HUTT CITY
TE AWA KAIRANGI

EASTERN COMMUNITY PANEL

14 June 2018

Order Paper for the meeting to be held in the
Naenae Bowling Club, 25 Vogel Street, Naenae
on:

Tuesday 19 June 2018 commencing at 7.00pm

Membership

Michael Ellis (Chair)

Lorraine Dick	Ted Heslin
Luke Qin	Christine Wakefield
Cr Glenda Barratt	Cr Lisa Bridson

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

Central, Eastern, Northern and Western Community Panels Delegations, Guidelines and Criteria

Membership: 7

5 community representatives and 2 Ward Councillors

Quorum: 4 (to include one Ward Councillor)
Meeting Cycle: When required
Reports to: Community Services Committee (yearly)

This document records the delegation of Council functions, responsibilities, duties and powers to Community Panels ('the Panels'). The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans and Standing Orders.

Note: Community Panels are a new concept for Hutt City. Council has deliberately kept the guidelines and rules broad and at a high level. Panels are encouraged to help shape themselves and evolve in order to best meet their key responsibilities.

PURPOSE:

The Panels were established by Council at its meeting held on 23 May 2017. The purpose of the Panels is outlined in the general functions listed below. The role of the Panels is to represent and act as an advocate for the interests of their communities.

GENERAL FUNCTIONS:

- **Representation** – discuss, debate and provide feedback to Council on all important local issues, city wide matters of significance, Annual Plans and policy setting.
- Allocate and manage a **Local Community Projects Fund.**
- Allocate and manage the local **Community Engagement Fund for the Central, Eastern, Northern and Western Wards** to assist and support local community events and initiatives.

GUIDELINES AND CRITERIA FOR LOCAL COMMUNITY PROJECTS FUNDS:

- To be used to fund one or more local community projects per triennium.
- Projects are to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan.
- Community assets include, but are not limited to, playgrounds, street furniture, public art, tree planting, lighting, safety improvements, way finding, signage, improvements to existing public places and facilities. These community assets should be in public spaces.
- The development of new assets needs to be in accordance with Council strategies, policies and plans.

- Where on-going maintenance and or other costs are required after completion, these need to be provided for. This may be by way of formal agreement with the relevant division of Council.
- Approval of spending must be by resolution of the Panels.
- A report must be submitted, at the end of each financial year, to the Community Services Committee, detailing expenditure over the year.

CRITERIA FOR THE PANELS TO MANAGE THE LOCAL COMMUNITY PROJECTS FUND:

- See attached Appendix 1 for the internal process that must be followed to ensure appropriate officers receive information on projects and can provide feedback.
- Projects must be supported by officers if there are on-going maintenance or other costs post completion.
- Each Panel will agree and determine a process for determining how projects will be identified and how funding decisions will be made.

CRITERIA FOR THE PANELS TO MANAGE THE COMMUNITY ENGAGEMENT FUND

- The fund is for local activities and events that directly benefit the communities concerned.

- To be eligible for funding the organisation must be a charitable trust or an incorporated society and the activity must take place within the Hutt.

- Panels may choose to allocate the entire fund in one funding round or they can have two funding rounds per annum.   An appropriate assessment sheet is used by members when determining which organisation(s) should receive funding.

- The funds can be used towards the hireage of equipment, advertising costs, purchasing food for a specific event. Operational costs cannot be applied for.

- Organisations that are granted funding are responsible for completing an accountability form to report on the funds spent.

- Council's Community Funding Advisor is available to support and assist community groups when making applications through the Council's online grants system.

STANDING ORDERS:

The Hutt City Council's Standing Orders apply, subject to the provisions for meeting quorum and decision making as set out in these delegations.

INFORMAL MEETINGS AND ADMINISTRATION:

- Where funding decisions are <u>not</u> being made, the Panels are encouraged to meet informally.

- Council's Secretariat Services Division will support each Panel by way of formal meeting administration, co-ordination and governance advice.
- A senior member of Council's Community Services Division will support each Panel.

CHAIRS

Chairs will be recommended to Council at the beginning of the triennium, for a 12 month period. At which point, the Panel will elect its Chair for the remaining term. It is preferred that Ward Councillors are not Chairs, although this is possible should no other panel member be able to commit to the role.

