



WESTERN COMMUNITY PANEL MEETING

10 May 2019

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

Wednesday 15 May 2019 commencing at 7.30pm

Membership

Tracy 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**

Extraordinary meeting to be held in the Maungaraki Community Hall
135 Dowse Drive, Maungaraki, Lower Hutt on
Wednesday 15 May 2019 commencing at 7.30pm.

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**

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5. COMMUNITY ENGAGEMENT FUND 2018-2019 (19/541)

Memorandum dated 1 May 2019 by the Community Advisor - Funding and
 Community Contracts 12

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**WESTERN COMMUNITY PANEL**

Report of a meeting held in the Maungaraki Community Hall, 135 Dowse Drive
Maungaraki on
Thursday 15 November 2018 commencing at 6.00pm

PRESENT: Ms T Coleman (Chair) Mr G Besa
Mr P Caygill Ms P Hindmarsh
Ms E Jackman Cr MJ Cousins
Cr C Milne

APOLOGIES: No apologies were received.

IN ATTENDANCE: Ms D Hunter, Community Advisor Funding and
Community Contracts
Ms W Moore, Divisional Manager, Strategy and Planning

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

Ms T Coleman and Ms E Jackman declared a conflict of interest with regard to the Maungaraki Community Association and took no part in any discussion or voting on matters relating to the item.

4. MINUTES

RESOLVED: (Ms Coleman/Ms Hindmarsh)

Minute No. WCP 18501

"That the minutes of the Western Community Panel meeting held on Tuesday 12 June 2018, be confirmed as a true and correct record."

5. WESTERN COMMUNITY PROJECTS FUND (18/1540)

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

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

Speaking under public comment, **Mr M Shierlaw** showed a map of the Dowse Drive Reserve (the Reserve). He requested members consider making a financial contribution from their projects fund towards costs associated with addressing drainage issues at the Reserve. He said in the absence of any drainage the ground was frequently unable to be used during the autumn and winter seasons. He said in summer it was uneven and bumpy so that even informal ball play was becoming dangerous. He stated that there was potential for more use if the drainage was improved. He recommended that members visited the site at the end of the meeting.

Members noted that the Reserve had recently been mole ploughed but were unsure whether this would make enough difference to the ground.

Councillor Cousins suggested Mr Shierlaw and the Maungaraki Community Association set up a meeting with The Hon C Hipkins to ensure both the Ministry of Education and Council continued to work together to find a solution. It was noted that a representative from the Ministry of Education had acknowledged the issue and expressed interest in a joint partnership to resolve the matter.

Members discussed the proposed purchase of AEDs and in particular their locations. They agreed that the locations should be left to the judgement of Wellington Free Ambulance as they would be aware of issues such as mobile coverage, safe parking and visibility. Members recommended the AEDs should be easily accessible. They suggested Alicetown, Maungaraki, Normandale, Kelson, Belmont Domain, Harbour View and Tirohanga, with potential to add another location if required.

Members requested an additional amount be included to allow for signage at the suburb entrances with signs at other locations to be confirmed. They agreed to work with Council officers for the best locations and requested standardised signage.

In terms of training, members felt that the respective resident associations, where possible, could be the first point of call to facilitate ‘free’ training for the community from Wellington Free Ambulance.

RESOLVED: (Cr Milne/Cr Cousins)

Minute No. WCP 18502

“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 \$50,000 towards the purchase of x7 LIFEPAK CR Plus AEDs from Wellington Free Ambulance and notes this amount also includes installation and signage.”*

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

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

Ms T Coleman and Ms E Jackman took no part in any discussion or voting on matters relating to the item.

Ms Hindmarsh assumed the Chair for the duration of the item.

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

Speaking under public comment, **Mr M Shierlaw**, on behalf of the Maungaraki Community Association (the Association) spoke to the Association’s grant application. He said the goalposts would be available to be used for school sports as well as for after school practices and weekend recreation. He said the Association was prepared to make up the difference in funds required.

In response to questions from members, Mr Shierlaw confirmed there were two quotes supplied with the application. He said their preferred supplier was Strata Sports Limited. However, the Maungaraki School caretaker was also prepared to install the football posts.

RESOLVED: (Ms Hindmarsh/Cr Cousins)

Minute No. WCP 18503

“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;*
- (iv) *approves the application from the Maungaraki Community Association for \$2,000.00 towards the purchase of football posts for the Maungaraki Sportsfield;*
- (v) *approves the application from the Kelson Community Centre Association for \$2,255.00 towards children/adult entertainment for the 2019 Kelson School Twilight Gala; 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 are proposed as follows:*

<i>Open Fund</i>	<i>Close Fund</i>	<i>Decisions Due</i>
<i>4 February 2019</i>	<i>4 March 2019</i>	<i>8 April 2019”</i>

Ms Coleman assumed the Chair.

7. **QUESTIONS**

There were no questions.

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

Ms T Coleman
CHAIR

CONFIRMED as a true and correct record
Dated this 15th day of May 2019

Our Reference 19/541



TO: Chair and Members
Extraordinary Western Community Panel Meeting

FROM: Debbie Hunter

DATE: 01 May 2019

SUBJECT: COMMUNITY ENGAGEMENT FUND 2018-2019

Recommendations

That the Panel:

- (i) notes that the Community Engagement Fund closed on 30 April 2019 and three applications had been received;
- (ii) notes that the Panel had allocated \$4,255.00 in the first round of the community engagement fund;
- (iii) notes that the Panel has \$1,946.00 available to be allocated;
- (iv) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund; and
- (v) agrees to determine any funding to be granted to the community engagement fund applications.

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 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 Panel has \$6,201.00 available per annum to be allocated.
5. The Panel allocated \$4,255.00 in the first round of the community engagement fund.
6. The Panel has \$1,946.00 available to be allocated. The funds need to be allocated by the Panel by end of June 2019.
7. The fund was promoted through Hutt City Council's grants system, and through contacts/networks via members of the Community Boards/Panels.

8. Three applications were received under the Western Community Panel Community Engagement Fund requesting a total of \$8,039.00. They are as follows:

No.	Organisation	Description	\$Eligible Request
1.	Maungaraki Community Association	Purchase and installation of two bike racks to be placed outside the Maungaraki Community Centre.	1,900.00
2.	Maungaraki Richmond Scout Group	Purchase and installation of x6 heaters for the Maungaraki Richmond Scout Hall.	4,970.00
3.	Hutt Valley Kyokushin Karate Dojo	Purchase of a new stove for the old Scout Hall in Normandale.	1,169.00
		TOTAL REQUESTS	\$8,039.00

9. 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.
10. For 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