

MEETING — AGENDA —

Ngā Take

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COMMUNITY COMMITTEE

Komiti Hapori



CC12
Thursday, 30 August 2018
Community Hub, The Centre. Pātuki Manawa
21 Main Road, Katikati
10.00am

Notice of Meeting No CC12 Te Karere

Community Committee Komiti Hapori

Thursday, 30 August 2018
Community Hub, The Centre. Pātuki Manawa
21 Main Road, Katikati
10.00am

His Worship the Mayor

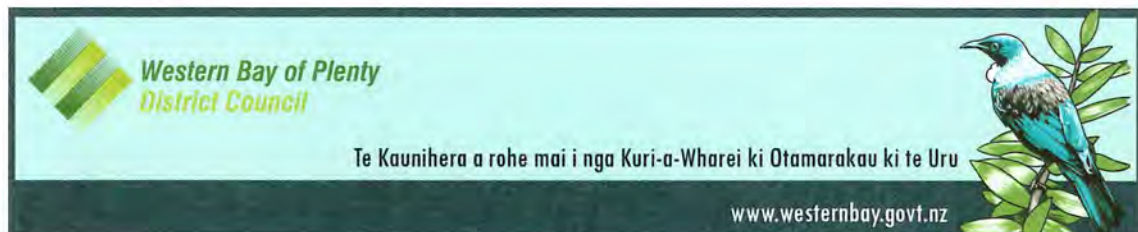
G J Webber

Councillors:

P Mackay (Chairperson)
M Murray-Benge (Deputy Chairperson)
G Dally
M Dean
M Lally
K Marsh
D Marshall
J Palmer
J Scrimgeour
D Thwaites
M Williams

Media
Staff

Miriam Taris
Chief Executive Officer
Western Bay of Plenty District Council



Community Committee Delegations

Mangai o Te Kaunihera

Quorum:

The quorum for this meeting is six members.

Role

Subject to compliance with Council strategies, policies, plans and legislation:

- To develop relationships in community sectors to enable Council to achieve local solutions to local problems and promote positive change and sustainability for strong, healthy and safe communities.
- To develop for recommendation to the Policy Committee the plans, programmes and policies for co-ordination with other agencies including but not restricted to government, regional and community agencies to further community development outcomes.
- To work with others to share information and to connect community groups to each other where appropriate.
- To establish a strategic focus to align Council economic, cultural, social and environmental development programmes with community outcomes as set out in the Long Term Plan.
- To develop and maintain a strong relationship with Tangata Whenua by ensuring Maori values are considered.
- To maintain liaison with the relevant community boards regarding issues raised in their board areas.

Delegations:

- To monitor the work of the Community Development Team through receipt of regular reports.
- To receive community development plans and where appropriate make recommendations to Council or its Committees to assist in the implementation of the plans.
- To receive and resolve on or recommend to Council or its Committees as appropriate the reports, recommendations and minutes of any Joint Committee, working group or forum as directed by Council.
- To facilitate the involvement of external parties in achieving Council outcomes in the Long Term Plan.
- To promote and advocate on behalf of Council the co-ordination of community services and agencies for the well-being of the community.
- To advise Council and its Committees on community plans, policies and projects that impact on the achievement of Council outcomes.
- To develop and promote strategies and programmes to facilitate community participation in issues which contribute to Council strategies and outcomes.
- To monitor performance and outcomes of community halls, including development and maintenance of relationships with Community Hall Committees.

- To monitor Community Service Contracts, set service delivery requirements and receive reports from but not limited to the following:
 - Katikati Open Air Art
 - Tauranga Safer Cities
 - Tauranga Citizens Advice Bureau
 - Sport BOP
 - BOP Surf Lifesaving – Waihi Beach and Maketu
 - Katikati Resource Centre
 - Tauranga Art Gallery
 - Creative Tauranga
 - Wild about NZ
 - Te Puke Economic Development Group
 - Katch Katikati
 - Waihi Beach Events and Promotions

- To receive resolve on or refer to Council and its Committees as appropriate the recommendations from the Rural Forum.

