



Te Kaunihera-ā-Rohe o Ngāmotu

NEW PLYMOUTH DISTRICT COUNCIL

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## MEETING AGENDA

# COUNCIL MEETING

**Tuesday 24 May 2016  
at 4.30pm**

## COUNCIL CHAMBER

<b>Mayor</b>		Andrew	Judd
<b>Deputy Mayor</b>	Cr	Heather	Dodunski
	Cr	Keith	Allum
	Cr	Shaun	Biesiek
	Cr	Gordon	Brown
	Cr	Murray	Chong
	Cr	Grant	Coward
	Cr	Harry	Duynhoven
	Cr	Richard	Handley
	Cr	Colin	Johnston
	Cr	Richard	Jordan
	Cr	Craig	McFarlane
	Cr	Marie	Pearce
	Cr	Howie	Tamati
	Cr	Roy	Weaver

2

**COUNCIL AGENDA  
TUESDAY 24 MAY 2016**

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**Addressing the council**

Members of the public have an opportunity to address the council during the public forum section or as a deputation.

*A public forum section* of up to 30 minutes precedes all council meetings. Each speaker during the public forum section of a meeting may speak for up to 10 minutes. In the case of a group a maximum of 20 minutes will be allowed.

A request to make a *deputation* should be made to the secretariat within two working days before the meeting. The chairperson will decide whether your deputation is accepted. The chairperson may approve a shorter notice period. No more than four members of a deputation may address a meeting. A limit of 10 minutes is placed on a speaker making a presentation. In the case of a group a maximum of 20 minutes will be allowed.

**Purpose of Local Government**

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option outlined in each report meets the purpose of local government and:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

3  
**COUNCIL AGENDA  
TUESDAY 24 MAY 2016**

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**APOLOGIES**

Crs Craig McFarlane, Gordon Brown and Colin Johnston

**CONFLICTS OF INTEREST**

Cr Heather Dodunski re Item C - Community Funding Investment Policy

**PUBLIC FORUM**

Pat Swanson – Mishima City Teacher Exchange

**DEPUTATIONS**

Grant Knuckey – Māori representation

Community Funding Investment Policy Submitters

- 1 Vicky Dombroski, Waitara Alive
- 2 Sarah Foy and Heather Dodunski, Volunteering New Plymouth
- 3 Elaine Gill
- 4 Suzanne Porter, TAFT

**COUNCIL MINUTES**

**RECOMMENDATION**

**That the minutes of the following meeting of the Council, and the proceedings of the said meeting, as circulated, be taken as read and confirmed as a true and correct record:**

**12 April 2016**

**14 April 2016**

**COMMITTEE MINUTES**

**RECOMMENDATION**

**That the minutes of the following meetings, as circulated be received and:**

- a) **Decisions made under delegated authority by the committees be incorporated in the minutes of this meeting of the Council.**
- b) **Recommendations made by committees be included in the business to be considered at this meeting of the Council.**

**Monitoring Committee 3 May 2016**

**Policy Committee 10 May 2016**

**Regulatory Committee 12 May 2016**

**Finance Subcommittee 17 May 2016**

## **REPORTS**

### **A POLICY COMMITTEE RECOMMENDATIONS**

Consideration of recommendations from the Policy Committee meeting on Tuesday 10 May 2016.

Min 2 - Classification of Reserves: Green Spaces Management

### **B FINANCE SUBCOMMITTEE RECOMMENDATIONS**

Consideration of recommendations from the Finance Subcommittee meeting on Tuesday 17 May 2016.

Min 1 - Financial Update Report – March 2016

Min 2 - Capital Carry Forward Reduction Strategy Report

Min 3 - Capital Report on Significant Activities to 31 March 2016

Min 4 - New Plymouth Airport Terminal Expansion Project Update Report

Min 5 - Taranaki Investment Management Limited – Condensed Interim Financial Statements for the period ended 31 December 2015

Min 6 - Financial Forecast Quarter 3 2016

Min 7 - Airport Borrowing 2016

### **C ADOPTION OF COMMUNITY FUNDING INVESTMENT POLICY FOLLOWING PUBLIC CONSULTATION**

The matter for consideration by the Council is adoption of the Community Funding Investment Policy following Public Consultation.

### **D FUND PRIORITY SETTING AND OPTIONS FOR ASSESSMENT OF APPLICATIONS**

The matter for consideration by the Council is to determine fund priorities under the Community Funding Investment Policy, and an assessment process to support a more strategic investment approach to grant decision making.

**E                    TEMPORARY ROAD CLOSURE STEP UP TARANAKI**

The matter for consideration by New Plymouth District Council is to recommend the temporary closure of a section of Queen Street and Devon Street West to enable the Stepup Taranaki Trust to film a promotional video outside the Len Lye Centre.

**F                    YOUTH ENGAGEMENT UPDATE REPORT**

This report provides an update to Council on the implementation of the new Youth Engagement model adopted in December 2015, comprising of quarterly forums for the purpose to connect and promote youth engagement on a range of conversation topics.

**G                    RECOMMENDATION TO EXCLUDE THE PUBLIC FROM THE  
REMAINDER OF THE MEETING**

This report deals with items that officers recommend should be considered with the public excluded and the reasons for excluding the public.

6  
**COUNCIL AGENDA**  
**TUESDAY 24 MAY 2016**

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**RECOMMENDATIONS FROM POLICY COMMITTEE**

- FILE REFERENCE:** ECM 7120503
- MEETING DATE:** Tuesday 10 May 2016 at 4.30pm
- VENUE:** Council Chamber
- MEMBERS PRESENT:** Councillor Gordon Brown (Chairperson); Mayor Andrew Judd, Councillors Keith Allum, Grant Coward, Murray Chong, Heather Dodunski, Richard Handley, Colin Johnston, Craig McFarlane, Howie Tamati and Roy Weaver
- NON-MEMBERS PRESENT:** Councillors Richard Jordan, Marie Pearce, Shaun Biesiek and Harry Duynhoven
- Community Board Chairpersons Ken Bedford (Clifton), Doug Hislop (Kaitake) and Community Board Member Andrew Larsen (Waitara)

**PART B**  
**ITEMS FOR FINAL DETERMINATION BY THE COUNCIL**

2. **Classification of Reserves: Green Spaces Management**

**FILE REFERENCE:** ECM 7020176

The matter for consideration by the Council (acting in its capacity as administering body under the Reserves Act 1977) is applying a reserve classification (and declaration where appropriate) to the land parcels listed in the attached appendices. This action is required as part of preparing a management plan for these reserves.

*Policy Committee Recommendation:*

Cr Handley )

Cr Tamati )

That having considered all matters raised in the report and for the purpose of preparing a management plan, the Council:

- a) As the administering body of the following *Council owned reserves* listed in Appendix One, approves classification of those reserves not requiring public notice according to their primary purpose and instructs officers to publicly notify those other reserves for the purpose of classification, pursuant to section 16(2A) and where identified declare as reserve those land parcels pursuant to section 14 of the Reserves Act 1977.
- b) As the administering body of the following *Crown derived reserves vested in Council* listed in Appendix Two, has the delegated authority from the Minister of Conservation to classify those reserves not requiring public notice according to their primary purpose and instructs officers to publicly notify those other reserves for the purpose of classification pursuant to section 16(1) of the Reserves Act 1977.

## ITEM A

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- c) It is noted that the classifications of the land parcels listed in Appendices One and Two includes a combination of parcels requiring public notice and those that do not. With those land parcels requiring public notice, a report back to the Council will be undertaken where any objections are received. Where no objections are received, officers will proceed with the reserve classification.

Carried



**RECOMMENDATIONS FROM FINANCE SUBCOMMITTEE**

**FILE REFERENCE:** ECM 7127101  
**MEETING DATE:** Tuesday 17 May 2016 at 4.30pm  
**MEMBERS PRESENT:** Councillor Richard Handley (Chairperson); Mayor Andrew Judd, Councillors Keith Allum, Colin Johnston, Craig McFarlane and Marie Pearce  
**NON-MEMBERS PRESENT:** Councillors Richard Jordan, Roy Weaver and Heather Dodunski.  
 Elaine Gill, Mike Trousselot (TIML)

**3. Financial Performance Report 31 March 2016**

**FILE REFERENCE:** ECM 7116363  
 The purpose of this report is to present the financial results of the Council for the period ending 31 March 2016.

Resolved:

Cr Pearce )  
 Cr Johnston )

That, having considered all matters raised in the report, the report be noted.

Carried**4. Capital Carry Forward Reduction Strategy Report**

**FILE REFERENCE:** ECM 7114484  
 This report is to provide Council with a summary of the strategy being adopted to further reduce the carry-forward of annual capital budgets.

Resolved:

Cr Allum )  
 Cr Pearce )

That, having considered all matters raised, the report is noted.

Carried**5. Capital Report on Significant Activities to 31 March 2016**

**FILE REFERENCE:** ECM 7112042  
 The purpose of this report is to analyse the summary of capital expenditure for significant activities (for the 2015/16 financial year) to 31 March 2016.

Resolved:

Cr Pearce )  
 Cr Johnston )

That, having considered all matters raised in the report, the report be noted:

- a) That the current predicted net carry forward stands at \$7,180k for significant activities and represents 17.6% of the budget in relation to these items. That the

## ITEM B

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Key Performance Indicator is to limit carry forwards for 2015/16 to 18% of the Total Budget.

- That the current predicted total carry forward stands at \$14,230k for significant activities.
  - That \$7,050k of the predicted carry forward of \$14,230k is related to either growth projects or projects for which third party easements are required and as such the Council has reduced control in relation to the timing of these projects (figure includes for Okato Ground Water).
- b) Transportation Storm Damage – it is expected that these works will be completed under the original forecast amount (\$4,600k) by around \$1,600k.

Carried

### 6. **New Plymouth Airport Terminal Redevelopment Project Update Report**

**FILE REFERENCE:** ECM 7105464

The purpose of this report to is to provide Council with an update to the progress being made on the Airport Terminal Expansion Project.

Resolved:

Cr Allum )

Cr Johnston )

That, having considered all matters raised in the report, the report be noted.

Carried

### 7. **Taranaki Investment Management Limited Condensed Interim Financial Statements for the Period ended 31 December 2015**

**FILE REFERENCE:** ECM 7040264

The matter for consideration by the Council is to note the condensed interim financial statements for the period ending 31 December 2015, for Taranaki Investment Management Limited.

Resolved:

Mayor Judd )

Cr Pearce )

That having considered all matters raised in the report, that the condensed interim financial statements for the period ending 31 December 2015 be noted.

Carried

**8. Financial Forecast Quarter 3 2016****FILE REFERENCE:** ECM 7116453

The purpose of this report is to present the financial forecast for the remainder of the 2015/16 financial year ending on the 30<sup>th</sup> June 2016.

*Resolved:*

Cr Pearce )

Cr Johnston )

That, having considered all matters raised in the report, the report be noted.

Carried**9. Airport Borrowing 2016****FILE REFERENCE:** ECM 7110795

The matter for consideration by the Council is the short term lending of funds from the Council to the New Plymouth Airport.

*Resolved:*

Cr McFarlane )

Cr Pearce )

That having considered all matters raised in the report, the Council agrees to the loan of \$500,000 to the New Plymouth Airport and provides a further facility of \$500,000 to be repaid on 29 September 2017 in line with the other terms and conditions as set out in appendix one.

Carried

# ITEM B

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## **ADOPTION OF COMMUNITY FUNDING INVESTMENT POLICY FOLLOWING PUBLIC CONSULTATION**

PREPARED BY: Craig Campbell-Smart (Community Partnership Lead)  
 TEAM: Community Partnerships  
 APPROVED BY: Liam Hodgetts (Group Manager Strategy)  
 WARD/COMMUNITY: All  
 DATE: 7 April 2016  
 FILE REFERENCE: DM 7075199

### **MATTER**

The matter for consideration by the Council is adoption of the Community Funding Investment Policy following Public Consultation.

### **RECOMMENDATION FOR CONSIDERATION**

**That having considered all matters raised in the report:**

- a) **The Community Funding Investment Policy (Appendix One) be adopted.**
- b) **That the current delegations in respect of Heritage Protection Fund Applications set out in the Delegations Register, Part 3 (General Delegations) Sub-Part 2, be updated and amended to include the delegations for community funding investment applications, as set out in Appendix Four and renamed “Community Funding Investment Applications”.**

<b>COMPLIANCE</b>	
Significance	This matter is significant given the previous public interest in Council’s community funding support, and that the proposed Policy changes move away from the historical grant making under current policy.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: <ol style="list-style-type: none"> <li>1. Adopt the Policy and amend the Council Delegation Register;</li> <li>2. Decline to adopt the Policy or amend the Council Delegation Register.</li> </ol>
Affected persons	The persons who are affected by or interested in this matter are community groups, charitable entities, marae, rural hall committees, and property owners/investors, who apply to and receive funding through Council’s various funding schemes, other community funding organisations within the district, and the general public given the policy determines the use of rates funding.

## ITEM C

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<b>COMPLIANCE</b>	
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	No.
Significant Policy and Plan Inconsistencies	None.

### EXECUTIVE SUMMARY

In December 2015 a draft Community Funding Investment Policy was approved for public consultation along with a consultation plan. Public consultation on the draft Policy has now occurred, taking place in February 2016. This report assesses feedback received on the draft Policy during this period.

Overall there was general agreement with the strategic investment approach outlined in the draft Policy. Some amendments are recommended as a result of specific feedback, which have been included in the Policy now presented to Council for adoption.

Changes to the Council Delegations Register were also signalled to enable Officer delegations on specified fund schemes. It is also recommended that Council amend the Delegation Register on Policy adoption as proposed and consulted on.

A previous report submitted to Council, relating to Fund Priority Setting and Options for Assessment of Applications, is currently laid on the table until Policy adoption. The Council will consider this separately once the Community Funding Investment Policy has been adopted.

### BACKGROUND

#### Development of a more strategic investment approach

The need for a more strategic investment approach to grant making was identified and resolved by Council through the Long Term Plan 2015-2025. Adoption of the LTP resulted in a \$200k reduction in the Community Services and Programmes Grants pool, with the remaining fund schemes unchanged. A review of the Community Funding Investment Policy to achieve more strategic decision making was indicated.

Through the 2015/2025 Long Term Plan process, Council consulted on a more strategic investment approach for the awarding of grants, in addition to the funding reduction already outlined. Fifty-seven submissions were received for the LTP consultation with the majority (40) in favour of no reduction, with 17 favouring a reduction. Limited submissions were received relating to the move towards a more strategic approach, however four (4) were received in favour of more strategic and pro-active funding, and one (1) submitting that current

funding processes should be reviewed. Seventeen (17) submitters also outlined that funding is vital to community organisations, and that any reduction in funding or changes to the awarding of grants, will have far reaching impacts on community organisations.

A draft Community Funding Investment Policy was prepared following investigation into best practice examples and models of strategic grant making/investment. A draft Policy was approved for public consultation, and consultation has now taken place between the 1 to 26<sup>th</sup> February 2016.

### **Feedback and Key Amendments**

The Community Funding Investment Policy for Council adoption is contained in Appendix One. The Policy has been marked up to show original changes proposed in the draft Policy in **red text** (the version which was consulted on), with strikethrough text for removal (~~example~~), and **underlined blue text** showing changes to the Policy following public consultation.

Eight formal pieces of written feedback were received to the draft Policy. This feedback is summarised in Appendix Two, along with officer comments and details of amendments made to the Policy. A full copy of written submissions is contained in Appendix Three.

Below is a summary of main feedback themes and key amendments.

#### Strategic Priorities within the Policy

##### *Feedback 1*

Three submitters discussed that the Policy should contain strategic priorities to guide decision making, that consultation should occur on these prior to adoption, and that these be formulated and come into effect in the 2016/17 financial year (July 2016 funding round).

