan. Note ²
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council's City Development Committee).
- The allocation of funding from the Community Engagement Fund in accordance with Council's adopted guidelines.
- Expenditure of funds allocated by the Council to the Board from the Miscellaneous Budget to cover expenditure associated with the activities of the Board. The Chair to approve expenditure, in consultation with the Board, and forward appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board or members, including formal training courses, attendance at seminars or attendance at relevant conferences.

CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

- Particular issues notified from time to time by Council to the Community Board.
- Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.
- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which a Community Board representative is required by Council.

¹ This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

² The Operational Guide for Urban Forest Plan is available from Council's Parks and Gardens Division.

- The setting, amending or revoking of speed limits in accordance with the *Hutt City Council Bylaw 2005 Speed Limits*, including the hearing of any submissions.

GENERAL FUNCTIONS

Provide their local community's input on:

- Council's Long Term Plan and/or Annual Plan.
- Council's policies, programmes (including the District Roding Programme) and bylaws.
- Changes or variations to the District Plan.
- Resource management issues which it believes are relevant to its local community, through advocacy.
- The disposal or acquisition of significant assets.
- Road safety including road safety education within its area.
- Any other issues a Board believes is relevant to its local area.
- Review Local Community Plans as required.

Reports may be prepared by the Board and present to Council Committee, along with an officer's recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

Co-ordinate with Council staff:

- Local community consultation on city-wide issues on which the Council has called for consultation.

Maintain:

- An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
- An overview of parks, recreational facilities and community activities within its local area.

Develop:

- Community Response Plans in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents' associations, other community groups, and local businesses. The Community Response Plans will be reviewed on an annual basis.

Grant:

- Local community awards.

Promote:

- Recreational facilities and opportunities in its area with a view to ensure maximum usage.
- Arts and crafts in its area.

Appoint:

- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board's area, on which a community representative is sought.

Endorse:

- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only).

Our Reference 16/1335



TO: Chair and Members
Wainuiomata Community Board

FROM: Annie Doornebosch

DATE: 25 November 2016

SUBJECT: SCHEDULE OF MEETINGS 2017

Recommendations

That the Board:

- (i) approves the meeting dates for 2017 in respect of its own meetings;
- (ii) notes that the Chair will set dates for informal meetings of the Board as the need arises; and
- (iii) delegates authority to the Chief Executive in consultation with the Board Chair to alter the date, time or venue of a meeting, or cancel a meeting, should circumstances require this.

Background

Attached as Appendix 1 is the report that was considered by Council at its meeting held on 22 November 2016. Council adopted the recommendations contained in the report.

Attached as Appendix 2 is the schedule of meetings for 2017.

Appendices

No.	Title	Page
1	Schedule of meetings 2016/2017 report - Hutt City Council - 22 November 2016	27
2	2017 Schedule of Council Meetings	31

Author: Annie Doornebosch
Committee Advisor

Reviewed By: Kate Glanville
Senior Committee Advisor

Approved By: Kathryn Stannard
Divisional Manager, Secretariat Services



Hutt City Council

28 October 2016

File: (16/1215)

Report no: HCC2016/5/242

SCHEDULE OF MEETINGS FOR 2016/2017

Purpose of Report

1. The primary purpose of the report is to seek adoption of a schedule of meetings for the balance of 2016 and for 2017 as provided for in the Local Government Act 2002.

Recommendations

That Council:

- (i) adopts the schedule of meetings attached as Appendix 1 to the report, which provides for one cycle of meetings for the balance of 2016 subject to approval by the community boards in respect of their meetings dates;
- (ii) adopts the schedule of meetings attached as Appendix 2 to the report, which provides five weekly meeting cycles in 2017 subject to approval by the community boards in respect of their meetings dates;
- (iii) notes the commencement time of Council and its standing committees will be agreed at its meeting to be held in December 2016;
- (iv) agrees that the venue for the meetings of Council and its committees and subcommittees, other than community boards, be the Council Chambers, Administration Building, 30 Laings Road, Lower Hutt; and
- (v) delegates authority to the Chief Executive in consultation with the Mayor or Committee Chair to alter the date, time or venue of a meeting, or cancel a meeting, should circumstances require this.