Community Grants

Subject to compliance with Council strategies, policies, plans and legislation to allocate or recommend allocation of discretionary funds in accordance with the following delegations:

- To allocate funds from the Discretionary Community Grants fund in accordance with Council's criteria and policies for the fund.
- To consider applications to the Facilities in the Community Grant Fund and make recommendations to Council through the annual plan process on such applications in accordance with Council's criteria and policies for the fund.
- To monitor the allocation of all discretionary grants made by Council and its Community Boards.

Financial Delegations

Allocation of annual budgeted funds from the Discretionary Community Grants fund.

Allocation of Ecological Financial Contributions Accumulated in accordance with Council policy.

Other

The Committee will meet at least five times a year, in once in each of the following communities:

- Kaimai Ward
- Te Puke/Maketu Ward
- Katikati/Waihi Beach Ward
- Māori Community
- Rural Community

The Committee may without confirmation by Council exercise or perform any function, power or duty relating to those matters delegated by Council in like manner, and with the same effect, as the Council could itself have exercised or performed them.

The Committee may delegate any of its functions, duties or powers to a subcommittee subject to the restrictions on its delegations and provided that any sub-delegation to subcommittees includes a statement of purpose and specification of task.

The Committee may make recommendations to Council or its Committees on any matters to achieve the outcomes required in the role of the Committee but outside its delegated authorities.

Agenda for Meeting No. CC12

Pages

**Present
In Attendance
Apologies**

Public Excluded Items

The Council may by resolution require any item of business contained in the public excluded section of the agenda to be dealt with while the public are present.

Public Forum

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Committee for up to three minutes on items that fall within the delegations of the Committee provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

Presentations

CC12.1

Katikati Youth

Noelene Te Whakaara of Katikati Youth will be in attendance to speak to the Committee regarding challenges facing young Māori learners.

CC12.2

Katikati College

Carolyn Pentecost, Principal of Katikati College, will be in attendance to speak to the Committee regarding challenges facing students.

CC12.3 **MPOWA Youth, Katikati**

Melody Bishop, Youth Programme Coordinator of MPOWA Youth Katikati, will be in attendance to speak to the Committee regarding youth development activities in Katikati.

CC12.4 **Katikati Community Centre**

David Marshall, Chairperson of Katikati Community Centre Board will be in attendance to speak to the Committee regarding recent research undertaken about the Katikati Indian and Tongan communities and to introduce the new centre manager, Allan Wainwright.

Decisions

CC12.5 **Community Matching Fund**

8-20

Attached is a report from the Community Relationships Advisor dated 17 August 2018.

Western Bay of Plenty District Council

Community Committee

Community Matching Fund Allocations for 2018/2019

Purpose

The Community Matching Fund Working Party met on 14 August 2018 to consider applications submitted for the fourth year of this fund. The guiding principle of the fund is that of providing public benefit.

The purpose of this report is to confirm allocations to applicants as recommended by the Working Party.

Recommendation

1. ***THAT the Community Relationship Advisor's report dated 17 August 2018 and titled 'Community Matching Fund Allocations for 2018/2019 be received.***
2. ***THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.***
3. ***THAT the 2018/2019 Community Matching Fund recommendations be confirmed as follows:***

Environmental Applications

Friends of Puketoki Reserve Whakamarama	\$ 4,000.00
Aongatete Forest Project	\$ 8,000.00
Matakana Island Marine Club Inc	\$ 2,000.00
Kotukutuku Gully Maketu	\$ 6,000.00
Te Whakakaha Conservation Trust	\$ 10,000.00
ARRC Wildlife Trust	\$ 10,000.00