##### *Recommended amendments 1*

No amendments are recommended to grant purposes or for inclusion of strategic priorities in the Policy. Having fund priorities set outside of the Policy enables these to be adaptable to broader Council direction, without the need to undertake a Policy review process.

Matters relating to fund priority setting and options for assessment of applications are currently lying on the table. The Council will consider these separately once the Community Funding Investment Policy has been adopted.

#### Strategic Partnerships scheme

##### *Feedback 2*

There was general agreement in support of the Strategic Council Community Partnerships, but that strengthened processes should exist to identify and apply funding for these multi-year grant investments.

##### *Recommended amendments 2*

No amendments are recommended to Strategic Partnerships in the Policy.

## ITEM C

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Strengthened processes for managing Strategic Partners who receive multi-year funds are an operational matter, and have previously been identified to Council. These operational processes would benefit from clearer fund priority setting.

Matters relating to fund priority setting and options for assessment of applications are currently lying on the table. The Council will consider these separately once the Community Funding Investment Policy has been adopted.

### Multiple Applications per financial year

#### *Feedback 3*

Two submitters stated that groups should only be able to receive one grant per financial year.

#### *Recommended amendments 3*

No amendment is recommended to the Policy, as this was amended to enable multiple applications per organisation.

This change was proposed to enable multiple funding grants per organisation, due to the Policy focus on investment, which is performance and outcomes based. Enabling multiple applications will mean that applications will continue to be determined on their relative merits, therefore those organisations and initiatives that best deliver against the fund purposes, values and priorities (if adopted) would be supported.

### Removal of Fundraising Donation and Quick Response Emergency Grants

#### *Feedback 4*

There was general support for removal of these fund schemes.

#### *Recommended amendments 4*

It is recommended these the Fundraising Donation and Quick Response Emergency Grants be removed.

### Mayoral Relief Fund

#### *Feedback 5*

The Community Funding Investment Committee proposed an introduction of a discretionary Mayoral Relief Fund.

#### *Recommended amendments 5*

It is recommended that a new fund scheme is introduced for a discretionary Mayoral Relief Fund.

### Changes to grant criteria for Health and Safety, Financial Reporting Standards and Accessibility

#### *Feedback 6*

Feedback was received to amend the Policy to reflect legislative and compliances changes relating to Health and Safety (under the Health and Safety in Employment Act) and Financial Reporting standards for charities (introduced by the External Reporting Board). It was also proposed that consideration be given to improved funding for accessibility under relevant schemes by the Accessibility Issues Working Party.



*Recommended amendments 6*

It is recommended that changes to the Policy incorporating Health and Safety, Financial Reporting Standards are made, and that accessibility is added as criteria for Marae Development and Rural Hall Development Grants.

Officer Delegated Authority*Feedback 7*

No feedback was received in relation to introducing Officer Delegations for approval of funding specified in the Council Delegations Register, for the following schemes:

- Built, Cultural and Natural Heritage Protection Grants
- Community Action and Neighbourhood Development Matching Grants
- Rural Halls Development Grants
- Marae Development Grants

*Recommended amendments 7*

It is recommended that amendment is made to the Council Delegations Register.

**Amendment to Officer Delegations in the Council Delegations Register**

In the draft Policy consulted on it was proposed that existing levels of delegation are increased and new delegations are enabled on specified fund schemes. The schemes proposed for Officer Delegation were identified as having clearly defined grant criteria and process. Delegation to Officers enables the Community Funding Investment Subcommittee to focus on more strategic and complex grant making. In terms of process, it is recommended that the Subcommittee determines larger grants first, followed by smaller grants under Officer delegation.

Officer delegation is required to be contained in the Council Delegations Register, rather than contained in a Policy. It is proposed that amendment to the Register is made at the same time the Policy is approved by Council. The relevant section of the Council Delegations Register is included in Appendix Four. The Register has been marked up to show recommended changes in **red text**, with strikethrough text for removal (**example**).

Delegation is recommended to be amended to become the '*Community Funding Investment Applications*'. The summary of changes to Officer delegation is outlined in the table below:

Grant scheme	Summary of changes
Built and Natural Heritage Maintenance Scheme	<ul style="list-style-type: none"> <li>• Amend the Heritage Protection Fund Application to rename this to the Built, Cultural and Natural Heritage Projection Grants</li> <li>• Update organisational and operational details of Council Officers</li> <li>• Increase officer delegation from \$5,000 to \$10,000.</li> </ul>
Community Action and Neighbourhood Development Matching Grant Programme	<ul style="list-style-type: none"> <li>• Include officer delegation for the Community Action and Neighbourhood Development Matching Grant Programme, up to \$5,000.</li> </ul>

## ITEM C

Rural Halls Development Grants	<ul style="list-style-type: none"> <li>• Include officer delegation for the Rural Hall Development Grants, up to \$10,000.</li> </ul>
Marae Development Grants	<ul style="list-style-type: none"> <li>• Include officer delegation for the Marae Development Grants, up to \$10,000.</li> </ul>

### SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as significant.

Previous public interest in Council's Community Funding and Investment is high, which is evidenced when the Policy was first adopted in 2009 and through the Long Term Plan 2015-2025 process when the level of funding and model was considered. The Policy signals a move away from the historical grant making approach, which is in line with the strategic investment approach indicated by Council in the LTP. The Policy also relates to Council funding for marae development funds, and therefore touches on Maori taonga.

### OPTIONS

The Council has the following options:

#### **Option 1 Adopt the Policy and amend the Council Delegation Register**

Under this option Council will adopt the Community Funding Investment Policy, amended following public consultation and attached in Appendix One of this report. This option will also amend the Council Delegations Register, to enable Officer delegation of specified fund schemes, attached in Appendix Four of this report.

- a) **Financial and Resourcing Implications**  
All changes resulting from adoption of the Policy and amendment to the Delegations Register will occur within existing budgets and resource.
- b) **Risk Analysis**  
There is little risk associated with adoption of the Policy, baring public opinion. The Policy has been through Public Consultation, and Community Groups plan to make deputations to Council.

Amendment to the Councils Delegations Register will require strengthened criteria assessment against the purposes contained in relevant Policy schemes.

- c) **Consistency with Policies and Plans**  
The decision is consistent with Council decisions relating to the funding and level of service reduction for the Community Development / Partnerships team, made through the 2015-2025 Long Term Plan.

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- d) **Participation by Māori**  
The Policy recommends minor change to include accessibility as an additional fund purpose for Marae Development Grants. Contact was made with all 10 Marae committees, who were informed of the public consultation and invited to make a submission.
  - e) **Community Views and Preferences**  
Public Consultation has occurred and submissions were received. Amendments have been made to the Policy.
  - f) **Advantages and Disadvantages**  
Adoption of the Policy will assist Council's stated intention to have more strategic grant making.

**Option 2 Decline to adopt the Policy or amend the Council Delegation Register.**

Under this option the Council will decline to adopt the Policy, or amend the Delegation Register, and will retain the existing Policy and Officer delegations.

- a) **Financial and Resourcing Implications**  
This option will retain the Fundraising Donation scheme, however no operational budget will exist for this purpose from the 2017 financial year. This budget will be removed following implementation of a \$205,000 service reduction for the Community Development / Partnerships service, determined by Council through the 2015-2025 Long Term Plan.
- b) **Risk Analysis**  
Reputation risk exists as Council has publically consulted on the Policy.
- c) **Consistency with Policies and Plans**  
The decision is inconsistent with Council's decision made through the 2015-2025 Long Term Plan to implement a more strategic grant making approach.
- d) **Community Views and Preferences**  
This decision will be against general community support to adopt a more strategic grant making approach.
- e) **Advantages and Disadvantages**  
Disadvantages are that the range of changes proposed in the Policy review, to achieve a more strategic grant making, will not be introduced. These relate to the Mayoral Relief Fund, changes to grant criteria for Health and Safety, Financial Reporting Standards and Accessibility, removal of Fundraising Donation and Quick Response Emergency Grants, and enabling multi applications per organisation.

## ITEM C

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**Recommended Option**

This report recommends option one, adopting the Policy and amending Council's Delegation Register, for addressing the matter.

**APPENDICES**

- Appendix One: Community Funding Investment Policy Consultation (see separate document ECM 6657386)
- Appendix Two: Consultation report and feedback summary
- Appendix Three: Submissions to Policy Consultation (see separate documents ECM7031474 and ECM7042736)
- Appendix Four: Officer Delegations for Community Funding Investment



**Appendix One****Community Funding Investment Policy**

See separate document ECM 6657386

# ITEM C

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## Appendix Two

### Consultation Report – Draft Community Funding Investment Policy

The purpose of this report is to summarise the feedback that has been received on the Draft Community Funding Investment Policy.

The Draft Policy was released for consultation on 1 February 2016, with the feedback period closing on 26 February 2016.

#### Feedback

All current grant recipient organisations were invited to meet with officers to discuss the draft Policy, and any feedback they had. Invites were sent by direct email to 115 organisations, with the option to attend either a day time or evening session. A total of 25 persons/organisations attended the two public consultation meetings.

Feedback was able to be submitted online or in paper copy.

Overall feedback was received from:

- 10 persons/organisations via written feedback;
- 25 persons/organisations attending two public consultation meetings; and
- the Accessibilities Issues Working Party, and the Community Funding Investment Subcommittee.

The feedback described above has been summarised with responses provided in the tables below.

**Submissions:**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
Suzanne Porter  Taranaki Arts Festival Trust	<ul style="list-style-type: none"> <li>- Taranaki Arts Festival Trust (TAFT) showed some concern that the policy is being developed post budgetary adjustments.</li> </ul>	<p>The decision to reduce the level of community funding, specifically a reduction of \$200,000 from the Community Services and Programmes Grant budget, was proposed as a service reduction within the 2015-2025 Long Term Plan (LTP) process, along with a move to more strategic decision making. This LTP proposal was publically consulted on, and subsequently adopted by Council.</p> <p>The LTP decision, to reduce the budget and move towards more strategic grant decision making, informed and provided the context for the current Community Funding Investment Policy review.</p>
	<ul style="list-style-type: none"> <li>- TAFT felt the document provided is high level and they believe that input on the next stage, which is the criteria for assessment, should also be open for consultation.</li> <li>- It is of concern to TAFT that the funding sub-committee has the ability to set their own filters and objectives for vetting the applications, and that these can differ from the objectives in the City Blueprint.</li> <li>- TAFT suggested that it would be good practice for these objectives to also be open to public consultation.</li> </ul>	<p>The broad funding purposes and values for the awarding of grants are set by Council under the Community Funding Investment Policy.</p> <p>Decision making for the determination and allocation of grants is delegated to the Community Funding Investment Committee, under the framework of the Community Funding Investment Policy and specified grant schemes.</p>

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
		<p>The Community Funding Investment Subcommittee is able, through its delegated authority, to establish fund priorities to guide and focus its decision making under the purposes and values of the Policy.</p> <p>This matter is subject to a separate report to Council, which propose that the District Blueprint, and its eight key directions, is adopted as the fund priorities.</p> <p>The Blueprint eight key directions were developed following an extensive series of community and officer workshops, to define strategic areas of the focus for the Council. The Taranaki Arts Festival Trust participated in two of three community workshops to help define and develop the Blueprint priorities.</p>
<p>Ellis Gordon Norfolk Hall Society Inc.</p>	<p>- Norfolk Hall Society Inc. said there was a need to review insurance levies.</p>	<p>Insurance levy components for insurance are already funded under insurance premiums.</p>
<p>Elaine Gill</p>	<p>- Elaine Gill felt that there should have been an opportunity to submit before the draft policy was created - The submitter also felt that the policy review should have preceded the decision by Council on funding</p>	<p>The decision to reduce the level of community funding, specifically a reduction of \$200,000 from the Community Services and Programmes Grant budget, was proposed as a service reduction within the 2015-2025 LTP process, along with a move to more strategic decision making. This LTP proposal</p>



**ITEM C**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
	<p>allocations, as this decision would affect the success of the policy</p> <ul style="list-style-type: none"> <li>- The submitter supported the introduction of Strategic Council Community Partnerships</li> </ul>	<p>was publically consulted on, and subsequently adopted by Council.</p> <p>The LTP decision, to reduce the budget and move towards more strategic grant decision making, informed and provided the context for the current Community Funding Investment Policy review.</p>
	<ul style="list-style-type: none"> <li>- The submitter felt the review should have been more wide ranging to simplify number of schemes</li> </ul>	<p>The separate funding schemes contained in the Policy were reviewed as to whether they were consistent with a strategic investment approach.</p> <p>Two (2) schemes are proposed to be removed:</p> <ul style="list-style-type: none"> <li>- Fundraising Donation</li> <li>- Quick Response and Emergency Funding</li> </ul>
	<ul style="list-style-type: none"> <li>- The submitter felt that Council could look at outsourcing administration of schemes</li> </ul>	<p>The Community Funding Investment Policy contains 11 specific funding schemes. Delivery of the schemes is supported by a range of teams across Council (Finance, Property, Iwi Relations, Planning and Consents and Community Partnerships), with the budgets centralised in one area of Council managed by the Community Partnerships team, who also oversee the overall implementation of the Policy.</p> <p>Decision making of the schemes is undertaken by a Subcommittee of the Council, and is required to follow standing</p>

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
	<ul style="list-style-type: none"> <li>- It was felt by the submitter that:</li> <li>- strategic priorities should be in the policy;</li> <li>- urgency be given to formulation of strategic priorities for Policy to come into effect 2016/17 financial year; and</li> <li>- there be a delay in Policy adoption until priorities are defined</li> </ul>	<p>order processes to meet meeting administration and decision making requirements of the Local Government Act 2012.</p> <p>The broad funding purposes and values for the awarding of grants are set by Council under the Community Funding Investment Policy.</p> <p>Decision making for the determination and allocation of grants is delegated to the Community Funding Investment Committee, under the framework of the Community Funding Investment Policy and specified grant schemes.</p> <p>The Community Funding Subcommittee is able, through its delegated authority, to establish fund priorities to guide and focus its decision making under the purposes and values of the Policy.</p> <p>This matter is subject to a separate report to Council, which propose that the District Blueprint, and its eight key directions, is adopted as the fund priorities. The New Plymouth District eight key directions were developed following an extensive series of community and officer workshops, to define strategic areas of the focus for the Council.</p>
	<ul style="list-style-type: none"> <li>- The submitter said that not for profit organisations were inconsistent with self-sustaining organisations</li> </ul>	<p>‘Not for profit’ is a term used to describe non-profit organisations. A non-profit organisation is any society,</p>

**ITEM C**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
		<p>association or organisation (incorporated or not), that is not carried on for the profit or gain of any member, and whose rules do not allow money, property or any other benefit to be distributed to any of its members. It does not exclude qualifying organisations from participating in trading activities, so long as funds resulting from those activities are deployed for charitable purposes.</p> <p>The establishment of the Social Enterprise Grant scheme is a funding mechanism to assist non-profit organisation entities to establish trading activities in order to become self-sustaining.</p>
	<ul style="list-style-type: none"> <li>- The submitter felt that groups with Strategic Council Community Partnerships should not be eligible for any other grants; and that organisations should only be able to receive one grant per year</li> </ul>	<p>The proposed Community Funding Investment Policy has been drafted to give effect to the Council direction of more strategic grants investment. Best practice grant making for investment focuses on performance and achievement of outcomes.</p> <p>Enabling multiple grant applications from organisations would mean that each initiative would be considered on its relative merits. This would give the effect of the strongest applications against the purposes of funding under the Policy (and any prioritisation if established), would be more likely to succeed regardless whether initiatives are from the same organisation.</p>
	<ul style="list-style-type: none"> <li>- The submitter felt that there was not the opportunity for individuals to apply for funding</li> </ul>	<p>The Community Funding Investment Policy contains 11 specific funding schemes. Several schemes are more suited for individual</p>