Background

2. The Local Government Act 2002 (the Act) requires that a local authority must hold the meetings that are necessary for the good government of its district.
3. The Act requires that notice be given in writing to each member of the time and place of a meeting, not less than 14 days before the meeting or, if the local authority has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.
4. In the last triennium Council adopted a schedule of meetings based on a five-weekly meeting cycle. Attached as Appendix 2 to the report is a draft schedule for five meeting cycles from January to December 2017.

Discussion

5. The draft meeting cycle provides a free week during week 1 of each meeting cycle when the first order papers for the cycle are being prepared, a week during which community board meetings are scheduled, one week during which subcommittees can meet, two weeks during which the standing committees of Council can meet, a free week for the preparation of Council order papers and a Council meeting in the last week of the cycle.
6. The draft schedule is subject to the adoption of Council's committee structure, which is dealt with in a separate report. Any changes to the committee structure for the 2016 - 2019 triennium could be accommodated within the meeting schedule proposed.
7. The draft schedule for 2017 provides for one briefing per month, excluding January and December.
8. The draft schedule allows reports that are of relevance to a community to be considered by the appropriate community board before going to the appropriate subcommittee/committee of Council.

Times

9. Council will determine the commencement times for Council and its standing committees at its meeting to be held in December 2016. The start time of subcommittees will be determined by the individual chairs of the subcommittees.
10. In situations where additional meetings of Council and its committees and subcommittees are required, ideally 14 days' notice will be provided to members. Where a lesser period of notice is provided, such meetings would be treated as extraordinary meetings.
12. The draft meeting schedule for 2017 has been adjusted to make provision for meetings associated with the Annual Plan process, including scheduling community board meetings during the Annual Plan consultation period.

13. Community boards on their own initiative schedule informal community meetings to discuss specific issues or as a forum for engaging with the community. It is anticipated that these informal meetings will continue, and will supplement the meetings held to conduct formal business, which are more structured and provide limited opportunities for public input.
14. The meeting schedule has been adjusted where necessary to take account of public holidays, which are noted on the schedule and also the Local Government New Zealand Conference and the Community Boards' conference.
15. To assist with forward planning, regular civic functions to be held in 2017 have been included in the schedule.
16. Venues for community boards are selected by boards from within the communities served.
17. On occasion circumstances change and the schedule requires an alteration to the date, time or venue or the cancellation of a meeting. Officers recommend that Council agree for the Chief Executive in consultation with the Mayor, Committee or Board Chairs have delegated authority to make the required change to the schedule.

Consultation

18. The proposed schedule of meetings will be submitted to the December 2016 meetings of the community boards for approval in respect of their meeting dates and venues for their meetings.
19. Decisions made in respect of these meetings will be reported back to Council in December 2016, along with the venues to be used for community board meetings in 2017.
20. In respect of the joint committee (Hutt Valley Services Committee) the dates have been discussed with officers from Upper Hutt City Council.
21. In respect of the Regional Transport Committee, the Hutt Valley Flood Management Subcommittee and the Wellington Regional Strategy Committee, officers from Greater Wellington Regional Council have notified the dates to officers.
22. In respect of the Wellington Regional Waste Minimisation and Management Joint Committee, the dates for 2017 are yet to be confirmed.

Legal Considerations

23. The Local Government Act 2002 makes provision for Councils to adopt a schedule of meetings. Adoption of the schedule presented will serve as notice to members that the meetings set out on the schedule are to be held.

Other Considerations

24. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of the local government in that it meets the current/future needs of the

community by providing the community a set meeting schedule when Council meets to make decisions impacting on the future community goals.