General Applications

BOP Garden and Art Fest Trust	\$ 2,000.00
Loved 4 Life (Omokoroa Community Chapter 15)	\$ 1,800.00
The Oropi Settlers Incorporated	\$ 4,200.00
Citizens Advice Bureau	\$ 500.00
Katikati Community Centre	\$ 1,000.00
Katikati Long Journey Band Group	\$ 5,000.00
Katikati Mpowa Youth	\$ 4,100.00
Katikati Sport and Recreation Centre	\$ 1,000.00
Katikati Welcoming Communities	\$ 5,000.00
Pakeke Lions Club	\$ 4,000.00
St Peter's Anglican Church	\$ 2,000.00
Maketu Rotary	\$ 5,000.00
Te Ara Kahikatea Incorporated	\$ 4,000.00
Te Puke Centre Steering Committee	\$ 2,000.00
Te Puke Community Events	\$ 5,000.00
Te Puke Community Garden	\$ 3,150.00
Te Puke Community Menz Shed	\$ 1,000.00
Te Puke)	\$ 1,750.00
Te Puke Toy Library	\$ 1,000.00
The Search Party Charitable Trust	\$ 3,500.00
Vector Group Charitable Trust	\$ 3,000.00



Glenn Ayo
Community Relationships Advisor



Erica Holtsbaum
**Group Manager Technology,
Customer and Community Services**

1. Background

This is the fourth year that Council has made available the Community Matching Fund which is an annual contestable fund of \$100,000. The framework is such that applicant groups will "match" any cash grant from Council, with an equivalent amount which can be made of volunteer hours, cash in hand, donated services and other similar matching. The guiding principle of the fund is that of providing public benefit.

The Community Matching Fund was open to receive applications from 12 June to 12 July 2018 inclusive. A total of 45 applications were received, resulting in a combined total of \$447,692.68 requested.

Eight applications were suitable for the environmental portion of the fund (\$40,000) and these totalled \$64,945.00.

The delegated working party committee met on 14 August 2018 and their recommendations, including any conditions of grants, are recorded in their minutes in **Attachment B**.

Working Party members are;

1. Councillor Mackay - Chair (Katikati/Waihi Beach)
2. Councillor Murray Bengé (Kaimai)
3. Councillor Scrimgeour (Maketu/Te Puke)
4. Community Relationship Advisor Ben Wilson (staff)
5. Community Relationship Advisor Glenn Ayo (staff).

The 2018/19 Community Matching Fund Guidelines is attached as **Attachment A**.

2. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because all decisions result in public benefit.

3. Methodology

The delegated Community Matching Fund Working Party used a scoring guide in which applications are aligned against Councils Long Term Plan and two other community focused strategies; Welcoming Communities and Safer Communities. The scoring guide criteria are outlined, in brief, below.

- a) Building strong resilient communities (Degree of benefit)
- b) Developing the skills of individuals (Capacity building: training and education)
- c) Build the planning capacity of communities (Community plans)
- d) Demonstrate partnering with other groups/agencies
- e) Aligns with "Welcoming Communities" strategy
- f) Aligns with "Safer Communities" strategy.
- g) (Assorted) criteria as per Community section of the Long Term Plan

Each working party member applied a score to each application which was then aggregated with the scores of the other members. These were then arranged numerically to indicate those that showed strong alignment with Councils Long Term Plan and other strategies, and those that did not.

Applications scoring low, were ruled out. Several applications were identified as suitable for referral to staff members.

Of the remaining applications, those that fit the criteria for the "Environmental" funding (8) were considered first and the \$40,000.00 allocated.

For the remaining 37 applications, of which, 21 were given a grant.

4. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
General Public	<p>Grant availability and application process advertised in the media.</p> <p>Both successful and unsuccessful applicants, through their nominated first contact person, will be advised of the outcomes in writing within two weeks of the decisions.</p> <p>Community Boards will be advised of the outcomes to ensure there is no breach of Councils policy stating that recipients of the Community Matching Fund grants cannot receive a Community Board grant in the same financial year.</p>

5. Issues and Options Assessment

THAT the 2018/2019 Community Matching Fund recommendations be confirmed.

