



NORTHERN COMMUNITY PANEL

15 June 2018

Order Paper for the meeting to be held in the
Pomare Community House, 55 Farmer Crescent, Pomare, Taita
on:

Wednesday 20 June 2018 commencing at 6.00pm

Membership

Dina Awarau	Haley Strickland (Chair)
Jay Waters	Matesha Kells
Cr Gwen McDonald	Cr Leigh Sutton

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 not 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 - Checklist for Local Community Projects Fund

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

NORTHERN COMMUNITY PANEL

Meeting to be held in the Pomare Community House on
Wednesday 20 June 2018 commencing at 6.00pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

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. PRESENTATION

Presentation from Department of Corrections (18/1028)

Verbal presentation by Mr Scott Miller, Senior Advisor – Community Engagement & Reintegration

4. CONFLICT OF INTEREST DECLARATIONS

5. MINUTES

Meeting minutes Extraordinary Northern Community Panel Meeting,
31 October 2017

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6. NORTHERN COMMUNITY PROJECTS FUND (18/900)

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

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7. 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.

Donna Male
COMMITTEE ADVISOR

HUTT CITY COUNCIL

NORTHERN COMMUNITY PANEL

Minutes of an extraordinary meeting held in the Stokes Valley Hub on
Tuesday 31 October 2017 commencing at 6.00pm

PRESENT:

Dina Awarau	Haley Small (Chair)
Matesha Kells	Jay Waters
Cr L Sutton	

APOLOGY:

An apology was received from Cr G McDonald

IN ATTENDANCE:

Mr M Mercer, Divisional Manager, Community Hubs
Ms K Stannard, Divisional Manager Secretariat Services

PUBLIC BUSINESS

1. APOLOGIES

RESOLVED: (Hayley Small/Cr Sutton)

Minute No. NCP 17501

"That the apology from received from Cr McDonald be accepted and leave of absence be granted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

Cr Sutton declared a conflict of interest in regard to the Hutt River Valley Rotary.

Dina Awarua declared a conflict of interest in regard to the Pomare Taita Community House.

Jay Waters declared a conflict of interest in regard to the Stokes Valley Playcentre.

4. **COMMUNITY ENGAGEMENT FUND 2017-2018** (17/1616)

Memorandum dated 20 October 2017 by the Community Advisor - Funding and Community Contracts

Cr Sutton declared a conflict of interest and took no part in discussion on the Hutt River Valley Rotary application.

The Divisional Manager, Community Hubs elaborated on the memorandum.

Members discussed the Hutt River Valley Rotary application.

RESOLVED: (Hayley Small/Cr Sutton)

Minute No. NCP 17502

"That the Panel:

- (i) notes that the Community Engagement Fund closed on 6 October 2017 and four applications had been received;*
- (ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund. Information sheet is attached as Appendix 1 to the report; and*
- (iii) agrees to determine the funding to be granted to the community engagement fund applications."*

Jay Waters declared a conflict of interest and took no part in discussion or voting on the matter below.

Members discussed the benefits of the application from the Stokes Valley Playcentre.

RESOLVED: (Cr Sutton/Matesha Kells)

Minute No. NCP 17503

"That the Panel approves the application from Stokes Valley Playcentre for \$843.00 for the purchase of new playground equipment aimed at their younger children be approved."

Dina Awarua declared a conflict of interest and took no part in discussion or voting on the matter below.

Members discussed the benefits of the application from the Pomare Taita Community House.

RESOLVED: (Hayley Small/ Matesha Kells)

Minute No. NCP 17504

"That the Panel approves the application from Pomare Taita Community House for the Pomare Xmas in Da Hood for \$2,045.00 for the purchase of consumables and hireage of equipment be approved."

Members discussed the benefits of the application from the Goodtime Foundation.

RESOLVED: (Cr Sutton/Hayley Small)

Minute No. NCP 17505

"That the Panel approves in principle the application from Goodtime Foundation for \$2,046.00 for the purchase of electronic instruments for foundation students subject to officers clarifying the meaning of the following statement "Also to support Academy students (paying students) from all over Greater Wellington region."

Members expressed disappointment with the lack of applications received. They discussed ways to make it easier for groups to submit their applications.

RESOLVED: (Jay Waters/Matesha Kells)

Minute No. NCP 17506

"That the Panel delegates its authority to Council's Community Advisor Funding and Community Contracts to determine the remaining funds from the Community Engagement Fund upon receipt of any late applications received by June 2018."

5. **QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 6.30pm.

Haley Strickland
CHAIR

CONFIRMED as a true and correct record
Dated this 20th day of June 2018

Our Reference 18/900



TO: Chair and Members
Northern Community Panel

FROM: Debbie Hunter

DATE: 24 May 2018

SUBJECT: NORTHERN COMMUNITY PROJECTS FUND

Recommendations

That the Panel:

- (i) notes the Guidelines and Criteria for the Northern Community Projects Fund which is included on the inside of the Agenda;
- (ii) agrees retrospectively to the allocation of \$10,000 for the purpose of purchasing equipment to activate the Walter Nash Park; and
- (iii) agrees to allocating \$60,000.00 towards the purchase of emergency generators.

Purpose of Memorandum

1. For the Panel to allocate expenditure through the Northern Community Projects Fund.

Background

Community Projects Fund

2. The Panels were established by Council at a meeting held on 23 May 2017. The role of the Panel is to represent and act as an advocate for the interests of their communities.
3. Council agreed to the creation of a Northern Community Projects Fund. The amount available is \$114,000.00 per triennium.
4. The Northern Panel is delegated to allocating and managing expenditure under this fund.
5. The funds are to be used as follows:
 - 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; and
 - where ongoing maintenance and or other costs are required after complete, these need to be provided for. This may be by way of formal agreement with the relevant division of Council.
6. Initial panel discussions identified a long list of funding concepts which was distributed to Council officers for comments.
 7. An internal discussion, including a relevant checklist was carried out and three key areas were identified.
 8. Relevant Council officers raised no issues/concerns regarding the proposed projects.
 9. The community were consulted and the projects identified to be supported are as follows:

Project	Purpose	\$Cost
Walter Nash Park	Purchase equipment to activate Walter Nash Park	\$10,000.00
Emergency Generators	Purchase of two emergency generators.	\$60,000.00

10. The Panel has \$114,000.00 available to be allocated and the funds need to be allocated by the end of triennium, October 2019.
11. Any projects that are approved, standard conditions apply and officers will manage or support the project as required.
12. The Walter Nash Park proposal is retrospective given the timeframe of meetings.
13. The panel is required to report to the Community Services Committee before the end of the triennium regarding projects that have been supported.

Appendices

There are no appendices for this Memorandum.

Author: Debbie Hunter
Community Advisor - Funding and Community Contracts

Approved By: Mike Mercer
Divisional Manager Community Hubs