



WESTERN COMMUNITY PANEL

20 September 2019

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

Wednesday 25 September 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**

Meeting to be held in the Maungaraki Community Hall, 135 Dowse Drive,
Maungaraki, Lower Hutt on
Wednesday 25 September 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**

Meeting minutes Extraordinary Western Community Panel Meeting
15 May 2019 9

Meeting minutes Extraordinary Western Community Panel Meeting
11 July 2019 11

5. WESTERN COMMUNITY PROJECTS FUND (19/1181)

Memorandum dated 9 September 2019 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**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 25th day of September 2019

HUTT CITY COUNCILWESTERN COMMUNITY PANEL

Minutes of an extraordinary meeting held in the Maungaraki Community Hall
135 Dowse Drive, Maungaraki, Lower Hutt on
Thursday 11 July 2019 commencing at 7.30pm

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

APOLOGIES: An apology was received from Ms E Jackman

IN ATTENDANCE: Cr J Briggs (part meeting)
Ms J Randall, Committee Advisor

PUBLIC BUSINESS1. **APOLOGIES**

Members noted the apology from Ms E Jackman.

2. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

3. **CONFLICT OF INTEREST DECLARATIONS**

The Chair declared a conflict of interest in respect of the Maungaraki Community Association and Maungaraki School application and took no part in discussion or voting on the matter.

5. **WESTERN COMMUNITY PROJECTS FUND (19/894)**

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

Speaking under public comment, **Mr M Shierlaw** explained a monitored fire alarm system (fire alarm) for the Maungaraki Community Hall (the hall) would allow more capacity as well as providing security for a well-used community asset. He noted the hall was used by the school, for after school care and for private and community events. He

advised the Maungaraki Community Association (the Association) would contribute \$3,000 and Maungaraki School would contribute a further \$3,000 towards the \$16,300 cost. He said the Association had received additional funding of \$2,500 towards the cost.

In response to questions from members, Mr Shierlaw confirmed that a fire could be attended to more quickly with a monitored fire alarm in place. He noted people generally responded faster to a fire alarm than verbal directions to leave a building.

Speaking under public comment, **Mr R Papps, Vice-President of the Maungaraki Community Association**, explained he was responsible for the maintenance of the hall. He advised the quote for the fire alarm was the lesser of two quotes received. He highlighted it did not include provision for signage at exits or lighting. He noted these additional costs would be minor and extra funding would not be needed. He added that although Maungaraki School would benefit from the fire alarm, many other large groups using the hall would also benefit. He explained that in an emergency the hall would be a Civil Defence headquarters for the Western Hills and would need to be able to accommodate large numbers of people. He added that the fire alarm would help safeguard the hall.

In response to questions from members, Mr Papps said the hall would continue to operate on a limit of 300 people if it was unable to purchase the fire alarm. He considered a monitored fire alarm would alert the fire service earlier in the event of a fire if the hall was unoccupied. He said the funding request was motivated by wanting to protect the hall as an asset rather than to increase its capacity.

Speaking under public comment, **Mr P Matthews, Chair of the Maungaraki Community Board**, said the school's contribution to an alarm had been raised via fundraising. He added it was a priority for the school to safeguard the hall as well as increase its capacity for both the school and community groups. He noted the hall was a valued community asset and would be difficult to replace. He added the cost of the alarm system did not cover the cost of monitoring.

Speaking under public comment, **Mr A Kowalczyk, a representative of the Hutt City Emergency Response Team** (the Team), advised the Team of volunteers contributed their own time and their own vehicles to training and events. He added a purpose built vehicle fitted with equipment was needed for training and to move first responders around in an emergency. He noted this would serve the community well if evacuations were needed in an emergency.

In response to questions from members, Mr Kowalczyk explained equipment such as a titanium stretcher, lighting and a high table were also needed by the Team. He added all equipment needed to be of suitable quality and type. He acknowledged a vehicle with rescue equipment was the most pressing need and would greatly enhance the team's ability to assist. He noted the Team was the only dedicated response team in Lower Hutt.