Reasons why no options are available

The Community Committee has tasked the Working Party to make recommendations on the fund. Although the Community Committee has delegation to approve allocations, it is not expected to re-litigate the recommendations.

Costs; Allocation of the full budgeted \$100,000

6. Statutory Compliance

The recommendation complies with statutory and Council plan and policy requirements

7. Funding/Budget Implications

Budget Funding Information	Relevant Detail
Budget provided for in the Long Term Plan	\$100,000 for the 2018/2019 year.



2018

COMMUNITY MATCHING FUND

APPLICATION GUIDELINES

Nau te rourou, naku te rourou, ka ora ai te iwi.
With your food basket and my food basket, the people will be healthy.

The Community Matching Fund is a funding initiative to help community groups within the Western Bay district help themselves. It was established to support projects led by not-for-profit community groups working for the benefit of their communities. This fund recognises that community groups contribute numerous resources (e.g. volunteers, time, labour) to projects, and seeks to match the dollar value of community effort with a grant.

There are two fund sources operating together – a General fund for social, recreational and cultural initiatives, and an Environmental fund for projects associated with the natural environment. Applications may have components applicable to both funds.

HOW MUCH CAN I APPLY FOR?

The total annual grant available to apply for in 2018 is \$100,000 which includes \$40,000 for environmental projects. The amount of funding applied for needs to include GST. See our website for previous successful grants.

- Applications open 12 June 2018 and close 12 July 2018
- Decisions are made on 30 August 2018
- You can expect notification by 13 September 2018.

HOW DO WE 'MATCH' THE GRANT?

Matching means a 50/50 share. Council's half is a cash grant. The applicant's half is made up from any combination of:

1. Volunteer labour valued at \$18 per-hour (aged 16 years and above)
2. Donated professional services valued at \$65 per-hour (maximum)
3. Funds raised through other means
4. Donations of materials at retail or rental rate.

1. WHAT WE DO FUND

- 1.1 Priority will be given to activities and projects that:
 - Fulfill an existing or emerging community need
 - Have the greatest degree of public benefit and are free to the public
 - Contribute to positive social, recreational, cultural or environmental outcomes
 - Demonstrate a commitment to "match" a half share (financial or in kind) from the applicant's own efforts.

1.2 Examples of uses for the General funding:

- Start-up assistance for new projects or services
- Community-led planning processes
- Community information and communication networks and co-ordination
- Equipment and materials
- Sustainability projects e.g. recycling initiatives, solar power
- Projects that assist organisations or individuals to improve their organisational and operational skills.

1.3 Examples of uses for the Environmental funding:

- Native plantings, associated weed control costs, associated minor earthworks
- Environmental education programmes, signage, pamphlets, newsletters, newspaper articles, registration fees
- Biodiversity-associated structures such as fish passage structures, bird hides, footbridges
- Ecological monitoring and monitoring equipment e.g. echo locators, tags, contractor and associated costs.

2. WHAT WE DON'T FUND

- Animal pest control programmes (e.g. traps, poisons or contractor fees)
- Individuals and for-profit organisations
- Applications where projects are more suited to funding by other organisations or different Council processes
- Activities already completed
- Applications from groups that have received other Council grants within the current Council financial year (e.g. Community Board grants)
- Applications to fund land or property purchases or permanent salaries
- Maintenance (buildings)
- Programmes duplicating local existing public or private services
- Facilities on private land.

3. APPLICATION PROCESSING

- 3.1. Applications open 12 June 2018
- 3.2. Applications close at 4pm on 12 July 2018
- 3.3. A 2018/19 Community Funding Grant application form must be completed and supporting documentation such as financial statements, letter of support etc, supplied
- 3.4. Council's Community Committee will meet on 30 August 2018 to consider all applications
- 3.5. All applicants can expect to be advised of Council's decision within two weeks of the decision
- 3.6. Applicants have the responsibility to obtain any resource consents, permits or licences, etc., needed to undertake these activities. Costs associated with these should be mentioned in your application
- 3.7. Successful grants can be invoiced as soon as awarded
- 3.8. You must invoice for any successful grants by 31 March the following year.