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
	<ul style="list-style-type: none"> <li>- The submitter felt Council needed to revisit the decision to reduce community funding and reinstate the previous level</li> </ul>	<p>applicants, applying on behalf of a non-formal community group or by private land owners for example, and therefore funding being available for individuals is required under the Policy.</p> <p>A decision to reinstate the previous level of community funding will have LTP and budgetary implications, triggering a level of significance which requires public consultation. As such this would be required to be consulted on via an Annual Plan or LTP consultation processes.</p>
<p>Janet Hunt North Taranaki Forest and Bird</p>	<ul style="list-style-type: none"> <li>- North Taranaki Forest and Bird's (NTFB) interest was in the 'Built, Cultural and Natural Heritage Protection Grants' section of the policy.</li> <li>- NTFB applauded the general intent of the policy, however, they said as it had not been seen in operation, they wondered if there is not too large a disparity between the different items in the 'Eligibility' section.</li> <li>- NTFB felt that this made the determination of successful grants very difficult when you apply the scoring systems under 'Determination of Applications'</li> <li>- NTFB felt it may be better to establish a separate Biodiversity Protection Grant, especially in light of</li> </ul>	<p>In 2012 the Community Funding Investment Policy was established, incorporating a range of separate funding policies into one broad policy with a range of individual schemes. This process amalgamated two separate grants, of 'Built Heritage' and 'Natural Heritage', into the Built and Natural Heritage scheme. These grants operated with separate budgets and assessment processes.</p> <p>Two separate assessment scoring processes and budgets continue to be maintained for 'Built' and 'Natural Heritage' components of the amalgamated grant scheme. The Natural Heritage component is specifically focussed on biodiversity protection, including Significant Natural Areas.</p>

**ITEM C**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
	the number of Significant Natural Areas (SNAs) to be registered on the council's upcoming plan.	
North Taranaki Neighbourhood Support	<ul style="list-style-type: none"> <li>- North Taranaki Neighbourhood Support (NTNS) were in support of the proposed changes to the Community Funding Investment Policy.</li> <li>- NTNS fully appreciates that the finance available for community funding needs to be strategically allocated.</li> <li>- NTNS felt to reduce the amount available across the board for "not for profit" organisations such as their own, would have a significant impact on the North Taranaki community.</li> <li>- NTNS stated that they had been a recipient of community funding from the New Plymouth District Council for more than 16 years. NTNS felt this funding was vital for their continued existence.</li> </ul>	Noted.
Volunteering New Plymouth Trust	<ul style="list-style-type: none"> <li>- Volunteering New Plymouth Trust (VNPT) asked for Council to monitor their decision to reduce community funding, and increase if needed</li> </ul>	A decision to reinstate the previous level of community funding will have LTP and budgetary implications, triggering a level of significance which requires public consultation. As such this would be required to be consulted on via an Annual Plan or LTP consultation processes.

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
	<ul style="list-style-type: none"> <li>- VNPT felt that community funding should be regarded as a top up rather than a source of first resort</li> <li>- VNPT felt that there should be strategic priorities in the policy itself</li> <li>- VNPT felt there had been no process to implement Strategic Council Community Partnerships upon adoption in 2012</li> <li>- VNPT felt that the Policy should come into effect in the 2016/17 financial year</li> </ul>	<p>The broad funding purposes and values for the awarding of grants are set by Council under the Community Funding Investment Policy.</p> <p>Decision making for the determination and allocation of grants is delegated to the Community Funding Investment Committee, under the framework of the Community Funding Investment Policy and specified grant schemes.</p> <p>The Community Funding Subcommittee is able, through its delegated authority, to establish fund priorities to guide and focus its decision making under the purposes and values of the Policy.</p> <p>This matter is subject to a separate report to Council, which proposes that the District Blueprint, and its eight key directions, is adopted as the fund priorities. The New Plymouth District's eight key directions were developed following an extensive series of community and officer workshops, to define strategic areas of the focus for the Council.</p> <p>Once the draft Policy is adopted by Council (including the potential adoption of fund priority setting), officers will establish new application forms and processes to give greater weight to the respective policy schemes.</p>

**ITEM C**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
		The report to Council on adoption of fund priority setting also includes a range of processes changes to clearly state the process by which community organisations would be considered for strategic partnership funding.
	- VNPT felt that groups with Strategic Council Community Partnerships should not be eligible for any other grants	<p>The proposed Community Funding Investment Policy has been drafted to give effect to the Council direction of more strategic grants investment. Best practice grant making for investment focuses on performance and achievement of outcomes.</p> <p>Enabling multiple grant applications from organisations would mean that each initiative would be considered on its relative merits. This would give the effect of the strongest applications against the purposes of funding under the Policy (and any prioritisation if established), would be more likely to succeed regardless whether initiatives are from the same organisation.</p>
	- VNPT felt the Social Enterprise grant should be removed	The establishment of the Social Enterprise Grant scheme is a funding mechanism to assist 'not for profit' entities to establish trading activities in order to become self-sustaining.
	- VNPT suggested that the Community Action and Neighbourhood Development Matching Grant be removed if no applications or projects were completed within 12 months	The Community Action and Neighbourhood Development Matching Grant is a scheme development and co-funded between Council and the TSB Community Trust. No fund processes have yet been established to date and therefore no

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
		applications have been received. Discussions continue with TSB Community Trust and South Taranaki and Stratford District Council to develop the Match funding processes.
	<ul style="list-style-type: none"> <li>- VNPT felt the Marae Development Grants and Rural Halls Development Fund be kept the same</li> </ul>	<p>Changes are proposed to the Marae Development Grants and Rural Halls, to include ‘accessibility’ as an additional fund purpose enabling improvements to accessibility of buildings to be funded.</p> <p>It is proposed to introduce office delegation to determine funding for Marae Development Grants and Rural Halls up to \$10,000, under criteria established through an assessment scoring system.</p>
	<ul style="list-style-type: none"> <li>- VNPT felt that the Built, Cultural and Natural Heritage Protection Grants should be looked more closely at as they felt that private landowners were benefitting from it</li> </ul>	<p>Built, Cultural and Natural Heritage Protection Grants exist for a particular purpose to support Significant Natural Areas (SNA’s) in the District Plan, and to support changes to private property to project these areas. Funding support exists for this purpose to incentive provide landowners to invest in heritage protection of their land. Heritage outcomes are achieved for current and future generations.</p>
	<ul style="list-style-type: none"> <li>- VNPT suggested the Fundraising Donation and Quick Response and Emergency Funding schemes, be removed and replaced with the Mayoral Relief Fund.</li> </ul>	<p>The draft Policy recommended for adoption proposes to remove ‘Fundraising Donation’ and ‘Quick Response and Emergency Funding’ schemes.</p>



**ITEM C**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
	<ul style="list-style-type: none"> <li>- VNPT felt the Mayoral Relief Fund should have established accountability and reporting guidelines</li> </ul>	<p>A Mayoral Relief Fund is proposed. The Fund will be a discretionary fund of the sitting Mayor. Administration and reporting on the scheme will sit with the Mayor's Office, and reporting to Council.</p>
Waitara Alive	<ul style="list-style-type: none"> <li>- Waitara Alive felt that the funding investments were heavily weighted towards the City of New Plymouth at expense of small towns</li> <li>- Waitara Alive felt that there should be a sharing of capacity and capability of NPDC staff for capacity building</li> </ul>	<p>The proposed Community Funding Investment Policy has been drafted to give effect to the Council direction of more strategic grants investment. Best practice grant making for investment focuses on performance and achievement of outcomes, therefore, the strongest applications against the purposes of funding under the Policy (and any prioritisation if established), would be more likely to succeed, regardless of the initiatives.</p> <p>Capacity and capability of Council staff to support community organisations represents a cost to Council, in that time spent on these activities does not contribute towards the Councils stated levels of service defined through the LTP.</p> <p>Through the 2015-2025 LTP the Community Development (now Community Partnerships) service was reduced by \$205,000 per annum. As a result of this service reduction, capacity support is no longer directly provided by Council Officers.</p>

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
	<ul style="list-style-type: none"> <li>- Waitara Alive would like clarity on how much funding was available for each grant</li> </ul>	<p>The Community Funding Investment Policy contains 11 specific funding schemes.</p> <p>Seven (7) fund schemes have a specific budget allocation, which are:</p> <ul style="list-style-type: none"> <li>- Built and Natural Heritage Protection Grants</li> <li>- Marae Development Grants</li> <li>- Rural Halls Development Grants</li> <li>- Community Action and Neighbourhood Development Matching Grants</li> <li>- Community Concessional Leases</li> <li>- Creative Communities Scheme</li> <li>- Funding Donation (<i>proposed to be removed</i>)</li> </ul> <p>Fund schemes without budget allocation and funded from the Community Services and Programmes Grant budget, and are:</p> <ul style="list-style-type: none"> <li>- Strategic Council Community Partnerships</li> <li>- Community Services and Programme Grants</li> <li>- Social Enterprise Grants</li> <li>- Quick Response and Emergency Funding (<i>proposed to be removed</i>)</li> </ul>

**ITEM C**

<b>Person / Organization Providing Feedback</b>	<b>Matter / Summary of Feedback</b>	<b>Comments and Recommendation</b>
	<ul style="list-style-type: none"> <li>- Waitara Alive would like clarity on:               <ul style="list-style-type: none"> <li>- the criteria for allocating grants;</li> <li>- how Strategic Community Partnerships will be decided;</li> <li>- whether there will be procedures and guidelines developed against this policy to ensure consistent application of criteria: whether there will be standardised application and accountability reporting forms; an</li> <li>- will Council alert Community Organisations of deadlines</li> </ul> </li> </ul>	<p>There is no limit to the allocated amount per application. Applications are considered on their relative merits and the level of funds from the Community Funding Investment Subcommittee, on a contestable basis.</p> <p>The broad funding purposes and values for the awarding of grants are set by Council under the Community Funding Investment Policy.</p> <p>Decision making for the determination and allocation of grants is delegated to the Community Funding Investment Committee, under the framework of the Community Funding Investment Policy and specified grant schemes.</p> <p>The Community Funding Subcommittee is able, through its delegated authority, to establish fund priorities to guide and focus its decision making under the purposes and values of the Policy.</p> <p>This matter is subject to a separate report to Council, which propose that the District Blueprint, and its eight key directions, is adopted as the fund priorities. The New Plymouth District eight key directions were developed following an extensive series of community and officer workshops, to define strategic areas of the focus for the Council.</p>

## ITEM C

Person / Organization Providing Feedback	Matter / Summary of Feedback	Comments and Recommendation
	<ul style="list-style-type: none"> <li>- Waitara Alive were also interested in knowing whether NPDC residents would be informed of the successful grantees and the purpose of that funding</li> </ul>	<p>Once the draft Policy is adopted by Council (including the potential adoption of fund priority setting), officers will establish new application forms and processes to give greater weight to the respective policy schemes.</p> <p>The Community Funding Investment Subcommittee is a public meeting open to members of the public. Agenda and minutes of the Committee recorded and made publically available on the Council's website.</p>
Accessibilities Issues Working Party	<ul style="list-style-type: none"> <li>- The Accessibilities Issues Working Party requested that an additional paragraph be added to the recommendation as follows: "Consideration be given to include structuring the policy so that it recognises that consideration will be given to funding improvements to accessibility of public buildings".</li> </ul>	<p>It is proposed to include 'accessibility' as an additional fund purpose, to enable improvements to be funded for accessibility of buildings under the Marae Development and Rural Hall Development Grants.</p>

### Other changes:

Community Funding	<ul style="list-style-type: none"> <li>- The Community Funding Investment Subcommittee requested that a Mayoral Relief Fund be established to reflect inclusion of a budget line for this purpose.</li> </ul>	<p>Mayoral Relief Fund included as a separate fund scheme in the Policy.</p>
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**ITEM C**

Investment Subcommittee	<ul style="list-style-type: none"> <li>- They also stated that the new Health and Safety at Work Act came into force 4 April 2016, and requires Council to exercise its ability to influence and control activity as a Person Conducting a Business or Undertaking (PCBU), and to exercise reasonable care. They requested that a condition of grants should require applicants to meet their H&amp;S Act obligations.</li> </ul>	<p>Include as Health and Safety as a 'general eligibility' condition for funding: "As a minimum meet the legal obligations of the Health and Safety at Work Act 2015, such as a Person Conducting a Business of Undertaking (PCBU), primary duty (so far as reasonably practicable) for health and safety of workers and others, casual volunteers and/or volunteer workers.</p>
External Reporting Board new Charity Financial Reporting standards.	<ul style="list-style-type: none"> <li>- As required by the new Charity Financial Reporting standards, from the External Reporting Board, Council will need to update the Policy wording to reflect changes to financial reporting requirements for charitable entities</li> </ul>	<p>Include the following statement in the Policy:</p> <p>"The group or organisation must supply a copy of the last year's annual accounts with their application. Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board (the External Reporting Board (XRB) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group of organisation must discuss the matter with the Council Officers."</p>

## ITEM C

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### Appendix Three:

#### Submissions to Policy Consultation

See separate documents ECM7031474 and ECM7042736



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## Appendix Four:

### Officer Delegations for Community Funding Investment

## ~~Sub-Part 2 – Heritage Protection Funds – Community Funding Investment Applications~~

### **Built, Cultural and Natural Heritage Protection Grants**

1. ~~The Manager Consents and Team Leader Consents are authorised to process and make recommendations in respect of applications for funding under the Built Heritage Protection Fund up to the value of \$5,000 excluding GST, in accordance with the approved criteria and considerations specified in the relevant Council policy and/or guidelines.~~
2. ~~The Manager Environmental Strategy and Policy~~ **District Planning Lead** and/or the Planning Lead and Policy Advisers, ~~strategy and policy (Strategy)~~ are authorised to process and make recommendations in respect of applications for funding under the **Built, Cultural and Natural Heritage Protection Grants Fund** up to the value of ~~\$5,000~~ **\$10,000** excluding GST, in accordance with the approved criteria and considerations specified in the relevant Council policy and/or guidelines.
3. The Group Manager Strategy or any other Group Manager is authorised to approve or decline the recommendations on a funding application, such decisions to be reported to Councillors and Community Board Members as they occur via electronic newsletter or similar means and formally advised to the Council annually.
4. ~~The Manager Consents and Manager Environmental Strategy and Policy~~ **District Planning Lead** and/or the ~~Team Leader Consents~~ **Planning Lead** and Policy Advisers (**Strategy**), as applicable, have the duty to inform applicants that if they are unhappy with a decision made under this delegation they may, within 20 working days of receipt, request that the matter be referred to the Council for final determination.
5. ~~The Manager Consents and Manager Environmental Strategy and Policy and/or Team Leader Consents and Policy Advisers (S&P)~~ **District Planning Lead and/or Planning Lead and/or Policy Advisers (Strategy)** are authorised to determine applications for time extensions for the completion of heritage funded works approved by the Council and the uplifting of the funds, all such decisions to be reported to the relevant standing committee of the Council.

### **Community Action and Neighbourhood Development Matching Grants**

6. **The Community Partnerships Lead and Community Partnership Advisors are authorised to process and make recommendations in respect of applications for funding under the Community Action and Neighbourhood Development Matching Grants up to the value of \$5,000 excluding GST, in accordance with the approved criteria and considerations specified in the relevant Council policy and/or guidelines.**

## ITEM C

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7. The Group Manager Strategy or any other Group Manager is authorised to approve or decline the recommendations on a funding application, such decisions to be reported to Councillors and Community Board Members as they occur via electronic newsletter or similar means and formally advised to the Council annually.
8. The Community Partnerships Lead and Community Partnership Advisors, as applicable, have the duty to inform applicants that if they are unhappy with a decision made under this delegation they may, within 20 working days of receipt, request that the matter be referred to the Council for final determination.
9. The Community Partnerships Lead and Community Partnership Advisors are authorised to determine applications for time extensions for the completion of community action and neighbourhood development works approved by the Council and the uplifting of the funds, all such decisions to be reported to the relevant standing committee of the Council.

