



WESTERN COMMUNITY PANEL

9 November 2018

Order Paper for the meeting to be held in the
Maungaraki Community Hall, 135 Dowse Drive, Maungaraki,
on:

Thursday 15 November 2018 commencing at 6.00pm

Membership

Tracey Coleman (Chair)
Gregguil Besa
Pam Hindmarsh
Cr Margaret Cousins

Paul Caygill
Ellen Jackman
Cr Chris Milne

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

WESTERN COMMUNITY PANEL

Meeting to be held in the Maungaraki Community Hall, 135 Dowse Drive, Maungaraki

on

Thursday 15 November 2018 commencing at 6.00pm.

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. MINUTES

Meeting minutes Western Community Panel, 12 June 2018 9

5. WESTERN COMMUNITY PROJECTS FUND (18/1540)

Memorandum dated 8 November 2018 by the Community Advisor -
Funding and Community Contracts 12

6. COMMUNITY ENGAGEMENT FUND 2018-2019 (18/1541)

Memorandum dated 25 September 2018 by the Community Advisor -
Funding and Community Contracts 14

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.

Kathryn Stannard
DIVISIONAL MANAGER DEMOCRATIC SERVICES

HUTT CITY COUNCILWESTERN COMMUNITY PANEL

Report of a meeting held in the Maungaraki Community Hall, 135 Dowse Drive,
Maungaraki on

Tuesday 12 June 2018 commencing at 7.30pm

PRESENT:

Ms T Coleman (Chair)
Mr P Caygill
Ms E Jackman

Mr G Besa
Ms P Hindmarsh
Cr M Cousins

APOLOGIES:

An apology was received from Cr Milne.

IN ATTENDANCE:

Ms M Laban, Divisional Manager, Community Projects and
Relationships Team
Ms D Hunter, Community Advisor Funding and
Community Contracts

PUBLIC BUSINESS1. APOLOGIES

RESOLVED: (Ms Coleman/Ms Hindmarsh)

Minute No. WCP 18301

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

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. MINUTES

RESOLVED: (Cr Cousins/Mr Besa)

Minute No. WCP 18302

"That the minutes of the Extraordinary Western Community Panel meeting held on 1 November 2017, be confirmed as a true and correct record."

5. **COMMUNITY ENGAGEMENT FUND 2017-2018** (18/901)

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

The Community Advisor – Funding and Community Contracts elaborated on the memorandum.

In response to questions from members, the Community Advisor – Funding and Community Contracts confirmed that multicultural groups were eligible to apply for funding, however they must have legal status, either as a charitable trust or an incorporated society.

Members discussed restrictions to community groups applying for funding, as there were a number of active community groups within the western area doing amazing work, who would really appreciate some financial support.

Members requested that officers report back at the next meeting regarding reviewing the eligibility rule, specifically associated to the Community Engagement Fund. With options to allow community groups who did not have legal status to apply.

In regards to the application from the Belmont Ratepayers Improvements Association the Community Advisor – Funding and Community Contracts clarified that the purchase of this type of signage was not the responsibility of Hutt City Council or Greater Wellington Regional Council. The quote also included the installation costs for the new signage and that this type of cost had been supported previously by the Western Community Committee.

Members noted that in this instance given that there were only three engagement fund applications, the Panel would support the request.

RESOLVED: (Ms Coleman/Mr Caygill)

Minute No. WCP 18303

“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) approves the application from the Belmont Ratepayers Improvements Association for \$3,337.00 towards the purchase of a new Belmont sign;*
- (iv) approves the application from the Kelson Community Association Incorporated for \$643.00 towards the purchase of trestle tables and toys for the Community Centre; and*
- (v) approves the application from the Western Hills Toy Library for \$1000 for the purchase of toys for the toy library collection.”*

4. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 8.15pm.

T Coleman
CHAIR

**CONFIRMED as a true and correct record
Dated this 15th day of November 2018**

Our Reference 18/1540



TO: Chair and Members
Western Community Panel

FROM: Debbie Hunter

DATE: 08 November 2018

SUBJECT: WESTERN COMMUNITY PROJECTS FUND

Recommendations

That the Panel:

- (i) notes the Guidelines and Criteria for the Western Community Projects Fund attached to the inside page of the agenda; and
- (ii) agrees to allocating \$40,000 towards the purchase of x7 LIFEPAK CR Plus AEDs from Wellington Free Ambulance and notes this amount also includes installation and signage.

Purpose of Memorandum

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

Background

Community Projects Fund

2. The Community 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 Western Community Projects Fund. The amount available is \$114,000.00 per triennium.
4. The Western Community 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. The community was consulted and the project identified was the most favourable option.
 7. Two quotes have been discussed by the Western Community Panel, with the preferred supplier being Wellington Free Ambulance.
 8. An internal discussion, including a relevant checklist, was carried out. Officers requested that the placement of AEDs should be installed in high foot traffic areas.
 9. The Western Community Panel has \$114,000.00 available to be allocated and the funds need to be allocated by the end of triennium, October 2019.
 10. Any projects that are approved, standard conditions apply and officers will manage or support the project as required.
 11. The Community Panels are 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

Our Reference 18/1541



TO: Chair and Members
Western Community Panel

FROM: Debbie Hunter

DATE: 25 September 2018

SUBJECT: COMMUNITY ENGAGEMENT FUND 2018-2019

Recommendations

That the Panel:

- (i) notes that the Community Engagement Fund closed on 18 October 2018 and two applications had been received;
- (ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund; and
- (iii) agrees that any funds unallocated will be used in a second round of funding in 2019. The opening and closing dates of the fund is proposed as follows:

Open Fund	Close Fund	Decisions Due
4 February 2019	4 March 2019	8 April 2019

Purpose of Memorandum

1. For the Community 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 2018/2019 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 Community Panel has \$6,201.00 available to be allocated. The funds need to be allocated by the Panel by end of June 2019.
5. The fund was promoted through Hutt City Council's grants system, and through contacts/networks via members of the Community Boards/Panels.
6. Two applications were received under the Western Community Panel Community Engagement Fund requesting a total of \$4,255.00. They are as follows:

No.	Organisation	Description	\$Eligible Request
1.	Maungaraki Community Association	Purchase of football posts for the Maungaraki Sportsfield.	2,000.00
2.	Kelson Community Centre Association	Kelson School Twilight Gala 2019 to be held on 22 March 2019 at Kelson School. Request towards children/adult entertainment – bouncy castles, sumo area, giant games set.	2,255.00
		TOTAL REQUESTS	\$4,255.00

7. Community Panel members completed an assessment sheet rating each application and the ratings have been collated and included to form a collective rating for each application.
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

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