4. COMPLETING THE APPLICATION FORM

- 4.1. Please ensure all sections of the application form are completed. If necessary, please attach additional information on a separate sheet
- 4.2. Electronic applications are recommended
- 4.3. For photocopying purposes for hard copies, please:
 - Write clearly in black ballpoint pen. All attachments must be single-sided (suggested maximum 20 pages)
 - Use A4 paper only in your application. Attachments that are smaller or larger than A4 paper need to be copied onto A4 size.

5. FOR ADVICE AND INFORMATION, PLEASE CONTACT:

The Administrator
Community Matching Fund
Western Bay of Plenty District Council
Location: Barkes Corner, Greerton
Postal: Private Bag 12803, Tauranga Mail Centre,
TAURANGA 3143
Phone: (07) 571 8008
Fax: (07) 577 9820
Email: communitymatchingfund@westernbay.govt.nz

Workshop Notes

Community Funding Working Party

Date/Venue/Time:

Tuesday, 14 August 2018, commencing at 1.00pm in the Athenree Room

Theme:

Community Matching Fund Allocation

Group Manager Responsible:

Group Manager Technology, Customer and Community Services

Members:

Councillors P Mackay, M Murray-Benge and Scrimgeour and Members B Wilson (Community Relationship Advisor), and G Ayo (Community Relationship Advisor)

In Attendance:

E Holtsbaum (Group Manager Technology, Customer and Community Services), P Watson (Reserves and Facilities Manager), C Lim (Community Team Leader), and M Parnell (Democracy Advisor)

1. Introduction

The Community Relationship Advisor advised the elected members of the programme for the day and talked about the criteria that had been applied to each application. Staff clarified the following:

- The delegated authority to approve the funding was with the Community Committee.
- The environmental applications had very strict requirement set by the Environmental Court.

The Councillors gave initial feedback of the process as follows:

- There was concern for the small number of applications from the Kaimai Ward.
- Councillor Mackay declared a conflict of interest for the Katikati MPOWA Youth Group.

2. Allocations

As a group the working party allocated the \$100,000 available in the Community Matching Fund.

The Reserves and Facilities Manager spoke to the applications and discussed some conditions relating to the approval of projects that related to Council land that was managed by the Reserves and Facilities team.

Attachment B

The Working Party started by looking at applications for the Environmental fund.

Staff made clarifications about the following applications:

- The spraying that the Kotukutuku Gully Maketu group was asking for funding regarding was for the Blue Morning Glory.
- The Rotehu Ecological Trust was located in the Western Bay of Plenty District Council area.

The \$40,000 for the Environmental fund was allocated over six applications as follows:

Aongatete Forest Project		
Position	Accepted	Conditions None
Amount	\$4,000	
Aongatete Outdoor Education Centre		
Position	Accepted	Conditions That the grant support any of the listed items excluding the purchase of traps and bait stations.
Amount	\$8,000	
Friends of Puketoki Reserve Whakamarama		
Position	Accepted	Conditions None
Amount	\$2,000	
Kotukutuku Gully Maketu		
Position	Accepted	Conditions None
Amount	\$6,000	
Rotehu Ecological Trust		
Position	Accepted	Conditions None
Amount	10,000	
Te Whakakaha Conservation Trust		
Position	Accepted	Conditions None
Amount	10,000	

Attachment B

The applications for ARRC Wildlife Trust and Matakana Island Marine Club Inc were referred to staff for further assistance.