### Rural Halls Development Grants

10. The Team Leader Property Management Lead and Property Officer Community Leases are authorised to process and make recommendations in respect of applications for funding under the Rural Hall Development Grants up to the value of \$10,000 excluding GST, in accordance with the approved criteria and considerations specified in the relevant Council policy and/or guidelines.
11. The Chief Financial Officer or any other Group Manager is authorised to approve or decline the recommendations on a funding application, such decisions to be reported to Councillors and Community Board Members as they occur via electronic newsletter or similar means and formally advised to the Council annually.
12. The Team Leader Property Management Lead and Property Officer Community Leases, as applicable, have the duty to inform applicants that if they are unhappy with a decision made under this delegation they may, within 20 working days of receipt, request that the matter be referred to the Council for final determination.
13. The Team Leader Property Management Lead and Property Officer Community Leases are authorised to determine applications for time extensions for the completion of Rural Hall development Grants works approved by the Council and the uplifting of the funds, all such decisions to be reported to the relevant standing committee of the Council.

### Marae Development Grants

14. The Iwi Relations Lead and Kaiawhina Policy Development are authorised to process and make recommendations in respect of applications for funding under the Marae Development Grants up to the value of \$10,000 excluding GST, in accordance with the approved criteria and considerations specified in the relevant Council policy and/or guidelines.
15. The Group Manager Strategy or any other Group Manager is authorised to approve or decline the recommendations on a funding application, such decisions to be reported to Councillors and Community Board Members as they occur via electronic newsletter or similar means and formally advised to the Council annually.



16. The Iwi Relations Lead and Kaiawhina Policy Development, as applicable, have the duty to inform applicants that if they are unhappy with a decision made under this delegation they may, within 20 working days of receipt, request that the matter be referred to the Council for final determination.
17. The Iwi Relations Lead and Kaiawhina Policy Development are authorised to determine applications for time extensions for the completion of Marae development works approved by the Council and the uplifting of the funds, all such decisions to be reported to the relevant standing committee of the Council.

# ITEM C

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## ITEM C APPENDIX ONE

# **P13-002 [To be updated]: Community Funding Investment Policy**

Review 2016

Review 2019

## **PREAMBLE**

New Plymouth District Council will continue to have a role in providing financial investment for community organisations operating within, and benefiting the people and district of New Plymouth.

## **POLICY PURPOSE**

The purpose of the policy is to set out the parameters by which New Plymouth District Council may offer grant investment, and / or community concessional lease subsidy to communities, groups, individuals and organisations within the district.

## **POLICY DEFINITIONS**

**Community** - a social group sharing common characteristics, locality, heritage or interests and perceived as distinct within the larger society within which it operates.

**Community concessional lease** – a subsidised rental lease for occupation of Council administered land and/or buildings.

**Grant** – a financial contribution to a group, organisation or sector of the community. The financial contribution may be used to support an activity, the provision of services, projects or programmes or to support the objectives of the policy.

**Not-for-profit community organisation** - a group whose primary purposes are the delivery of non-statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial interests.

~~**Fundraising Donations support** – a fundraising donation to a charitable organisation.~~

**Rates remission** – A reduction or removal of rates.

**Social Enterprise** – a revenue generating business / organisation, whose primary purpose is the achievement of social, cultural or environmental goals and who reinvests its surpluses in pursuit of the social, environmental and cultural outcomes of the organisation.

**Statutory function** – a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

## ITEM C APPENDIX ONE

### PURPOSE OF COMMUNITY FUNDING INVESTMENT

Community funding investment and community concessional leases may be granted by the New Plymouth District Council for the following purposes:

1. Where the functions of the group or organisation or the funding sought contributes to the **Community Outcomes and defined strategic priorities** ~~social, economic, environmental or cultural vitality and wellbeing~~ of the district.
2. Supporting the viability of community services, that may not be provided by other sectors or organisations.
3. Building and strengthening the capacity of community groups and organisations to move to financial sustainability.
4. To be a catalyst for change for the benefit of the community.
5. Investing in the fabric of the community.
6. Promoting and supporting philanthropy.
7. Protecting the districts built, **cultural** and natural heritage.
8. Building community cohesion and resilience.

The specific additional purposes of the different funding streams and community concessional leases can be found in the schedules supplementary to the policy.

### VALUES UNDERPINNING THE AWARD OF COMMUNITY FUNDING

The award of community funding by the New Plymouth District Council will be guided by the following value considerations:

1. The extent to which the support sought will fund purposeful activity and demonstrable outcomes that benefit the community.
2. The extent to which the support sought may empower the beneficiaries and the community.
3. The extent of public good that is promoted.
4. The degree to which the support will lead to a self sustaining sustainable organisation.
5. The extent to which an unmet need is being met.

### POLICY STATEMENTS

The following schemes shall operate under the general terms of the Community Funding Investment Policy.

- Built, **Cultural** and Natural Heritage ~~Maintenance Scheme~~ **Protection Grants**
- Community Action and Neighbourhood Development Matching Grant Programme

## ITEM C APPENDIX ONE

- Community Concessional Leases
- Community Services and Programmes Grants
- Marae Development Grants
- ~~Fundraising Donations~~
- ~~Quick Response and Emergency Funding Grant~~
- Social Enterprise Grants
- Strategic Community Partnerships

The following policy shall operate alongside the Community Funding Investment Policy:

- Rates Remission Policy

## EXCLUSIONS

The following funding schemes are excluded from the scope of the policy:

- Art in Public Places (administered by the New Plymouth District Art in Public Places Trust)
- Creative Communities Funding (criteria set by Creative NZ and administered by the Creative Communities Committee)
- Major Events Fund (administered by the Regional Economic Development Agency)
- Mayoral Relief Fund
- Cemeteries Board Support Grants
- Rural Domains Scheme
- Property Insurance for Marae and Rural Halls

## ELIGIBILITY

### General Eligibility

The general eligibility for all grant types is as follows:

1. Be present and operating within the New Plymouth district boundaries, and,
2. Be a not-for-profit community, group or organisation and / or be able to demonstrate that the purposes of the activity contribute to the **Community Outcomes and defined strategic priorities** ~~social, economic, environmental and cultural interests~~ of the district.
3. As a minimum meet the legal obligations of the Health and Safety at Work Act 2015, such as a Person Conducting a Business of Undertaking (PCBU), primary duty (so far as reasonably practicable) for health and safety of workers and others, casual volunteers and/or volunteer workers.

## ITEM C APPENDIX ONE

The specific additional criteria for each grant type accompany the policy, are attached as schedules to the policy.

### General Exclusions

Funding will not be made available for the purposes of:

1. Religious activities.
2. Political activities.
3. Statutory functions, activities and services (i.e. providing education, policing or health care).
4. Projects and programmes that duplicate existing services and organisations.
5. Activities that contravene any policy or strategic objective of the Council.
6. Previous grant applicants who failed to fulfil the obligations and terms of the previous grant agreement.
7. Commercial or private organisations whose purpose is profit generation (**excluding Built, Cultural and Natural Heritage Protection Grants**).

Funding will not be provided where:

8. Services or projects have received funding from an annual plan or long term plan.
- ~~9. Funding support has already been given within the same financial year.~~

## APPLICATIONS

Applications for funding shall be made on the approved Council forms, and in accordance with the advertised timeframes.

Applications shall be accompanied by the relevant and required documentation, specified in the individual schedules attached to the policy.

## LEVEL OF COMMUNITY FUNDING

The Council shall determine the level of funds that will be made available for community funding purposes during its Long Term Plan or Annual Plan processes.

Concessional lease rental will be determined through the Long Term Plan or Annual Plan process and set out in the Schedule of Fees and Charges.

## POLICY CONTACT

The policy holder is the ~~Corporate Strategy and Policy Team~~ **Community Partnerships team** within the Strategy and Policy Group.

## ITEM C APPENDIX ONE

### POLICY REVIEW

This policy shall be reviewed three yearly from the date the policy is adopted.

Policy Reference: ~~P13-002~~ [To be updated]

Date of Adoption: ~~4 July 2013~~ [To be updated]

~~Note: The Community Funding Investment Policy and associated schedules replace the following funding: Community Funding Policy, Marae Grants Policy, Heritage Protection Scheme Scoring System: Structures, and Rural Halls Funding Policy~~

~~The following policies have been revoked in their entirety: Maintenance and Funding of Rural Cemeteries Policy, Rural Halls Funding Policy~~

## ITEM C APPENDIX ONE

### Policy Schedules

#### Contents

Grant and Sponsorships General Information.....	7
Community Services and Programmes Grants .....	12
Marae Development Grants .....	16
Rural Halls Development Grants .....	18
Community Action and Neighbourhood Development Matching Grant.....	14
Strategic Council Community Partnerships .....	11
Social Enterprise Grants .....	12
Built and Natural Heritage Protection Grants .....	<b>Error! Bookmark not defined.</b>
Fundraising Donation.....	22
Quick Response and Emergency Funding .....	23
Community Concessional Leases .....	25
Creative Communities Scheme (CCS).....	27

[Insert and reorder]

Strategic Council Community Partnerships .....	11
Social Enterprise Grants.....	12
Community Services and Programmes Grants .....	13
Community Action and Neighbourhood Development Matching Grant.....	14
Mayoral Relief Fund .....	16
Marae Development Grants .....	17
Rural Halls Development Grants.....	18
Built, Cultural and Natural Heritage Maintenance Scheme Protection Grants .....	20
Community Concessional Leases .....	25
Creative Communities Scheme (CCS).....	27



ITEM C APPENDIX ONE

## Grant and Sponsorships General Information

**Grants requiring committee approval**

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grants	<del>Funding negotiated on a case-by-case basis</del> Annual funding negotiated on a case-by-case basis	Twice yearly
Marae Development Grants	<del>Annual Funding negotiated on a case-by-case basis</del>	Twice yearly
Rural Hall Development Grants	<del>Funding negotiated on a case-by-case basis</del>	Twice yearly
Strategic Community Partnerships	<del>Funding negotiated on a case-by-case basis</del> Multi-year funding negotiated on a case-by-case basis Up to five years funding commitment	Annual
Community Action and Neighbourhood Development Matching Grant	<del>Funding negotiated on a case-by-case basis</del>	Twice yearly
Social Enterprise Grant	<del>Funding negotiated on a case-by-case basis</del> Multi-year funding negotiated on a case-by-case basis Up to five years funding commitment	Twice yearly Annual

**Foregone revenue and venue concessions**

Financial Support	Maximum Funding Available	Frequency of
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## ITEM C APPENDIX ONE

		Determinations
Community concessional lease	Revenue Foregone <del>Negotiated on a case-by-case basis</del>	As required

**Grants approvals delegated to officers, except where application exceeds delegated authority.**

Officers will make decisions against fund criteria where applications are under the level of Officer delegation, specified within the Council Delegations Register. Where applications exceed Officer delegation, the Council, or its delegated committee, will make decision on the following fund schemes:

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Fundraising Donation	<del>\$500 per applicant</del>	As required
Quick Response and Emergency Funding Grant	Up to a maximum of \$2,500 per annum	As required
Built, <a href="#">Cultural</a> and Natural Heritage Protection Grants	<del>Funding negotiated on a case-by-case basis</del>  Council Delegation Register	As required
Rural Hall Development Grants	<del>Funding negotiated on a case-by-case basis</del>  Council Delegation Register	Twice yearly  As required
Community Action and Neighbourhood Development Matching Grant	<del>Funding negotiated on a case-by-case basis</del>  Council Delegation Register	Twice yearly  As required
Marae Development Grants	<del>Annual Funding negotiated on a case-by-case basis</del>  Council Delegation Register	Twice yearly  As required

## ITEM C APPENDIX ONE

### Foregone revenue and venue concessions

In addition to an application for a grant, organisations may be eligible to apply for one or more of the following.

Financial Support	Maximum Funding Available	Frequency of Determinations
Rates Remission	Revenue foregone negotiated on a case-by-case basis  Delegated authority in accordance with Rates Remission Policy	Annual
Reduced Service Rates	Revenue foregone determined by Schedule of Fees and Charges  Council Delegation Register	As required
Community concessional lease	Revenue Foregone  Negotiated on a case-by-case basis  Council Delegation Register	As required

### Council administered funding outside of the scope of the policy

The following funds schemes are administered by Council under contract, and have separate decision making processes independent of Council.

#### Creative Communities Funding

For arts based projects funding may be available from the Creative Communities Scheme.

Financial Support	Maximum Funding Available	Frequency of Determinations	Approval
Creative Communities Scheme	Up to a maximum of \$5000	Twice yearly	Approval by Creative Communities Advisory Committee.

Financial Support	Maximum Funding Available	Frequency of Determinations
Creative Communities Scheme	Annual funding negotiated on a case-by-case basis	Twice yearly

## ITEM C APPENDIX ONE

	Approval by Creative Communities Advisory Committee	
<a href="#">Mayoral Relief Fund</a>	<a href="#">Negotiated on a case-by-case basis</a>	<a href="#">As required</a>

### ~~Foregone revenue and venue concessions~~

In addition to an application for a grant, organisations may be eligible to apply for one or more of the following.

Financial Support	Maximum Funding Available	Frequency of Determinations	Approval
<del>Rates Remission</del>	<del>Revenue Foregone</del>  <del>Negotiated on a case by case basis</del>	<del>Annual</del>	<del>Delegated authority in accordance with Rates Remission Policy.</del>
<del>Reduced Service Rates</del>	<del>Revenue Foregone</del>  <del>Determined by Schedule of Fees and Charges</del>	<del>As required</del>	<del>Delegated authority.</del>

## Strategic Council Community Partnerships

### *Purpose*

The purpose of a strategic council community partnership is to recognise those social and not-for-profit services that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a longer term funding partnership relationship.

### *The relationship*

The relationship will be premised on the delivery of outcomes, and specifically the extent to which the organisation can support the Council to deliver its strategic outcomes, on behalf of the community.

The Council and the organisation shall work in partnership on the mutual determination of outcomes and expectations that should arise from the relationship.

### *Eligibility*

The general Community Investment Policy grant eligibility shall apply.

In order to be a candidate for a Strategic Partnership there is likely to be a strong strategic alignment between the organisations in the given activity area and a track record of cooperation between the Council and the organisation.

### *Application requirements*

The group or organisation must supply a copy of the last year's annual accounts with their application. [Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board \(the External Reporting Board \(XRB\) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004\).](#) Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

### *Expressions of interest*

Organisations who wish to express an interest in forming a Strategic Council Community Partnership should first express their interest to the **Group Manager Strategy** ~~General Manager of Community Services~~ or their nominated officer.

### *General conditions*

~~As a general rule, organisations that have entered into a strategic partnership with the Council will not be eligible to apply for any other grants within the Community Funding Investment policy (except for a concessional lease).~~

## ITEM C APPENDIX ONE

# Social Enterprise Grants

### *Purpose*

The aim of the social enterprise grant is to provide seed funding to community organisations who seek to earn an income for the sole purpose of generating an income for reinvestment into the community. There are many different forms of not-for-profit enterprise. For the purposes of the policy, eligibility organisations are defined as follows:

- *A Social Enterprise is a business with primarily social, environmental and / or cultural objectives whose surpluses are principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders and owners.*

### *Eligibility*

Funding may only be sought for investment ready enterprises.

The funding will be targeted at social enterprises in either a start up phase or growth stage.