The Chair declared a conflict of interest and took no part in discussion or voting on the application from the Maungaraki Community Association and Maungaraki School.

Mr Caygill assumed the Chair.

Members discussed the application from the Maungaraki Community Association and

Maungaraki School. Members noted the Ministry of Education was responsible for providing schools with assistance with regard to the consequences of roll increases. It was acknowledged funding could be approved for the alarm on the basis that a fire alarm system would be a safety improvement for the hall. It was agreed the alarm would reduce the hall's vulnerability and would enable increased community participation. It was recognised that the alarm would improve a valued community asset.

The Chair resumed the Chair.

Members discussed the application from the Hutt City Emergency Response Team. They agreed that funding for a purpose built vehicle and equipment would improve emergency accessibility and response times for those living in the Western Hills. Members requested confirmation that the application met the criteria of the fund. They agreed to approve funding for a vehicle and equipment subject to advice from officers that the application met criteria for the Community Projects Fund.

RESOLVED: (Mr Caygill/Ms Hindmarsh)

Minute No. WCP 19304

"That the Panel:

- (i) *notes the Guidelines and Criteria for the Western Community Projects Fund (the fund) attached to the inside page of the agenda;*
- (ii) *agrees to allocate \$8,000.00 towards the purchase and installation of a Pertronic F1 fire panel to be located at the Maungaraki Community Hall and purchased from Alliance Fire and Security subject to confirmation it will be a 24/7 monitored alarm and subject to officers' standard checklist; and*
- (iii) *agrees to allocate up to \$30,000.00 towards a command and communications vehicle, a multi-purpose device and mobile scene lighting for the use of the Hutt City Emergency Response Team subject to advice from officers that this fits the criteria of the fund."*

6. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 9.00 pm.

Ms T Coleman
CHAIR

CONFIRMED as a true and correct record
Dated this 25th day of September 2019

Our Reference 19/1181



TO: Chair and Members
Western Community Panel

FROM: Debbie Hunter

DATE: 09 September 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;
 - for projects to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan;
 - for 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;
 - for 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. Below is an update on current projects:

Purpose	Funding Allocated	Total Cost
Purchase of AED's x7 units) + 1 additional AED (all AED's apart from Kelson have been installed).	50,000	\$32,880
NZRT18 - command and communications vehicle, multipurpose divide and mobile scene lighting Invoices currently in for payment.	30,000	\$28,891
MCA Fire Alarm including installation.	\$8,000	\$8,000
	TOTAL	\$69,771

7. The Panel requested officers to explore a number of projects, with a view to discussing the proposed projects at the September 2019 meeting for a final decision.

8. Current projects up for discussion are as follows:

No.	Project	Description	Total Quote
1	Kelson Water Mural - Wellington Water structures at the start of Major Drive, Kelson.	A high quality mural by Tina Rae Carter, depicting the beautiful eels swimming in the Hutt River.	\$12,697
2	Crestview Track	Enabling a Right of Way or access way between Crestview Gr and the existing Park Rd- Meadowbank walking track which currently sits on private land but public are able to use. The project would formalise the track as part of the official network.	\$16,700

3	Hill Road Look Out	Creating a public amenity area on Council reserve adjacent to 36 Hill Road, Belmont.	\$13,044
4	Predator Free	Providing funds to the Western Ward Predator Free groups to supplement current funding and support from Council and to provide further resources to support the work of PF in Western Ward. Funds will be administered through Council and not direct to the groups.	Waiting on quotes

9. Checklists have been completed for the above projects apart from project number four. This checklist will be completed prior to the meeting.
10. The Panel has \$44,229.00 available to be allocated and the funds need to be allocated by the end of October 2019.
11. Any projects that are approved have standard conditions applied and officers will manage or support the project as required.

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