Once this process was completed, the members advised of the total score they had allocated to each general application. Once these results had been analysed, it was deemed that anything below an average score of 6.7 (not inclusive) would be declined. The following resulted:

Declined

Applicant	Reason for Decline
Age Concern Tauranga	Scored lower than 6.7 on the criteria scale
Aphasia New Zealand Charitable Trust	Scored lower than 6.7 on the criteria scale
Complex Chronic Illness Support	Scored lower than 6.7 on the criteria scale
EPIC Te Puke	Declined due to support given in service delivery contract
Inachord Tauranga	Scored lower than 6.7 on the criteria scale
Katikati Cricket Club Incorporated	Scored lower than 6.7 on the criteria scale
Omokoroa Playcentre	Scored lower than 6.7 on the criteria scale
Project Litefoot Trust	Scored lower than 6.7 on the criteria scale
St Paul's Presbyterian Church	Unable to help in this instance. Recommended that Katch Katikati be approached.
Tanners Point Ratepayers and Residents	Unable to help in this instance. Recommended that Rotary and/or Lions be approached.
The Incubator	Scored lower than 6.7 on the criteria scale, noted funding being provided through the LTP
Te Puna Community Kindergarten	Scored lower than 6.7 on the criteria scale

Attachment B

Accepted

The following applications were approved with conditions over and above the standard accountability processes as follows:

Applicant	Amount	Condition/s
Katikati Mpowa Youth	\$4,100	That the applicant gain permission for use of any public space reserve through the normal channels.
Katikati Welcoming Communities	\$5,000	That the applicant gain permission for use of any public space reserve through the normal channels.
Maketu Rotary	\$4,000	That the applicant continue to work with reserves staff to ensure correct permissions are aligned with the actual implementation of the project.
Pakeke Lions Club	\$4,000	That final approval be obtained from the land owner (Council) before implementation of the project.
Te Ara Kahikatea Incorporated	\$2,000	That the applicant continue to work with Council reserves staff as per the existing Memorandum of Understanding.
Te Puke Community Garden	\$1,000	That the applicant continue communicating with Council staff and with regard to the terms of the lease agreement. This application aligns with Council's Fruit and Nut Tree policy and will mean additional labour costs for time spent mowing around trees etc.
The Oropi Settlers Hall	\$4,200	That the funding provided is used specifically to purchase a commercial dish washer.
The Search Party Charitable Trust	\$3,500	That the funding provided is used for operational expenses in relation to the vehicle.
Vector Group Charitable Trust	\$3,000	That the funding provided is used specifically for the workshops portion of the application.

The Katikati Welcoming Communities application was also referred to the Community Team to discuss additional funding of remaining expenses detailed in their application.

The following applications were approved without conditions over and above the standard accountability processes:

Applicant	Amount
BOP Garden and Art Fest Trust	\$2,000
Citizens Advice Bureau	\$500

Applicant	Amount
Katikati Community Centre	\$1,000
Katikati Long Journey Bang Group	\$5,000
Katikati Sport and Recreation Centre	\$1,000
Loved 4 Life (Omokoroa Community Chapter 15)	\$1,800
Maketu Community Led Development and Projects	\$5,000
Pakeke Lions Club	\$4,000
St Peter's Anglican Church	\$2,000
Te Puke Centre Steering Committee	\$5,000
Te Puke Community Events	\$3,150
Te Puke Community Menz Shed	\$1,750
Te Puke Toy Library	\$1,000

3. Next Community Committee Meeting

The Community Relationships Advisor explained that the next step in the process was for staff to write a report on behalf of the Community Committee Funding Working Group encapsulating the recommendations made by the group as to who should get what funding. This would be presented at the next Community Committee meeting (CC12) on 30 August 2018 by the Community Relationships Advisor.

It was further confirmed that, in an effort to communicate the results of the process once accepted by the Community Committee, that the Community Boards would get an information report to each community board advising of which groups were successful in their applications. It was also advised that once the Community Committee agenda was made public that it would be made clear to all elected members that the amounts included were recommendations only and that the decision confirming the amount to be funded would be made at the Community Committee meeting on Thursday, 30 August 2018. An information report would also be provided to the Council meeting on 20 September 2018.

The Chairperson thanked staff and working party members for their work.

The meeting concluded at 3.20pm.