### *Application requirements*

In addition to the general eligibility criteria, applications will be considered and assessed in relation to the following:

- The enterprise must involve trade to achieve a social mission.
- The enterprise must be able to demonstrate the extent to which there is a market for the enterprise and the potential for the business to be self sustaining (in the medium to long term).
- The existence of a realistic and practical business plan which includes financial projections and accounts. The extent to which the enterprise will deliver a social return on the investment.
- The extent to which the enterprise may deliver an economic return on the investment through the employment of people, volunteers, the trading activities.
- The extent to which the enterprise has the governance and management and business capacity and capability to run the enterprise.
- The total impact (~~social, economic, environmental and / or cultural~~ **community outcomes and defined strategic priorities**) expected to be yielded.

The group or organisation must supply a copy of the last year's annual accounts along with their application. [Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board \(the External Reporting Board \(XRB\) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004\).](#) Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

## ITEM C APPENDIX ONE

# Community Services and Programmes Grants

### *Purpose*

The community services and programmes grant fund aims to support projects and programmes that act as a catalyst for change or seek to strengthen the community and make long lasting change.

Specifically the grant aims to:

- Support local groups and organisations that provide public education events, activities, programmes and services to the people of New Plymouth district.
- Foster and support services, programmes and activities which address unmet needs in the community.
- Create opportunities which develop knowledge, awareness and understanding of the community.
- Support groups and organisations whose activities are contributing to a growth in community wellbeing and community cohesion.
- Support activities that contribute to the social and cultural vibrancy and vitality of the New Plymouth District.
- Provide investment in new services and programmes as they move towards a path of sustainability.

### *Eligibility*

In addition to the general eligibility criteria, the specific eligibility criterion is as follows:

- The fund is only available to entities, groups and organisations who are a not-for-profit or charitable organisation, and who may or may not be registered on the Charities Register.

### *Application requirements*

In addition to the general application requirements the group or organisation must supply a copy of the last year's annual accounts with their application. [Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board \(the External Reporting Board \(XRB\) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004\).](#) ~~Note: w~~ Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation is advised to discuss the matter with the Council Officers.

## **Community Action and Neighbourhood Development Matching Grant**

### ***Purpose***

The aim of the community action and neighbourhood development matching grant is to support communities who are taking action for themselves to become empowered within their community.

The community / neighbourhood is eligible to apply for funding to support an activity that will enhance the community. The enhancement may be aesthetic (trees, benches, parks etc), the enhancement may be by providing a local service in the community (i.e. holiday craft programme for neighbourhood children), the enhancement may be an activity that seeks to bring the community together (development of a community garden, or event for example).

### ***Eligibility***

There is no requirement for the community / neighbourhood to be a charitable or not-for-profit organisation. The applying community or neighbourhood must be able to:

- Provide evidence of support and engagement from the community, (contact details of active community members, notes / minutes from meetings).
- Details of a bank account, the appointed treasurer and the account signatories, or the named person who shall be responsible for holding the fund (for grant amounts under \$500).
- Share their plan about what they want to do, how they will do it, and the benefit of the project / activity to their community / neighbourhood.

Note: Groups and organisations who ordinarily deliver a statutory function are eligible to apply as part of a community / neighbourhood collective, i.e. kohanga reo, kura kaupapa, schools, kindergartens.

### ***Application requirements***

The neighbourhood / community must have a plan. The plan should set out:

- What the community / neighbourhood want to do.
- Why they want to do it (why is it a good idea).
- How they plan to do it.
- How any assets will be maintained.

### ***Community investment***

The neighbourhood / community are required to offer 50% of the 'investment' required for the project. Investment means donation of materials, and volunteer time. It may or may not include a financial contribution

The bulk of the works and the effort related to the project must be conducted by the community or neighbourhood. Only services which require specialist expertise shall be sought.



## ITEM C APPENDIX ONE

The community / neighbourhood should set out the dollar value it has placed on each volunteer hour.

### ***Additional information***

- The community / neighbourhood applicant is limited to one application every two years.
- The fund is not available for on-going project costs, including ongoing maintenance of capital items.
- Quotes, receipts / invoices must be kept for all works that incurred a direct cost related to the project.

### ***Decision making***

~~The administration of this fund is a joint initiative by the New Plymouth District Council and the TSB and TET Community Trusts. Applications shall be determined by the Council in conjunction with the Trusts.~~

The administration of this fund is a joint initiative by the New Plymouth District Council and the TSB Community Trust. Applications shall be determined by the Council, as per Officer delegation contained within the Council's Delegation Register, in conjunction with the Trust.

## **ITEM C APPENDIX ONE**

### **Mayoral Relief Fund**

#### **Purpose**

The Mayoral Relief Fund exists to provide assistance to families and individuals who are undergoing extreme financial hardship.

Grants or other assistance will be made available from the fund at the discretion of the District Mayor.

#### **Eligibility**

Every applicant's circumstances are unique.

The requirement for support must be one of proven financial hardship. The applicant must have exhausted general sources of assistance, such as Work and Income, or local food banks, and their immediate family.

#### **Application requirements**

Applications will be made directly through the Mayor's Office.

The Mayor's Office will investigate the request before making a decision. Investigation is likely to involve discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as Work and Income, local churches, food banks or NZ Police.

#### **Decision making**

The Mayor has sole delegated authority to approve or decline requests.

## ITEM C APPENDIX ONE

# Marae Development Grants

### *Purpose*

The purpose of the marae development grant is to support funding for the maintenance and development of the districts Marae.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electricity work, faulty floor boards, plumbing and lighting).
- Hygiene (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the areas above).
- [Accessibility \(improvements to the accessibility of buildings\)](#).
- Aesthetic and capital projects (this criteria allows for new desirable objects).

### *Eligibility*

To be eligible the Marae must be an incorporated society or trust.

### *Application requirements*

The group or organisation must supply a copy of the last year's annual accounts with their application. [Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board \(the External Reporting Board \(XRB\) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004\)](#). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

The marae must provide two quotes for the proposed works.

### *Insurance funding*

All Marae are encouraged to insure their buildings, Whakairo / Tukutuku / Kowhaiwhai, and plant and equipment with a replacement policy.

Insurance funding for Marae is excluded from the Marae Development Grants. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers.

## ITEM C APPENDIX ONE

# Rural Halls Development Grants

### *Purpose*

The purpose of the rural halls development grant is to support funding for the maintenance and development of the districts rural halls

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electricity work, faulty floor boards, plumbing and lighting).
- Hygiene (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the areas above).
- [Accessibility \(improvements to the accessibility of buildings\).](#)
- Aesthetic and capital projects (this criteria allows for new desirable objects).

### *Eligibility*

Applications will be considered from hall societies for capital improvements and preventative maintenance works on a priority needs basis. Priority needs are:

- i) Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
- ii) Where the lack of maintenance would constitute a health, safety or fire risk or compromise weather tightness. (Halls that meet both category i & ii have first priority).
- iii) Those halls that have less than 30 hours per month use but who can demonstrate that work will increase hall hire.

### *Exclusions*

A rural hall that in the opinion of Council ~~parks or property~~ officers is in a substandard condition for community hire will not be eligible for the rural hall scheme.

### *Application requirements*

The group or organisation must supply a copy of the last year's annual accounts with their application. [Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board \(the External Reporting Board \(XRB\) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004\).](#) Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

The rural hall must provide two quotes for the proposed works.

## **ITEM C APPENDIX ONE**

### ***Insurance***

All Hall Committees/Societies are encouraged to insure their halls with a replacement policy under the Local Authority Insurance Company scheme.

Insurance funding for is excluded from the Rural Halls Grants. Insurance funding is separately available for Rural Halls. Rural Hall Committees are advised to contact Council Officers.

## **Built, Cultural and Natural Heritage Maintenance Scheme Protection Grants**

### ***Purpose***

The ~~Heritage Protection Fund~~ **Built, Cultural and Natural Heritage Protection Grant** was established by the Council to help private property landowners manage, maintain and preserve the heritage values of their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

### ***Eligibility***

Applications can be made for any heritage items that meet the Council's criteria for heritage importance, including:

- Heritage buildings, items, places or areas.
- Significant areas of vegetation or wetlands.
- Individual trees or groups of trees.
- Geological features.
- Waahi tapu sites and areas, **waahi taonga/site of significance to Maori**.
- Archaeological sites.

The works that are eligible for assistance are:

- Essential maintenance, restoration or strengthening of the structure of heritage buildings or objects, e.g. earthquake strengthening or re-roofing.
- Rehabilitation or retention of the original character of heritage buildings or objects, e.g. facades.
- Fencing of waahi tapu sites **taonga/sites of significance to Maori and archaeological sites**, trees, bush and wetlands.
- Other physical work required to conserve or preserve heritage values.

The proposed work must be necessary to ensure the item's safety, conservation or preservation.

### ***Exclusions***

Any work completed before the Council evaluates the application is not eligible for funding.

### ***Application requirements***

Applications for funding can be made by property owners or organisations, and must be made using the Council application form.

**It is preferable that** joint applications from the landowner and iwi/hapu are ~~required~~ made for waahi tapu sites and areas.

## ITEM C APPENDIX ONE

### ***Determination of applications***

Preliminary evaluation of applications is undertaken using a scoring system based mainly on heritage attributes and public visibility and accessibility. This evaluation provides a quantitative measure with thresholds to help determine those applications that qualify for further assessment for funding. There are separate scoring systems for Structures (Built Heritage), Natural Heritage, and Waahi Tapu.

Applications which meet the thresholds of the preliminary evaluation are considered against the following criteria:

- Degree of public interest in maintaining and/or protecting the item.
- Significance of the item from a heritage point of view.
- Degree to which the proposed work is necessary to ensure the sustainable management, maintenance or preservation of the item.
- The need for funding and whether funding or other assistance can be obtained from other agencies. *(Note: The Council is generally supportive of co-funding applications, where funding support is sought from more than one source by the property owner).*
- The financial resources of the applicant.
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant.
- Degree to which the proposed work is in accordance with the principles of the International Council of Museums and Sites (ICOMOS) Charter.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the item.
- The amount of money in the fund at any particular time and the need for equitable distribution.
- The level of prominence i.e. structures located in CBD/commercial centre and ~~whether traffic volume is high or low~~ **high public use or visibility.**

It is unusual for private dwellings to qualify unless they are of extreme importance. Items or sites that have some public use or access will be given priority, e.g. churches, historic houses open to the public, and areas of protected bush privately owned but open to the public.

### ***Approved funding***

Approved funding is paid as a reimbursement, once the work has been inspected and confirmed to be completed to the required standard.

## ITEM C APPENDIX ONE

### **Fundraising Donation**

~~From time to time the Council is approached by charitable organisations who are seeking fundraising monies by way of sponsorship.~~

~~Registered charities may seek support from the Council to be a “sponsor” for their fund raising event.~~

~~The award of sponsorship monies is as at discretion of the Chief Executive or their nominee.~~

~~The award of sponsorship monies will be granted to organisations that have alignment to the core values of the Council.~~

~~The monies available for charitable sponsorship shall be limited to \$500 per application. The amount of funding will depend on the availability to funds.~~

~~Enquiries should be made to the Mayor's Office.~~



## **Quick Response and Emergency Funding**

### ***Purpose***

The quick response and emergency fund scheme provides grants to groups and organisations who are experiencing unforeseen financial pressures, or operating within exceptional circumstances that may require an immediate injection of resource.

### ***Eligibility***

In addition to the general eligibility, the following specific eligibility and evaluation criteria apply:

- Applications can only come from groups or organisations that are charitable or not for profit.

To be eligible, applicants must meet one or more of the following criteria:

- Provide essential social or community services that pose a risk should they not be operating.
- Be at risk of “closing the door” to the organisation without emergency funding.
- Require interim funding whilst waiting for revenue / other grants to come into the organisation.
- Experienced an increase in service usage because of environmental, social or economic factors beyond the organisations control.

### ***Application requirements***

An application, by letter, should be sent to the Council setting out:

- The level of funding sought.
- What the monies will be spent on.
- How the unforeseen circumstances arose.
- The steps or processes that are in place to mitigate a future occurrence.

The group or organisation must supply a copy of the last year's annual accounts along with their letter of application. Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

### ***Determination of financial support***

Prior to approving a quick response and emergency funding grant, the Council will seek to work in partnership and secure match funding from other community funding providers.

Match funding may be a condition of funding being given by the Council.

### ***Conditions of grant***

As a condition of the fund being awarded, the organisation may be required to participate in the capacity building programme and associated training to support the capability and future resilience of the group and organisation.

## ITEM C APPENDIX ONE

### ***Further information***

Organisations or groups who are experiencing such unforeseen need are encouraged to speak to the Council's Community Development team at the earliest opportunity.

## Community Concessional Leases

### *Purpose*

The purpose of the community concessional lease is to recognise the value of a not for profit group or organisation occupying Council owned land and or property, through the award of a reduced lease fee.

### *Eligibility*

When considering approval of a new community concessional lease or the renewal of an existing lease, the Council will consider a number of factors including –

- Type of use or activity and its consistency with the purpose of the reserve and its location.
- The contribution the proposed activity will make to towards the purposes and values as set out in the Community Funding Investment Policy.
- Whether the organisation has demonstrated history of having stable membership and being a trustworthy leaseholder.
- The amount of financial investment the lessee intends to make into the leased area or associated structures.
- Feasibility of any development and the ability to fund ongoing operating costs, including funding of capital replacement.
- The time commitment the lessee is willing and interested in negotiating.

In addition, all proposals must be consistent with policies and requirements set out in legislation and other council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans and the Reserves Act 1977.

### *Applications requirements*

Applications for a community concession lease must contain:

- a) Description of the activity/use.
- b) Relevant information about the group/organisation applying for the lease including membership information; financial statements; strategic plan/business plan.
- c) Length of term the lease is sought for and reasons for this (noting maximum that can be granted under the Reserves Act 1977 is 33 years).

For applications involving new activities/use or change of an existing use:

- d) Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- e) Information about alternative locations considered and reasons why these have been discounted.
- f) Assessment of the proposed activity against relevant legislation, regulations, codes and bylaws.
- g) Feasibility study and business plan for any new activities that are expected to cost over \$100,000 or result in debt levels of \$10,000 or greater. The contents of feasibility studies are to be discussed with officers on a case-by-case basis.

## ITEM C APPENDIX ONE

### ***Lease rental***

#### **Land Only Leases**

This type of lease would apply to organisations that own their own building and improvements and lease only the land occupied by those buildings and/or improvements.

The lease rental will be a flat-rate as set by the Council in the Long Term/Annual Plan.

#### **Land and Building Leases**

This type of lease would apply to organisations that lease council owned buildings as well as any land occupied.

The land component of the rental will be set in accordance with the flat rate set out in the Long Term/Annual Plan.

An additional building rental will be set at a rate of 0.1%+GST per annum of the current fair asset value of the building occupied, with a minimum rental level set by the Council in the Long Term/Annual Plan.

*Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every 3 years to the Consumer Price Index (CPI).*

### ***Timing of policy application***

This policy will apply to all **new** concessional leases issued after the policy adoption. HOWEVER, for those leases issued 12 months after the date of adoption of this policy to a community group who held an existing but expiring lease, any change in rental from that charged under an old lease will not come into effect until the first rent review (typically every 3 years).

### ***Application of new eligibility exclusions***

Statutory functions and service exclusions contained within the Community Funding Investment Policy will apply to any new applications only and **will not** apply to existing concessional lease holders who are occupying Council land at the time of this policy adoption, this includes Kindergartens, Play groups and Plunket.

## **Creative Communities Scheme (CCS)**

### ***Purpose***

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Under the scheme, 'the arts' are broadly defined as 'all forms of creative and interpretative expression'. This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Maori, literary workshops, digital storytelling, and many other activities.

