



EASTERN COMMUNITY PANEL

12 July 2019

Pursuant to a requisition dated 1 July 2019 from the Chair Mr Michael Ellis
an extraordinary meeting will be held in the
Naenae Bowling Club, 25 Vogel Street, Naenae,
on:

Tuesday 16 July 2019 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

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

on

Tuesday 16 July 2019 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. EASTERN COMMUNITY PROJECTS FUND UPDATE (19/851)

Memorandum dated 27 June 2019 by the Community Advisor - Funding and Community Contracts

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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.

Judy Randall
COMMITTEEE ADVISOR

Our Reference 19/851



TO: Chair and Members
Eastern Community Panel

FROM: Debbie Hunter

DATE: 27 June 2019

SUBJECT: EASTERN COMMUNITY PROJECTS FUND UPDATE

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) notes the information regarding the various projects that the Panel has supported through the Eastern Community Projects Fund; and
- (iii) agrees to allocate any agreed expenditure through the Eastern Community Projects Fund.

Purpose of Memorandum

1. For the Panel to note the update on the allocated expenditure through the Eastern 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 Community 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 \$114,000.00 per triennium. The funds need to be allocated by the end of the triennium in October 2019.
4. The Eastern Community Panel (the 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. Below is an update on where the current projects are at:

Purpose	Funding Allocated	Update
Purchase of x3 AED's - Naenae Bowls, Te Mangangu Rata Street, Waiwhetu Marae (including installation and signage)	\$20,000 <i>Final invoices to come in.</i>	Te Mangungu Marae, Waiwhetu Marae and Naenae School completed. The AED at the Naenae Bowling Club has been checked by Wellington Free Ambulance and repairs are needed.
Purchase + installation of x4 Water Fountains	\$30,000 <i>Final invoices to come in.</i>	Naenae Park and Te Whiti Riser completed. Plunket will be installed end of August and Hillary Court middle of September.
Skateboard park	\$52,000 Still not be spent	Janet is working with the 'Active in the Hutt' team to undertake consultation with the local youth and skate community to advise which is their preferred location and what facility they want to see. This will be happening over the next two months and then we will be in a position to feed back to the Panel with the answers to those questions.
Funds allocated	\$102,000	
Available for allocation	\$12,000	

7. The Panel at their December 2018 meeting requested officers explore costs relating to the restoration of the Naenae Clock Tower. Estimated costs for restoration are \$15,000. Further information on this will be presented to the Panel at the July meeting.
8. The Panel has recently received a request (via the Chair) in regard to supporting the costs and installation of a sculpture. Estimated cost for the sculpture is \$4,000. The installation cost is estimated to be \$2,000. Further information on this will be presented to the Panel at the July meeting.

9. 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