



WESTERN COMMUNITY PANEL MEETING

4 July 2019

Pursuant to a requisition dated 1 July 2019 from the Chair Tracy Coleman
an extraordinary meeting will be held in the
Maungaraki Community Centre, 135 Dowse Drive, Maungaraki, Lower Hutt,
on:

Thursday 11 July 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 Centre
135 Dowse Drive, Maungaraki, Lower Hutt on
Thursday 11 July 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. WESTERN COMMUNITY PROJECTS FUND (19/894)

Memorandum dated 3 July 2019 by the Community Advisor - Funding and Community Contracts 10

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

WESTERN COMMUNITY PANEL

Minutes of an extraordinary meeting held in the Maungaraki Community Hall, 135
Dowse Drive, Maungaraki, Lower Hutt on
Wednesday 15 May 2019 commencing at 7.30pm

PRESENT:

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

APOLOGIES: An apology was received from Mr G Bessa.

IN ATTENDANCE: Ms D Hunter, Community Advisor Funding and
Community Contracts

PUBLIC BUSINESS

1. APOLOGIES

RESOLVED: (Cr Cousins/Ms Coleman) **Minute No. WCP 19201**
"That the apology received from Mr G Bessa be accepted and leave of absence be granted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

Ms Coleman and Ms Jackman declared a conflict of interest with regard to the Community Engagement Fund 2018-2019 item and took no part in discussion or voting on matters relating to the item.

4. MINUTES

RESOLVED: (Ms Coleman/Cr Cousins) **Minute No. WCP 19202**
"That the minutes of the Western Community Panel meeting held on Thursday 15 November 2018, be confirmed as a true and correct record."

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

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

Ms Coleman and Ms Jackman took no part in discussion or voting on the matter.

Ms Hindmarsh assumed the Chair.

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

RESOLVED: (Mr Caygill/Cr Milne)

Minute No. WCP 19203

"That the Panel:

- (i) *notes the Community Engagement Fund closed on 30 April 2019 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) *agrees to allocating \$1,169.00 to the Hutt Valley Kyokushin Karate Dojo towards the purchase of a stove;*
- (iv) *agrees to allocating \$777.00 to the Maungaraki Community Association towards the purchase of a bike stand; and*
- (v) *agrees that the application from Maungaraki Richmond Scout Group be carried over to the next round of the community engagement fund on the proviso that the project has not already commenced, otherwise it would be retrospective and would not be eligible for funding."*

Ms Coleman resumed the Chair.

6. **QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 7.45 pm.

Ms T Coleman
CHAIR

CONFIRMED as a true and correct record
Dated this 11th day of July 2019

Our Reference 19/894



TO: Chair and Members
Extraordinary Western Community Panel Meeting

FROM: Debbie Hunter

DATE: 03 July 2019

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 allocate any agreed expenditure through the Western Community Projects Fund.

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 to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan;
 - community assets that 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 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 Western Community Panel at their November meeting allocated \$50,000.00 towards the purchase and installation of Automated External Defibrillators (AEDs) within their ward.
 7. Wellington Free Ambulance has confirmed that the following AEDs have been installed across the Western Hills: Ava Railway Station, Alicetown, St Aidan's Church, Normandale, Maungaraki Community Centre Maungaraki, The intersection of Park Road and Redvers Drive Belmont. An additional AED has been ordered and is to be installed at the Melling Railway Station. The necessary signage has also been installed.
 8. Two community organisations have approached the Panel with regard to possible projects under this fund: Maungaraki School and the Maungaraki Community Association in a joint project, and the Hutt City Emergency Response Team.
 9. The Panel has \$64,000.00 available to be allocated and the funds need to be allocated by the end of this triennium, October 2019.
 10. Any projects that are approved have standard conditions applied and officers will manage or support the project as required.
 11. Community Panels are required to report to the Community Services Committee before the end of the triennium on 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