### ***Eligibility\****

To be eligible projects must meet one or more of the following funding criteria:

- Broad community involvement - Will create opportunities for local communities to engage with and participate in arts activities.
- Diversity - Will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- Young people - Will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

### ***Conditions of application***

- An application can be from an individual or from a group.
- Individual applicants must be New Zealand citizens or permanent residents.
- If you've previously received funding under the CCS, either as an individual or as a member of a group, you must have completed a project report for the earlier project before any further applications from you will be considered.

To receive funding the project must:

- Have an arts or creative cultural focus.
- Meet one or more of the three funding criteria (above).
- Be completed within 12 months after funding is approved.
- Benefit local communities.
- Take place within the city or district where the application is made, or benefit local communities within that city or district.
- Not have started before funding is approved.
- Not have already been funded through any of Creative New Zealand's other funding programme's for the same purpose.

### ***Eligible projects***

Eligible projects may include:

- Exhibitions, productions, concerts, festivals, workshops and presentations that offer opportunities for community involvement in the arts.
- Activities that support the traditions and arts of ethnic communities.

## ITEM C APPENDIX ONE

- Youth arts events.
- Artist-led projects involving local communities.
- Materials for arts activities or programmes.
- Personnel costs for one-off, short-term projects.
- Promotion and publicity of arts activities to communities.
- Dance, performance, visual arts, music, arts education, toi Maori, literary workshops, digital storytelling, and many other opportunities for creative participation can be supported.

### ***Exclusions***

The following activities will not be eligible for support:

- Activities that are not arts-focused.
- Activities that are the direct responsibility of schools or other education institutions.
- Ongoing administration costs not related to a specific project.
- Projects that are the core business of an organisation or service provider.
- Retrospective project costs (for projects already started or completed).
- Catering costs of an event.
- Fundraising activities.
- Travel for individuals or groups to attend events, presentations or shows.
- Developing facilities, such as gallery and theatre lights, stage curtains or building restoration.
- Buying capital items, such as computers, cameras, musical instruments, costumes or uniforms.

\* please note the general eligibility criteria set out in the Community Funding Investment Policy do not apply.

\*\* the administration and decisions made by the Creative Communities Advisory Committee are autonomous of the decisions made by the Council's Community Funding Investment Committee.

**ITEM C APPENDIX THREE (a)**  
**SUBMISSIONS – COMMUNITY FUNDING INVESTMENT POLICY**

Sub	Page	First	Second	Address	Salutation	ECM	Acknowledged?	Speak?
1	1	Suzanne	Porter	TAFT <a href="mailto:suzanne@taft.co.nz">suzanne@taft.co.nz</a>	Suzanne	7031472	Y	?
2		Ellis	Gordon	Secretary Norfolk Hall Society Inc c/- 225 Lwr Durham Road RD 8 Inglewood		7034648	Y	N
3		Elaine	Gill	241d Frankley Road New Plymouth <a href="mailto:cwgill@xtra.co.nz">cwgill@xtra.co.nz</a>	Elaine	7036910	Y	Y
4				North Taranaki Neighbourhood Support PO Nox 344 New Plymouth <a href="mailto:ntns@xtra.co.nz">ntns@xtra.co.nz</a>	Sir/Madam	Online submission <a href="http://dm/?7042736">http://dm/?7042736</a>	Y	N
5		Janet	Hunt	North Taranaki Forest and Bird 11 Tawa Street Inglewood <a href="mailto:jhunt@ihug.co.nz">jhunt@ihug.co.nz</a>	Janet	Online submission <a href="http://dm/?7042736">http://dm/?7042736</a>	Y	Y
6				Volunteering New Plymouth Trust First Floor Kings Building 36 Devon Street New Plymouth <a href="mailto:npvsnz@yahoo.co.nz">npvsnz@yahoo.co.nz</a>	Madam	7048713	Y	Y

ECM 7031474

**ITEM C APPENDIX THREE (a)**  
**SUBMISSIONS – COMMUNITY FUNDING INVESTMENT POLICY**

Sub	Page	First	Second	Address	Salutation	ECM	Acknowledged?	Speak?
7		Vicki	Dombroski	Waitara Alive <a href="mailto:vicky@waitaraalive.co.nz">vicky@waitaraalive.co.nz</a>	Vicky	7049425	Y	Y

Closed: 26 February 2016

<http://www.newplymouthnz.com/HaveYourSay/CurrentConsultations/CommunityFundingPolicyReview.htm>

Online submissions ECM 7042736



ITEM C APPENDIX THREE (b)

		Postal Address			Email	Do you wish to speak to the Council in support of your feedback?	Please tells us your feedback.
First Name	Last Name	Address 1	Address 2	City		Response	
North Taranaki	Neighbourhood Support	PO Box 344		New Plymouth	<a href="mailto:ntns@xtra.co.nz">ntns@xtra.co.nz</a>	No	We are in support of the proposed changes to the Community Funding Investment Policy and will be applying for funding under the banner of the "Strategic Council Community Partnerships" proposal, which with funding on a five yearly basis, would give us surety in terms of our financial future as an organisation. The NTNS Trust fully appreciates that the finance available for community funding needs to be strategically allocated, but to reduce the amount available across the board for "not for profit" organisations such as our own, would have a significant impact on the North Taranaki community. North Taranaki Neighbourhood Support has been a recipient of community funding from the New Plymouth District Council for more than 16 years. This funding has been vital for the continued existence of Neighbourhood Support in the North Taranaki - New Plymouth District Council area over this period. NTNS also receives funding from other community funders, but without continued funding from the NPDC our very existence would be under threat. Neighbourhood Support contributes significantly to a reduced crime rate throughout North Taranaki and we are a catalyst for encouraging communities to engage more closely with each other. Were it not for organisations such as NTNS, and the positive results which it achieves in reducing crime within the community, it could be reasonably argued that the New Plymouth District Council would have to put more of its own financial resource into policing at a community level. If it is to continue to operate effectively, NTNS, which has a mission statement of creating safer communities throughout New Zealand, needs the on-going financial support of local government organisations. We ask that the New Plymouth District Council views its annual financial commitment to our organisation, not so much as a grant but as an investment in ensuring safer and resilient communities.
Janet	Hunt	11 Tawa St	Inglewood	Inglewood	<a href="mailto:jhunt@ihug.co.nz">jhunt@ihug.co.nz</a>	Yes	Submission to the NPDC Review of Community Funding Investment Policy by Janet Hunt, on behalf of North Taranaki Forest & Bird, 25 February 2016 Thank you for the opportunity to make this submission. Our interest is in the 'Built, Cultural and Natural Heritage Protection Grants' section of the policy. I applaud the general intent of this policy. However, I have not seen it in operation and wonder if there is not too large a disparity between the different items in the 'Eligibility' section? This must make the determination of successful grants very difficult when you apply the scoring systems under 'Determination of Applications'. Clearly, a plot of bush, group of significant trees or a wetland will not rank at all under a number of these points, so if you are using a scoring system, they will inevitably lose out to built or cultural applications. An application for work on the façade of St Andrew's Church in Inglewood, for instance, might be up against the fencing of a significant wetland or a stand of trees. Both are worthy, but it's hard to compare! Might it not be better to establish a separate Biodiversity Protection Grant, especially in light of the number of Significant Natural Areas (SNAs) to be registered on the council's upcoming plan? I appreciate that this may slice what a small cake even thinner and will require a certain amount of additional administrative support but it would: <ul style="list-style-type: none"> <li>•Recognise a distinct need</li> <li>•Make the fund more precisely targeted, removing the confusion between 'heritage' and 'biodiversity'</li> <li>•Enable a range of activities, from the more obvious, such as fencing, to promotion of other aspects of biodiversity, such as planting and pest control (pest or animal)</li> <li>•Be a signal of support to the rural community, some of whom still appear to be confused about SNAs</li> <li>•And last but by no means least, be an appreciable gesture towards investing in and safeguarding the biodiversity of the region, with long term benefit not only in the present but ongoing into the future.</li> </ul> Kind regards Janet Hunt, Chair, North Taranaki Forest & Bird



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**FUND PRIORITY SETTING AND OPTIONS FOR ASSESSMENT OF APPLICATIONS**

PREPARED BY: Craig Campbell-Smart (Community Partnerships Lead)  
TEAM: Strategy  
APPROVED BY: Liam Hodgetts (Group Manager Strategy)  
WARD/COMMUNITY: All  
DATE: 18 January 2016  
FILE REFERENCE: ECM 7004851

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**MATTER**

The matter for consideration by the Council is to determine fund priorities under the Community Funding Investment Policy, and an assessment process to support a more strategic investment approach to grant decision making.

**RECOMMENDATION FOR CONSIDERATION**

**That the matter of the Fund Priority Setting and Options for Assessment of Applications be uplifted from the table and that having considered all matters raised in the report the Council:**

- a) **Adopt the Blueprint key directions as fund priorities.**
- b) **Adopt the grant assessment scoring system proposed in Appendix A of this report, and for this scoring system to be applied to fund schemes of Strategic Council Community Partnerships and Community Services and Programmes Grants.**
- c) **Instruct Council Officers to review and assess potential organisations or initiatives for multi-year strategic partnership funding using the assessment scoring system, and to present these back to the Subcommittee for endorsement to investigate these further.**
- d) **Note that potential organisations or initiatives for multi-year strategic partnership funding will be presented to the Subcommittee for an allocation decision at a future date.**
- e) **Instruct Council Officers to change the Community Funding Investment Subcommittee agenda, so that allocation decisions on Strategic Council Community Partnerships occur first.**
- f) **Instruct Council Officers that the Community Services and Programmes Grant applications be assessed against scoring system and provided in summary form only, without the provision of individual Officer reports.**

## ITEM D

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<b>COMPLIANCE</b>	
Significance	This matter is of some importance because this is an operational decision of the Community Funding Investment Subcommittee under delegated authority
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> <li>1. Adopt Blueprint related key directions as fund priorities and grant assessment scoring system, grant multi-year Strategic Partnerships first, and assess Annual Grants against the scoring system without Officer reports</li> <li>2. Adopt Blueprint related key directions as fund priorities and grant assessment scoring system with changes.</li> <li>3. Decline to set priorities and assessment processes.</li> </ol>
Affected persons	The persons who are affected by or interested in this matter are funding applicants, their clients and community members.
Recommendation	This report recommends option one for addressing the matter.
Long-Term Plan / Annual Plan Implications	No.
Significant Policy and Plan Inconsistencies	None.

### EXECUTIVE SUMMARY

The Community Funding Investment Policy is currently under review, and is being publically consulted on via an approved consultation plan. Public consultation occurs now until the 26<sup>th</sup> February 2016. Broad changes are proposed to the Policy to give effect to a more strategic investment approach.

To compliment the changes proposed in the Policy, and to support a more strategic investment approach, it is recommended that the Community Funding Investment Subcommittee set fund priorities and determine an assessment framework. Setting priority and an assessment framework are within the Subcommittees delegated authority to determine how it allocates grants under the Policy, and is independent of the Policy process.

It is proposed that the Subcommittee set grant priority that supports Council Community Outcomes and strategic priorities established through the District Blueprint. It is also proposed that an assessment process is adopted for two fund schemes, based on adopted fund priorities.

An assessment framework is outlined in this report and will enable Officers to assist the Subcommittee with more strategic decision making through the Subcommittee identifying potential strategic partners that could deliver a higher rate of return against the Community Outcomes and therefore could be funded on a multi-year basis. This assessment process could also be applied to annual grants, enabling more comparability between applications, while reducing Officer time by discontinuing individual reports.

The priority setting and assessment framework would take effect upon adoption, with grant decision making occurring in the first round of the 2016/17 financial year (July 2016), together with any changes from the Policy review.

## BACKGROUND

Under the current Community Funding Investment Policy funding is provided to support community based agencies/organisations that provide services or undertake projects that benefit the wider community. The Policy defines the purpose in which funding is granted, being to “*set out the parameters by which New Plymouth District Council may offer grant investment, and / or community concessional lease subsidy to communities, groups, individuals and organisations within the district*”. This definition is then further explained through a list of Purposes and Values. The Policy purpose statements are contained in Appendix A.

The Community Funding Investment Policy has a number of separate schemes that identify areas of focus for community investment. Separate fund schemes either have an amount budgeted within the long term plan or are funded from a general Community Services and Programmes Grant pool.

### **Fund schemes with separate budget allocation:**

- Built and Natural Heritage Protection Grants
- Marae Development Grants
- Rural Halls Development Grants
- Community Action and Neighbourhood Development Matching Grant
- Community Concessional Leases
- Creative Communities Scheme (CCS)
- Fundraising Donation (*proposed to be removed through the Policy review*)

### **Fund schemes without budget allocation and funded from the Community Services and Programmes Grant budget:**

- Strategic Council Community Partnerships
- Community Services and Programmes Grants
- Social Enterprise Grants
- Quick Response and Emergency Funding (*proposed to be removed through the Policy review*)

## ITEM D

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The fund schemes funded from the Community Services Grant and Programmes budget are subject to the broad fund purposes and criteria under the Policy and separate fund Schemes. Given the wide range of applications and competing priorities funded from this budget however, strategic decision making against community outcomes is difficult. Funding applications to this budget also far exceed available funds, and prioritisation and an assessment framework would assist strategic decision making.

The purposes of fund schemes from the Community Services Grant and Programmes budget are outlined in Table 1.

**Table 1: Purpose of fund schemes funded from the Community Services and Programmes Grant budget**

Fund Scheme	Purpose
Strategic Council Community Partnership	The purpose of a strategic council community partnership is to recognise those social and not-for-profit services that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a longer term funding partnership relationship.
Community Services and Programmes Grant	The community services and programmes grant fund aims to support projects and programmes that act as a catalyst for change or seek to strengthen the community and make long lasting change.
Social Enterprise Grants	The aim of the social enterprise grant is to provide seed funding to community organisations who seek to earn an income for the sole purpose of generating an income for reinvestment into the community.
Quick Response and Emergency Fund Scheme <i>(proposed to be removed through the Policy review)</i>	The quick response and emergency fund scheme provides grants to groups and organisations who are experiencing unforeseen financial pressures, or operating within exceptional circumstances that may require an immediate injection of resource.