Appendices

No.	Title	Page
1	2016 Cycle 5 - Schedule of Meetings for Council, Committees and Community Boards	
2	2017 Schedule of Meetings for Council, Committees and Community Boards	

Author: Susan Haniel
Committee Advisor

Reviewed By: Kate Glanville
Senior Committee Advisor

Approved By: Kathryn Stannard
Divisional Manager, Secretariat Services

2017 SCHEDULE OF MEETINGS FOR COUNCIL, COMMITTEES, SUBCOMMITTEES AND COMMUNITY BOARDS						
	2017 - Cycle 1	2017 - Cycle 2	2017 - Cycle 3	2017 Cycle 4	2017 - Cycle 5	
Community Plan Committee (CPC) - 9.30am	Tue/Wed 21/22 Feb	Tue/Wed 16/17 May	Thu 8-Jun			
Community Plan Committee (CPC) - 5.00pm	Tue 14-Mar					
Petone Community Board	Wed 8-Feb	Mon 3-Apr	Mon 26-Jun	Mon 4-Sep	Mon 6-Nov	
Eastbourne Community Board	Tue 7-Feb	Tue 4-Apr	Tue 27-Jun	Tue 5-Sep	Tue 7-Nov	
Wainuiomata Community Board	Thu 9-Feb	Wed 5-Apr	Wed 28-Jun	Wed 6-Sep	Wed 8-Nov	
Traffic Subcommittee	Mon 13-Feb	Mon 10-Apr	Mon 3-Jul	Mon 11-Sep	Mon 13-Nov	
Arts and Culture Subcommittee	Tue 14-Feb	Tue 11-Apr	Tue 4-Jul	Tue 12-Sep	Tue 14-Nov	
District Plan Committee	Mon 20-Feb	Wed 26-Apr	Wed 26-Jul	Wed 20-Sep	Wed 22-Nov	
Policy and Regulatory Committee	Mon 27-Feb	Mon 1-May	Mon 31-Jul	Mon 25-Sep	Mon 27-Nov	
City Development Committee	Tue 28-Feb	Tue 2-May	Tue 1-Aug	Tue 26-Sep	Tue 28-Nov	
Finance and Performance Committee	Wed 1-Mar	Wed 3-May	Wed 2-Aug	Wed 27-Sep	Wed 29-Nov	
				Wed 18-Oct		
Community Services Committee	Thu 2-Mar	Thu 4-May	Thu 3-Aug	Thu 28-Sep	Thu 30-Nov	
Additional Ordinary Meetings of Council	Tue/Wed 21/22 Feb after CPC		Thu 8-Jun after CPC	Wed 18-Oct after F&P		
Additional Ordinary Meetings of Council - 6.00pm			Thu 29-Jun make rates			
Council - 6.00pm	Tue 14-Mar	Tue 23-May	Tue 15-Aug	Tue 10-Oct	Tue 12-Dec	
Hutt Valley Services Committee - 9.30am	Fri 3-Mar	Fri 5-May		Fri 4-Aug	Fri 24-Nov	
HV Flood Management Subcommittee - 4.30pm	Thu 16-Feb	Wed 10-May	Thu 22-Jun	Thu 21-Sep	Thu 2-Nov	
	Wed 29-Mar		Thu 10-Aug		Tue 5-Dec	
Wellington Water Committee - 1.00pm	Tue 7-Mar	Wed 31-May		Thu 7-Sep	Wed 22-Nov	
Regional Transport Committee - 10.00am	Tue 28-Mar	Tue 30-May	Tue 29-Aug	Tue 26-Sep Workshop	Tue 21-Nov	
Wellington Regional Strategy - 1.00pm	Tue 28-Mar	Tue 30-May	Tue 29-Aug		Tue 21-Nov	
Wellington Regional Waste Minimisation and Management Joint Committee - 9.15am						

