



EASTERN COMMUNITY PANEL

13 December 2018

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

Tuesday 18 December 2018 commencing at 7.00pm

Membership

Michael Ellis (Chair)
Ted Heslin
Christine Wakefield
Cr Glenda Barratt

Luke Qin
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 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

EASTERN COMMUNITY PANEL

Meeting to be held in the Naenae Bowling Club, 25 Vogel Street, Naenae, Lower Hutt

on

Tuesday 18 December 2018 commencing at 7.00pm

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

An apology has been received from Mr T Heslin.

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 Eastern Community Panel, 19 June 2018 11

5. EASTERN COMMUNITY PROJECTS FUND (18/1966)

Memorandum dated 10 December 2018 by the Community Advisor -
Funding and Community Contracts 14

6. 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.

Judy Randall
COMMITTEE ADVISOR

HUTT CITY COUNCIL

EASTERN COMMUNITY PANEL

Report of a meeting held in the Naenae Bowling Club, 25 Vogel Street, Naenae on
Tuesday 19 June 2018 commencing at 7.35pm

PRESENT: Mr M Ellis (Chair) Mr T Heslin
 Mr L Qin Ms C Wakefield
 Cr Glenda Barratt Cr Lisa Bridson

APOLOGIES: There were no apologies.

IN ATTENDANCE: Ms S Mann, Divisional Manager, Libraries
 Ms D Hunter, Community Advisor Funding and
 Community Contracts

PUBLIC BUSINESS

1. APOLOGIES

 There were no apologies.

2. PUBLIC COMMENT

 Comments are recorded under the item to which they relate.

3. CONFLICT OF INTEREST DECLARATIONS

 Mr Ellis declared a conflict of interest in the application for funding from St John Wellington and took no part in discussion or voting on the matter.

 Ms Wakefield declared a conflict of interest in the application for funding from Team Naenae Trust and took no part in discussion or voting on the matter.

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

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

Speaking under Public Comment, members of St John Youth Division: **Dylan Budge, Devon Mather, Nikkita Craven, Dorothy Harris supported by Evana Smith, Divisional Manager from the St John Petone Youth Division** spoke to their funding application. Each member highlighted their experiences and the opportunities that had been made available to them.

Panel members congratulated the members on their presentation.

The Community Advisor – Funding and Community Contracts confirmed there had been five applications received requesting a total of \$10,330.00. She advised the Panel had \$8,461.00 available to be allocated. She noted that Mr Heslin had carried out all the application assessments.

The Community Advisor – Funding and Community Contracts advised that both the Central and Western Panels had requested her to report back to their next meeting on the likelihood of reviewing the rule that applicant groups needed a legal status, specifically with regard to the Community Engagement Fund. A change to the rules would allow community groups who did not have legal status to apply. She noted that amendments to the Community Engagement Fund would need to be agreed by the Community Services Committee.

Members agreed that this rule often restricted community groups who wished to apply for funding. They noted there were a number of active community groups within the Eastern area doing worthwhile work who would appreciate financial support.

Mr Heslin elaborated on his assessment of each funding application. It was noted that the application from Epuni School was not included in the agenda for the meeting, for the reason that it was omitted in error.

RESOLVED: (Mr Ellis/Mr Heslin)

Minute No. ECP 18301

That the Panel:

- (i) *notes that the Community Engagement Fund closed on 4 May 2018 and three 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.*

Mr Ellis vacated the role as Chair due to his conflict of interest in the application from Saint John Wellington and took no part in the voting or discussion.

Mr Heslin assumed the role of Chair.

RESOLVED: (Mr Heslin/Mr Qin)

Minute No. ECP 18302

“That the Panel approves the application from the Saint John Wellington Area for \$2,000.00

towards the purchase of equipment to support the Hutt Valley St John Youth Programme."

Mr Ellis resumed the role of Chair.

RESOLVED: (Mr Heslin/Mr Ellis)

Minute No. ECP 18303

"That the Panel approves the application from Team Naenae Trust for \$1,000.00 towards the purchase of new gardening tools and kitchen equipment."

RESOLVED: (Mr Heslin/Cr Barratt)

Minute No. ECP 18304

"That the Panel approves the application from Common Unity Project Aotearoa for \$1,778.00 towards the purchase of a tunnel glasshouse."

RESOLVED: (Mr Heslin/Cr Bridson)

Minute No. ECP 18305

"That the Panel approves the application from Te Awaikarangi Access Trust for \$1,875.00 towards the purchase of chrome book covers for the chrome books that have been distributed to the Years 5 and 6 pupils at Rata Street School."

RESOLVED: (Mr Heslin/Ms Wakefield)

Minute No. ECP 18306

"That the Panel approves the application from Epuni School for \$1,808.00 towards costs to support x80 students free swimming lessons at Naenae Swimming Pool."

5. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 7.25 pm.

Mr M Ellis
CHAIR

CONFIRMED as a true and correct record
Dated this 18th day of December 2018

Our Reference 18/1966



TO: Chair and Members
Eastern Community Panel

FROM: Debbie Hunter

DATE: 10 December 2018

SUBJECT: EASTERN COMMUNITY PROJECTS FUND

Recommendations

That the Panel:

- (i) notes the Guidelines and Criteria for the Eastern Community Projects Fund that is included on the inside of the Agenda;
- (ii) agrees to allocating \$52,000 towards a skate board park to be situated next to the basketball court in between Naenae Pool and the Naenae Bowling Club;
- (iii) agrees to allocating \$20,000 towards the purchase of three defibrillators;
- (iv) agrees to allocating \$20,000 towards the purchase of four water fountains; and
- (v) agrees that any remaining funds be used towards the restoration of the Naenae clock tower.

Purpose of Memorandum

1. For the Panel to allocate expenditure through the Eastern 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 Panels is to represent and act as advocates for the interests of their communities.
3. Council agreed to the creation of an Eastern Community Projects Fund. The amount available is \$114,000 per triennium.
4. The Eastern 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 few projects which were distributed to Council officers for comments.
 7. An internal discussion, including a relevant checklist was carried out. Relevant Council officers raised no issues/concerns regarding the proposed projects.
 8. The projects identified to be supported are as follows:

A proposed skateboard park to be located next to the basketball court in between Naenae Pool and the Naenae Bowling Club, the purchase of three defibrillators and the purchase of four water fountains. Any remaining funds are to be used towards the restoration of the Naenae clock tower.
 9. The Panel has \$114,000 available to be allocated and the funds need to be allocated by the end of the triennium, October 2019.
 10. For any projects that are approved, standard conditions apply and officers will manage or support the project as required.
 11. 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: Melanie Laban
Divisional Manager, Community Projects and Relationships