To support the Subcommittee in making more strategic decisions, a range of changes are proposed in relation to schemes funded from the Community Services and Programmes Grants pool. Changes proposed are:

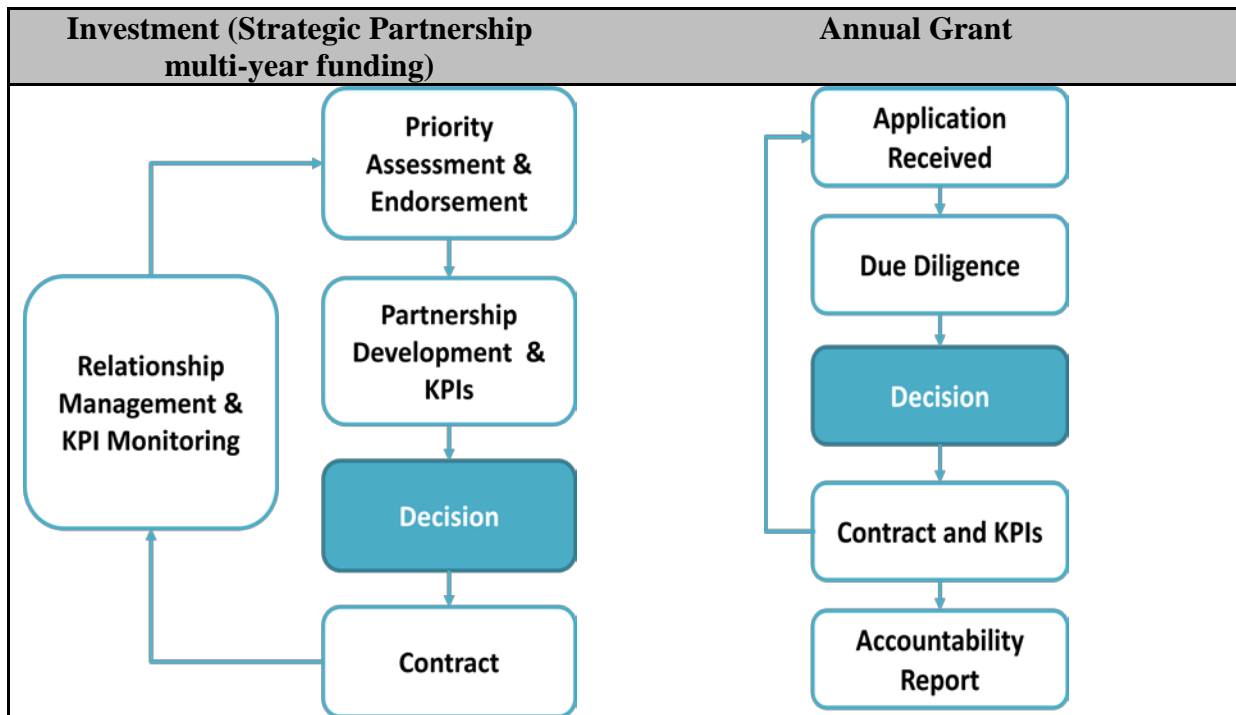
- Fund priority setting
- Early identification and development of potential strategic partnerships against priority
- Stronger strategic partnership development and relationship management
- More clearly defining outcomes
- Enhanced Officer reporting for Subcommittee decision making

Once fund priority is set an assessment process can take place to consider potential organisations or initiatives to investigate further for multi-year strategic partnerships. This process will assist the Council in matching effort and resources against priorities, will ‘front end’ the partnership development work, and provide more robust and considered information on which the Subcommittee can base funding decisions.

Identified potential strategic partners will then be approached to investigate ways that achieve Council outcomes and priorities, and determine how impact will be measured. This information will then come back to the Subcommittee as individual Strategic Partnership proposals, for final decision at Subcommittee fund allocation meetings (next one to occur in August 2016).

This investment process has been outlined in a previous report to Council which endorsed the draft Community Funding Investment Policy for public consultation and is replicated below:

**Figure 1: Difference between Annual Grant and Investment approach**



## ITEM D

### Council priority setting:

The Council has recently adopted an Integrated Planning Framework consisting of a vision and the New Plymouth District Blueprint. The framework is led by the Shaping our Future Together Vision for the District '*Manaaki – Tangata – Whenua – Ngamotu, Together we support, nurture and respect our people, our land, our district*'.

The vision and underlying community outcomes are supported and implemented through the New Plymouth District Blueprint. This is a key strategic planning tool that will prioritise how the Council will develop the district's social, economic and environmental futures to achieve the vision. It will also help guide Council decision making to deliver more integrated outcomes for the community. The Blueprint is supported by eight key directions that will be the Councils focus for planning over the next 30 years. These directions also provide a clear signal to other agencies, businesses, industries and the community on where Council would like to focus energy and investment. The Blueprint 8 key directions are outlined in table 2.

**Table 2: Blueprint key directions**

<b>Priority</b>	<b>Statement</b>
<b><i>Environment: Enhance the natural environment with biodiversity links and clean waterways</i></b>	Biodiversity outcomes will be achieved through collaborating with landowners and other agencies to achieve sustainable environmental outcomes.
<b><i>Communities: Strengthen and connect local communities</i></b>	The Councils role is to support and enable various place based community initiatives.
<b><i>Citizens: Enable engaged and resilient citizens</i></b>	It is the Councils role to build strong strategic partnerships and encourage public and community sector collaboration, leading to more sustainable social, economic, cultural and environmental outcomes.
<b><i>Growth: Direct a cohesive growth strategy that strengthens the city and townships</i></b>	The Council has a role in being clear on how and where it will accommodate growth into the future, through providing adequate land supply and planning for network infrastructure in appropriate locations.
<b><i>Industry: Strengthen and manage rural economy, industry, the port and the airport</i></b>	The Councils role is through its funding of economic development initiatives (Venture Taranaki Trust) to help drive economic activity in the region. The Council can also support industry through appropriate infrastructure provision and a pragmatic solutions focused District Plan and regulatory framework.
<b><i>Talent: Attract and retain workers in industry demand areas</i></b>	There is a need to focus on growing a more diverse economy based on our ability to attract and retain talented workers, entrepreneurs and visitors.



Priority	Statement
<i>Central City: Champion a thriving central city for all</i>	The council has a role in working with business to develop an aligned and coordinated strategic approach to drive the further success of the central area.
<i>Destination: Become a world class destination</i>	Events that create a world-class recreational, environmental and cultural tourism experiences are supported.

It is recommended that the Community Funding Investment Subcommittee adopt the above Blueprint key directions as the fund priorities.

Adopted priorities will form the basis of new application forms and an assessment process to determine Strategic Partnerships and annual grants.

Assessment process for grant applications:

The current process for decision making by the Community Funding Investment Subcommittee is to receive applications from community organisations, review applications and associated officer reports, then discuss and make grant decisions following an alphabetic sequential order.

In addition to grant applications, Officer reports are prepared which provide some assessment and commentary on project brief, previous Council funding, community outcomes contributed to, and general comments on community benefit and finances. Officer reports are prepared for all applications. Assessments are based on Officer experience and community knowledge.

It is proposed that a scoring system is introduced that provides assessment on key aspects of grant funding, focussed on the Community Funding Investment Policy sections of Purpose and Values, and the funding Priorities of District Blueprint (if adopted). Appropriate sub-measures are drawn from the Policy statements and are presented in Table 3.

**Table 3: Assessment Score for Policy Purpose, Values and Blueprint Key Directions (if adopted)**

Policy section	Sub-section	Statement
Purpose	Avoids duplication	No other service or organisation is offering anything similar
	Builds capacity	Strengthens capacity and effectiveness of community groups/organisations
	Catalyst for change	Creates beneficial change in the community
	Fabric of the community	Encourages community interaction / cohesion / resilience
	Philanthropy	Promotes the caring of and giving to others

## ITEM D

Policy section	Sub-section	Statement
Values	Clear and defined	Has purposeful activities with measurable outcomes
	Empowers	Initiative creates sustainability for beneficiaries and the community
	Has good public impact	Initiative has reach and scale
	Financial sustainability	Alternative sources of funding exist and funding dependency is avoided
	Unmet need	There is defined size and scale of unmet needs
Blueprint Key Directions	Environment	The natural environment and environmental outcomes are enhanced
	Communities	Local communities are strengthened and are more connected
	Citizens	Sustainable initiatives that enable engaged and resilient citizens are achieved
	Growth	Initiatives strengthen growth areas of the city and the townships
	Economy	Economy is diversified and economic activity is supported
	Talent	Grow new economies that attract and retain entrepreneurs, talented workers and visitors
	Central City	A thriving Central City for all
	Destination	Events that create a world-class recreational, environmental and cultural tourism experience

The proposed funding assessment scoring system is provided in Appendix B.

Use of a scoring system presents opportunity to introduce other decision making elements for the Subcommittee. The following options are presented for Subcommittee consideration and decision on whether to include these within the decision process. These elements are outlined in table 4:

**Table 4: Elements for potential inclusion in the funding decision making process**

Option		Detail
A)	<b>Grant multi-year Strategic Partnerships first</b>	Strategic Grants are considered first by the Subcommittee, followed by annual grants.
B)	<b>Annual Grants assessed against scoring system only</b>	Annual grants are assessed against the scoring system once received, and presented to the Subcommittee in a summary table format.  Officer reports are not prepared.
C)	<b>Subcommittee members assess applications using score system</b>	Subcommittee members assess grant applications against the score system, prior to decision making meetings, and use scores as discussion points to guide decisions.  <i>(Similar to Creative Communities scoring system)</i>
D)	<b>Officer recommendation to fund / not fund</b>	Officer recommendations are provided as to whether to fund or not fund, based on score assessment outcomes.

## **SIGNIFICANCE AND ENGAGEMENT**

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of some importance because this is an operational decision of the Community Funding Investment Subcommittee under its delegated authority. The matter has no impact on service levels or any financial implications, and is consistent with the Council's previous decision through the Long Term Plan to take a more strategic investment approach.

Public interest, and present and future impacts, are being consulted on in relation to the Community Funding Investment Policy review and will be the subject of a future report to the Council.

## **OPTIONS**

The Community Funding Investment Subcommittee has the following options:

**Option 1**      **Adopt Blueprint related key directions as fund priorities and grant assessment scoring system, grant multi-year Strategic Partnerships first, and assess Annual Grants against the scoring system without Officer reports.**

## ITEM D

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Under this option the Subcommittee will adopt the Blueprint key directions as fund priorities and adopt assessment on key aspects of grant funding, focussed on the Policy Purpose, Values and fund Priorities.

The Blueprint key directions provide the Councils focus for planning over the next 30 years. These directions provide a clear signal to other agencies, businesses, industries and the community on where they can safely focus energy and investment.

The assessment process will be applied to both Strategic Council Community Partnerships and Annual Grants. The assessment will assist identifying which potential organisations or initiatives to investigate further for multi-year strategic partnerships, and assist decision making on annual grants against priority.

### Financial and Resourcing Implications:

Setting fund priorities will require changes to current application forms, which are currently scheduled for updating prior to the July 2016 funding round.

Development of an assessment scoring system will require a moderate amount of Officer time. Investigation and development of Strategic Partnerships will require more Officer time prior to a funding decision being made. Officer time will however be reduced by an assessment summary of annual grant applications, and without providing Officer reports.

### Risk Analysis:

There is little risk associated with setting fund priorities, however applicants may challenge assessment scores and funding decisions.

### Promotion or Achievement of Community Outcomes:

Setting fund priorities and assessing against these provide greater clarity and structure for which to assess the importance and effectiveness of funding applications, therefore strengthening the achievement of Community Outcomes.

### Consistency with Policy and Plans:

The Community Funding Investment Subcommittee has delegated authority to make funding decisions within the parameters of the Community Funding Investment Policy, including setting priorities and/or assessment processes for fund allocation.

This decision will be consistent with the district Blueprint.

### Advantages and Disadvantages:

The advantage is that setting fund priorities will support a more strategic investment approach and decision making of the Subcommittee.

This process will also assist the Council in matching effort and resources against priorities, will ‘front end’ the partnership development work, and provide more robust and considered information on which to base strategic funding decisions.

The specific advantages and disadvantages of determining Strategic Partnerships first and assessing Annual Grants with summary information as opposed to Officer reports are:

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Grant multi-year Strategic Partnerships first</b>	More strategic initiatives allocated first.	May result in reduced funds for annual grants.
<b>Annual Grants assessed against scoring system only</b>	Greater comparability of grants via summary table.  Reduced Officer time commitment.	Reduced level of advice as no Officer reports provided.

**Option 2      Adopt Blueprint related key directions as fund priorities and grant assessment scoring system with changes.**

Under this option the Subcommittee will adopt the Blueprint key directions as fund priorities and adopt assessment on key aspects of grant funding, focussed on the Policy Purpose, Values and fund Priorities, but with specific changes as a result of Subcommittee deliberations.

Under this option the Subcommittee may wish to adopt Subcommittee members assess applications using score system, or for Officer recommendations to fund / not fund applicants be made.

Financial and Resourcing Implications:

Subcommittee members may have an increased workload if resolving to assess grant applications.

Risk Analysis:

Officer recommendations may be seen as unduly influencing decision making of the Subcommittee, if Officer recommendations to fund / not fund are resolved.

## ITEM D

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### Promotion or Achievement of Community Outcomes:

Setting fund priorities and assessing against these provide greater clarity and structure for which to assess the importance and effectiveness of funding applications, therefore strengthening the achievement of Community Outcomes.

### Consistency with Policy and Plans:

The Community Funding Investment Subcommittee has delegated authority to make funding decisions within the parameters of the Community Funding Investment Policy, including setting priorities and/or assessment processes for fund allocation.

This decision will be consistent with the district Blueprint.

### Advantages and Disadvantages:

The advantage is that setting fund priorities will support a more strategic investment approach and decision making of the Subcommittee.

This process will also assist the Council in matching effort and resources against priorities, will 'front end' the partnership development work, and provide more robust and considered information on which to base strategic funding decisions.

The specific advantages and disadvantages of Subcommittee members assessing applications using the score system, or for Officer recommendations to fund / not fund applicants be made, are:

Option	Advantages	Disadvantages
<b>Subcommittee members assess applications using score system</b>	Subcommittee members individually assess applications and discuss scores.	More work for subcommittee members.
<b>Officer recommendation to fund / not fund</b>	Recommendations based on consistent assessment process.	Recommendations may provide undue influence on decision making.

### **Option 3      Decline to set priorities and assessment processes.**

This option will retain the status quo for funding processes and Officer reports. Without setting clear priorities and assessment processes, Officers will not have a framework on which to identify potential Strategic Partners for the Subcommittees endorsement.

Financial and Resourcing Implications:

Resourcing efficiencies will not be achieved by maintaining the status quo.

Risk Analysis:

There is little risk associated with maintaining the status quo.

Promotion or Achievement of Community Outcomes:

The current arrangements are consistent will continue to achieve Community Outcomes.

Consistency with Policy and Plans:

The current arrangements are consistent with the Community Funding Investment Policy.

Advantages and Disadvantages:

The disadvantage is that a more strategic investment approach will be not be achieved.

**Recommended Option**

This report recommends options one, setting fund priorities and an assessment process, granting multi-year Strategic Partnerships first and assessing annual grants against scoring system only, for addressing the matter.

**APPENDICES**

Appendix A: Purpose and values of Community Funding

Appendix B: Funding assessment score system

## ITEM D

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### Appendix A: Purpose and values of Community Funding

The current Community Funding Investment Policy purpose and values are (note proposed Policy wording changes underlined):

#### PURPOSE OF COMMUNITY FUNDING INVESTMENT

Community funding investment and community concessional leases may be granted by the New Plymouth District Council for the following purposes:

1. Where the functions of the group or organisation or the funding sought contributes to the Community Outcomes and defined strategic priorities ~~social, economic, environmental or cultural vitality and wellbeing~~ of the district.
2. Supporting the viability of community services, that may not be provided by other sectors or organisations.
3. Building and strengthening the capacity of community groups and organisations to move to financial sustainability.
4. To be a catalyst for change for the benefit of the community.
5. Investing in the fabric of the community.
6. Promoting and supporting philanthropy.
7. Protecting the districts built, cultural and natural heritage.
8. Building community cohesion and resilience.

The specific additional purposes of the different funding streams and community concessional leases can be found in the schedules supplementary to the policy.

#### VALUES UNDERPINNING THE AWARD OF COMMUNITY FUNDING

The award of community funding by the New Plymouth District Council will be guided by the following value considerations:

1. The extent to which the support sought will fund purposeful activity and demonstrable outcomes that benefit the community.
2. The extent to which the support sought may empower the beneficiaries and the community.
3. The extent of public good that is promoted.
4. The degree to which the support will lead to a self sustaining sustainable organisation.
5. The extent to which an unmet need is being met.