Council briefings (or as required) - 5.00pm	Wed 1-Feb	Thu 30-Mar	Thu 27-Apr	Thu 25-May	Wed 21-Jun
	Wed 19-Jul	Thu 17-Aug	Tue 19-Sep	Thu 19-Oct	Thu 23-Nov
Civic functions/Committee	<u>Day</u>		<u>Function</u>		
	Thu 14-Dec		Scholastic Ceremony (Venue TBC)		
	Thu 15-Jun		Civic Honours Committee Meeting (Chambers)		
	Thu 24-Aug		Civic Honours Awards (Venue TBC)		
	Thu 23-Feb		Citizenship Ceremony (Hutt City Church, 22 Marsden Street)		
	Thu 11-May		Citizenship Ceremony (Hutt City Church, 22 Marsden Street)		
	Thu 27-July		Citizenship Ceremony (Hutt City Church, 22 Marsden Street)		
	Thu 5-Oct		Citizenship Ceremony (Hutt City Church, 22 Marsden Street)		
	Thu 7-Dec		Citizenship Ceremony (Hutt City Church, 22 Marsden Street)		
Please note the following public holidays:			Wellington Anniversary Day		Mon 23 Jan
			Waitangi Day		Mon 6 Feb
			Good Friday		Fri 14 Apr
			Easter Monday		Mon 17 Apr
			Anzac Day		Tue 25 Apr
			Queen's Birthday		Mon 5 Jun
			Labour Day		Mon 23 Oct
The Community Boards' Conference is scheduled for 12-13 May 2017 in Methven					
The LGNZ Conference 23-25 July 2017 in Auckland					
Venues:					
Petone Community Board	TBC				
Eastbourne Community Board	East Harbour Womens' Clubrooms				
Wainuiomata Community Board	Wainuiomata Community Library				
Subcommittees	Hutt City Council Chambers				
Standing Committees	Hutt City Council Chambers				
Council	Hutt City Council Chambers				
RT & WRS	GWRC				
Wellington Regional Waste Minimisation and Management Joint Committee	TBC				
HV Flood Management Subcommittee	GWRC (16 February), HCC(29 March), UHCC(10 May), GWRC(22 June), HCC(10 August), UHCC(21 September), GWRC(2 November), GWRC(5 December)				
Wellington Water Committee	UHCC (7 March), WCC (31 May), PCC (7 September), GWRC (22 November)				
Hutt Valley Services Committee	UHCC (3 March), HCC (5 May), UHCC (4 August), HCC (24 November)				
District Licensing Committee	Hutt City Council Chambers (meet as required)				
Chief Executive's Performance Subcommittee	Subject to Council approval. Venue: Hutt City Council Chambers (meet as required)				
Code of Conduct Committee	Subject to Council approval. Venue: Hutt City Council Chambers (meet as required)				

Our Reference 16/1355



TO: Chair and Members
Wainuiomata Community Board

FROM: Debbie Hunter

DATE: 29 November 2016

SUBJECT: COMMUNITY ENGAGEMENT FUND 2016-2017

Recommendations

That the Board:

- (i) notes that the Community Engagement Fund closed on 10 November 2016 and five applications had been received; and
- (ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund;
- (iii) agrees which applications to the Community Engagement Fund 2016-2017 are approved, and the amount of funding.

Purpose of Memorandum

1. For the Board to assess the eligible Community Engagement Fund applications.

Background

2. Hutt City Council agreed through the 2016/2017 Annual Plan to contribute \$48,850.00 for the Community Board/Community Committee Community Engagement Fund.
3. This is for local activities and events that directly benefit the communities concerned.
4. Five applications were received under the Wainuiomata Community Board Community Engagement Fund. They are as follows:

No.	Grant No.	Organisation	Description	Total Project Cost	\$Request
1	1820	Wainuiomata Tennis Club	Purchase of tennis balls, racquets	1,519.00	1,000.00

2	1825	Wainuiomata Boxing Club	Purchase of boxing gloves, kick bag, mouthguards, skipping ropes, hand wraps	4,313.00	3,013.00
3	1830	Wainuiomata Sportsville	Purchase of first aid kits	330.00	330.00
4	1831	Youth Inspire	Purchase of jackets for staff and t-shirts for personal training sessions for the youth to be more visible in the community	1,139.00	1,000.00
5	1833	Sport Wainuiomata Inc Society	Triability Triathlon 18 March 2017 for traffic management, Wellington Free Ambulance, flyers, printing costs	18,054.00	5,604.00
				Total Requests	\$10,947

5. The Board has \$8,601.00 available to be allocated. The Board may choose to allocate all of the funding or choose to have a second round in 2017 with any unallocated funds. The funds must be allocated by 30 June 2017.
6. Eligible Community Engagement Fund applications presented in this round request a total of \$10,947.00.

Appendices

There are no appendices for this Memorandum.

Author: Debbie Hunter
Community Advisor Funding and Community Contracts

Approved By: Melanie Laban
Community Projects and Relationship Manager