Appendix 1 - <u>Checklist for Local Community Projects Fund</u>

Attach project description/application to this checklist and email to relevant Manager(s).

Divisional Manager Parks and Gardens
Divisional Manager Road and Traffic
City Safety Manager
Divisional Manager Leisure Active
Divisional Manager Museums
Divisional Manager Environmental Consents
Divisional Manager Regulatory Services

Council Managers to complete:

1. Do you support this project? Yes or No (please circle)

2. Do you have any initial concerns with this project?

3. What needs to be taken into account when the panel is considering this project for funding? (bylaws, consents):

4. Do you deem this to be a new asset? Yes or No (please circle)

    If yes, does it align with Council's strategic, policies or plans?

    If no, why not?

5. Is there budget set aside for this project? Yes or No (please circle)

    If yes, please state what year this funding will be made available:

    Can you liaise with this group in your planning stages of this project, for their input
    Yes or No (please circle)

    If no, why not?

6. Can this project be funded through Council's Long Term Plan? Yes or No (please circle)

    If no, why not:

7. Will there be a maintenance budget or other costs post completed that need to be factored into this project? Yes or No (please circle)

    If yes, please advise the amount required:

HUTT CITY COUNCIL

EASTERN COMMUNITY PANEL

Meeting to be held in the Naenae Bowling Club, 25 Vogel Street, Naenae on Tuesday 19 June 2018 commencing at 7.00pm.

ORDER PAPER

PUBLIC BUSINESS

1. **APOLOGIES**

   No apologies have been received.

2. **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.

3. **CONFLICT OF INTEREST DECLARATIONS**

4. **COMMUNITY ENGAGEMENT FUND 2017-2018** (18/903)

   Memorandum dated 24 May 2018 by the Community Advisor - Funding and Community Contracts   10

5. **QUESTIONS**

   With reference to section 32 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.

TO: **Chair and Members**
Eastern Community Panel

FROM: **Debbie Hunter**

DATE: **24 May 2018**

SUBJECT: **COMMUNITY ENGAGEMENT FUND 2017-2018**

Recommendations

That the Panel:

(i) notes that the Community Engagement Fund closed on 4 May 2018 and three applications had been received;

(ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund;

(iii) agrees to determine the funding to be granted to the community engagement fund applications; and

(iv) agrees to delegating any remaining funds to the Community Advisor who will, in conjunction with a member of the Panel, allocate the funds to a suitable community organisation.

Purpose of Memorandum

1. For the Panel to assess and determine the funding to be granted to the eligible Community Engagement Fund applications.

Background

Community Engagement Fund

2. Hutt City Council agreed through the 2017/2018 Annual Plan to contribute $48,850 for the Community Board/Panel Community Engagement Fund.

3. This is for local activities/events that directly benefit the communities concerned.

4. The fund was promoted through Hutt City Council's grants system, and through contacts/networks via members of the Community Boards/Panels.

5. Three applications were received under the Eastern Community Panel Community Engagement Fund requesting a total of $7,681.00. They are as follows:

No.	Organisation	Description	$Eligible Request
1	St John Youth Programme – Hutt Valley	Purchase of equipment for their Youth Programme in Hutt Valley.	3,034.00
2	Team Naenae	Purchase of equipment for their monthly cooking classes. Purchase of supplies for their community garden to keep the garden maintained. Purchase of a tablet and laptop.	2,869.00
3.	Common Unity	Urban Kai – Feeding the community – purchase of a 8m tunnelhouse.	1,778.00
		TOTAL REQUESTS	**$7,681.00**

6.   The Panel has $8,461.00 available to be allocated. The funds need to be allocated by the Panel by end of June 2018.

7.   An assessment sheet rating each application and the rating has been collated.

8.   Any funding that is approved, standard conditions apply.   Organisations are required to submit an accountability form within six weeks of completion of the project/event.

Appendices

There are no appendices for this Memorandum.

Author: Debbie Hunter
Community Advisor - Funding and Community Contracts

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Approved By: Melanie Laban
Divisional Manager, Community Projects and Relationships