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**Appendix B: Proposed funding assessment score system**

<b>Purpose</b>			<b>Not developed</b>	<b>Under-developed</b>	<b>Robust and has merit</b>	<b>Extremely strong and well-developed</b>
			<b>Scale</b>	1	2	3
1	Avoids duplication	No other service or organisation is offering anything similar				
2	Builds capacity	Strengthens capacity and effectiveness of community groups / organisations				
3	Catalyst for change	Creates beneficial change in the community				
4	Fabric of the community	Encourages community interaction / cohesion / resilience				
5	Philanthropy	Promotes the caring of and giving to others				

<b>Values</b>			<b>Not developed</b>	<b>Under-developed</b>	<b>Robust and has merit</b>	<b>Extremely strong and well-developed</b>
			<b>Scale</b>	1	2	3
1	Clear and defined	Has purposeful activities with measurable outcomes				
2	Empowers	Initiative creates sustainability for beneficiaries and the community				
3	Has good public impact	Initiative has reach and scale				
4	Financial sustainability	Alternative sources of funding exist and funding dependency is avoided				
5	Unmet need	There is defined size and scale of unmet needs				

## ITEM D

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Blueprint		Scale	No identifiable benefits	Limited benefits	Moderate benefits	Significant benefits
			1	2	3	4
1	Environment	The natural environment and environmental outcomes are enhanced				
2	Communities	Local communities are strengthened and are more connected				
3	Citizens	Sustainable initiatives that enable engaged and resilient citizens are achieved				
4	Growth	The initiative strengthens growth areas of the city and the townships				
5	Economy	Economy is diversified and economic activity is supported				
6	Talent	New economies are grown that attract and retain entrepreneurs, talented workers and visitors				
7	Central City	A thriving Central City for all is achieved				
8	Destination	World-class recreational, environmental and cultural tourism experiences are achieved				

**TEMPORARY ROAD CLOSURE – STEPUP TARANAKI**

PREPARED BY: KATE KEEGAN (BUSINESS ADMINISTRATOR)  
 TEAM: DISTRICT SERVICES  
 APPROVED BY: KATRINA BRUNTON (CUSTOMER AND REGULATORY SOLUTIONS  
 MANAGER)  
 WARD/COMMUNITY: NEW PLYMOUTH CITY  
 DATE: 9 MAY 2016  
 FILE REFERENCE: ECM 7113357

**MATTER**

The matter for consideration by New Plymouth District Council is to recommend the temporary closure of a section of Queen Street and Devon Street West to enable the Stepup Taranaki Trust to film a promotional video outside the Len Lye Centre.

**RECOMMENDATION FOR CONSIDERATION**

That having considered all matters raised in the report the road closures for the following event be approved:

**Stepup Taranaki Trust Filming of Promotional Video****Roads to be closed:**

- Devon Street West from number 150 to Robe Street.
- Queen Street from Devon Street West to King Street.

**Date and period of closure: from noon to 3pm on Sunday 12 June.**

**The above road closure is subject to the conditions outlined in a letter sent to the Stepup Taranaki Trust dated 23 April 2016.**

**COMPLIANCE**

Significance

This matter has been assessed as having some importance.



## ITEM E

<b>COMPLIANCE</b>	
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> <li>1. Approval of this road closure application to allow the Stepup Taranaki Trust to film a promotional video outside the Govett-Brewster Art Gallery/Len Lye Centre.</li> <li>2. To not approve this road closure application, which would mean the Stepup Taranaki Trust could not film a promotional video outside the Govett-Brewster Art Gallery/Len Lye Centre.</li> </ol>
Affected persons	<p>The persons who are affected by or interested in this matter are residents and businesses in the road closure area, particularly the Govett-Brewster Art Gallery/Len Lye Centre as during the road closure filming is planned for directly outside this building. People who plan to take part in the promotional video and charities who will benefit from the production of this video will be interested in the matter.</p>
Recommendation	<p>This report recommends option one for addressing the matter.</p>
Long-Term Plan / Annual Plan Implications	<p>No.</p>
Significant Policy and Plan Inconsistencies	<p>No.</p>

### EXECUTIVE SUMMARY

This report recommends the temporary closure of a section of Queen Street and Devon Street West to allow the Stepup Taranaki Trust to film a promotional video outside the Govett-Brewster Art Gallery/Len Lye Centre.

### BACKGROUND

In accordance with the 10<sup>th</sup> Schedule of the Local Government Act 1974, the intention to close the roads was advertised in the Taranaki Daily News on 23 April, and uploaded to the Council website and Facebook page on 22 April. Submissions closed at 4pm on 6 May and no submissions were received.

In addition to the Govett-Brewster Art Gallery/Len Lye Centre scene, filming is also planned by the Stepup Taranaki Trust for 21 other locations throughout the province. All filming will be combined to create a video themed 'Getting Taranaki Dancing'. The Stepup Taranaki Trust intend to use the final result to raise funds for charitable organisations. An invitation has been extended from the Stepup Trust to Council workers and Emergency Services to take part in the Govett-Brewster Art Gallery/Len Lye Centre scene, where participants will dance to Poi E. No dancing experience is required.

### **SIGNIFICANCE AND ENGAGEMENT**

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as having some importance because it does not have a large impact on the public.

Access to the Govett-Brewster Art Gallery/Len Lye Centre will remain open at all times during the road closure. However pedestrians may have to use alternative routes to avoid unintentionally appearing in the promotional video.

Prior to the closure of submissions, the Stepup Taranaki Trust advised all affected properties in the area of the proposed road closure and the submission process. Council Officers based at the Govett-Brewster Art Gallery/Len Lye Centre have had details of the proposed road closure communicated to them and no concerns have been raised.

### **FINANCIAL IMPLICATIONS**

The Stepup Taranaki Trust requested that the Council waive the \$515 road closure application fee, as payment of this fee would impact on the trusts capacity to raise money for charitable organisations. The Taranaki Young Peoples Trust and the South Taranaki Hospice will each receive a 50 percent share of funds raised by the Stepup Taranaki Trust during filming.

The remaining traffic management and advertising costs associated with the temporary closure of roads remain the responsibility of the Stepup Taranaki Trust. After consideration by the Manager Transportation no road closure application fee was charged.

The Stepup Taranaki Trust has a vision that the creation of a video showcasing Taranaki will have positive economic benefits for the region. By not charging a road closure application fee, New Plymouth District Council is able to demonstrate their support for independently organised regional promotions.

## ITEM E

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### OPTIONS

- Option 1** Approval of this road closure application to allow the Stepup Taranaki Trust to film a promotional video outside the Govett-Brewster Art Gallery/Len Lye Centre.
- Option 2** To not approve this road closure application, which would mean the Stepup Taranaki Trust could not film a promotional video outside the Govett-Brewster Art Gallery/Len Lye Centre.

### Recommended Option

This report recommends option one for addressing the matter.

### APPENDICES

1. Letter to the Stepup Taranaki Trust outlining conditions of temporary road closure. ECM 7104620.
2. Map of area affected by the Stepup Taranaki Trust road closure. ECM 7105201.

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**APPENDIX 1**

When replying please quote Application Number - RTC16/00199

22 April 2016

STEP UP TARANAKI  
12 Cornwall Street  
Brooklands  
NEW PLYMOUTH

Attention: Janice Halliburton

Dear Janice,

**ROAD CLOSURE UNDER THE LOCAL GOVERNMENT ACT 1974 – STEP UP  
TARANAKI FILMING OF PROMOTIONAL VIDEO**

We acknowledge your application requesting the closure of sections of Devon Street West and Queen Street to enable Stepup Taranaki to film a promotional video, as a fundraiser for local charitable trusts.

**Date and period of closure: from noon to 3pm on Sunday 12 June.**

**Roads to be closed:**

- **Devon Street West from number 150 to Robe Street.**
- **Queen Street from Devon Street West to King Street.**

Council will consider this application on 24 May in accordance with Schedule 10 of the Local Government Act 1974.

The Council must give public notice of the proposed closure in accordance with the Act and then consider any objections or submissions received in that respect.

The Council requires your organisation to:

- a) Pay the cost of the public notice.
- b) Make personal contact with all residential and commercial property occupiers affected by the proposed closure, to inform them of the event. Where personal contact cannot be made, a letter outlining the proposed closure and the right to make a submission must be given to the affected party instead. This contact should be completed at least



## ITEM E

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seven days before closure of the submissions on 6 May (and in any event allowing sufficient time for an affected party to make a submission). **A copy of your visitation list and/or letter to affected parties is required by the Council immediately after that date.**

- c) Provide a traffic management plan (TMP) compiled by an authorised Site Traffic Management Supervisor to the Council before 6 May setting out signage, barrier details, crowd control procedures and access arrangements.

### ROAD CLOSURE CONDITONS

If the Council gives its consent to the closure and the event, you must comply with the following conditions:

1. You must give formal notice of the event to the Police and the New Zealand Fire and Ambulance Services.
2. You must ensure that the approved TMP is strictly adhered to throughout the event.
3. You must provide at your cost sufficient marshals to control and direct vehicles and pedestrians at all points where the closed road intersects with any open road and elsewhere as necessary. All marshals shall wear traffic safety vests or other high visibility clothing whilst on or adjacent to the roadway.
4. You must make adequate provisions to give emergency vehicles, property owners and occupiers within the area and their invitees, customers or employees reasonable access to and from properties on the closed road. For through roads make adequate provisions for reasonable access through the closed section. Details must be included in the TMP required under condition 2.
5. Upon completion of the event, and no later than the time specified for the end of the closure, you must remove all signs and barricades restricting access, and clear all litter and debris from the road to the satisfaction of the Council.
6. You are required to advise the Council of any damage to the road surface, shoulders, drainage channels, verges, signs or other Council Property whatsoever resulting from the event.
7. You are responsible to pay all costs incurred in making good any damage to Council Property or any third party property and pay all costs incurred by the Council or any third party in making good any such damage, whether reported or not.
8. You must notify the Police, New Zealand Fire and Ambulance Services and the Council in the event that the road closure is no longer needed.



9. Where a late cancellation of the event takes place (i.e. after road closure signs, barriers etc have been placed at the venue), you will ensure that the full TMP shall remain in place for the approved road closure time period; or until such time as the Site Traffic Management Supervisor can liaise with the Police to ensure that there would be no risk to vehicular or pedestrian traffic if the event was cancelled and the TMP conditions removed.
10. You are responsible for taking out public liability insurance to indemnify the Council against any claims or actions that may arise from the staging of the event to a minimum of \$1 million in respect of any one claim or accident. A copy of the policy or a cover note must be provided to the Council no less than 28 days prior to the meeting of the Council that will make the decision.
11. You must comply with, and ensure that all participants comply with, all relevant laws and regulations not waived by the temporary road closure under Section 342 and Schedule 10 of the Local Government Act 1974.
12. You are responsible for meeting all costs associated with the temporary closure of the road(s) including the costs to contract a person/company qualified to prepare the TMP and undertake traffic management for the activity and to hire signs or other traffic controls devices. You will also be required to meet the reasonable cost of any Council staff required in relation to the event.

The Local Government Act 1974 requires the Council to give public notice of any intended road closure. We will place an appropriate public notice for the event in the *Taranaki Daily News* on Saturday 23 April. The public notice will also be uploaded to the Council website and Facebook pages.

We will contact you after the Council meeting on 24 May 2016 and advise you of the Council's decision. If you require any further information please do not hesitate to call.

For further information, you can also check the Council's Temporary Road Closure and Disruption to Traffic Policy and Guidelines on New Plymouth District Council's website by following the link below:

<http://www.newplymouthnz.com/CouncilDocuments/Policies/TemporaryRoadClosureandDisruptiontoTrafficPolicyandGuidelines.htm>

Yours faithfully

Katrina Brunton

CUSTOMER AND REGULATORY SOLUTIONS MANAGER

cc:     Roading Approvals  
           Emergency Services  
           Traffic Management Solutions  
           Transportation, New Plymouth District Council

# ITEM E

## APPENDIX 2



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**YOUTH ENGAGEMENT UPDATE REPORT**

PREPARED BY: Craig Campbell-Smart (Community Partnerships Lead)  
 TEAM: Community Partnerships  
 APPROVED BY: Liam Hodgetts (Group Manager Strategy)  
 WARD/COMMUNITY: All  
 DATE: 19 May 2016  
 FILE REFERENCE: DM 7116422

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**PURPOSE**

This report provides an update to Council on the implementation of the new Youth Engagement model adopted in December 2015, comprising of quarterly forums for the purpose to connect and promote youth engagement on a range of conversation topics.

**RECOMMENDATION**

**That having considered this report, Council officers continue to pursue a partnership with ‘Zeal’ to provide youth engagement services.**

**SIGNIFICANCE AND ENGAGEMENT**

This report is provided for information purposes only, and has been assessed as being of some importance.

**BACKGROUND**

Various initiatives to engage and connect with young people have been attempted by Council over the past decade. Youth engagement through these approaches has either been at the high achievement ‘youth leadership’ level or disengaged end of the broader youth population spectrum.

A sustainable model has yet to be found that draws in, engages and keeps in touch with the broader majority of youth.

Why is youth engagement important?

For Local Government, engagement is important to help enable participation in decision making and to understand the views and preferences of people who are likely to be affected by or interested in an issue, proposal, decision or other matter. The Local Government Act 2002 Amendment 2014 Act further reinforced community engagement as important to local government decision making, and required Local Authorities to develop Significance and Engagement Policies. Effective youth participation and engagement in local government supports decision making principles of the Local Government Act 2002, specifically section 14 involving awareness and regard to views of all its communities when making a decision. The decision making principles in section 14 also involve taking into account diversity, community interest, current and future interests and likely impact on various community’s from decisions.

## ITEM F

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Youth engagement contributes to the Council's Blueprint, which provides a strategy direction focusing on Citizens and Communities, of enabling engaged and resilient citizens and strengthening and connecting local communities.

### District Youth Strategy

In 2006 Council undertook development of a District Youth Strategy outlining how New Plymouth, led by the Council, can support young people to develop the skills and attitudes they need to take part in society now and in the future. The District Youth Strategy was inherently linked to the New Plymouth District Long Term Council Community Plan (LTCCP). The strategy reflected the type of community the people of New Plymouth District would like to live in, and the things they would like to see for their community. The strategy mapped the Council's activities and guided officers to achieve these Community Outcomes for all of the district's young people.

The two goals of the strategy are:

1. To increase youth participation within the district.
2. New Plymouth District Council policy and practice supports the positive development of young people within the community

### Past and current Youth engagement models for Council:

The previous models of youth engagement were initially a formal Council Subcommittee. In 2014 a Youth Working Party model was used.

In December 2015 Council resolved to disestablish the Youth Working Party and adopt a new model of youth engagement, comprising quarterly forums for the purpose to connect and promote youth engagement on a range of conversation topics. Officers were also instructed to negotiate and enter into a service agreement with a youth provider, for the purpose of delivering the Council's youth engagement approach.

## DISCUSSION

Staff have scoped and tested the proposal for youth engagement services. They have also considered a range of local providers and the availability of resources available to deliver the service. It was found that New Plymouth district is well served by youth providers operating under specific funding contracts serving both ends of the youth spectrum, but does not have the benefit of a youth engagement specialist that can work and achieve cut-through with the majority of the youth population.

During their investigations Council staff was introduced to a specialist youth engagement service provider. 'Zeal' is a registered charitable trust with a proven track record that provides a range of youth facility and engagement services throughout New Zealand. Appendix A contains information on the range of services that Zeal currently provides.

Zeal is a specialist in connecting and engaging youth through its own culture and social norms. It uses the creative arts as a bridge to youth engagement with a focus on innovation and co-creation opportunities, with a strong emphasis on future employment pathways.

A partnership agreement in principle has been reached and a contract offer is now in development. Current discussions have produced the following proposal as phase one of a two phased approach to establish a permanent presence for 'Zeal' in the district.

Phase one 'road testing':

- Partner with Zeal to establish a 'light service offering' without a permanent presence
- Zeal to establish local connections and stakeholder relationships
- Promote and facilitate four (4) youth engagement events to explore interest and generate ideas
- In partnership with Zeal to undertake a needs identification survey and define project beneficiaries
- To report back to Council on future potential and proposed next steps

The road test case findings can then feed into Council consideration of support for youth development initiatives partnering with Zeal via Long Term Plan 2018-2028.

## **FINANCIAL AND RESOURCING IMPLICATIONS**

Funding provision of youth engagement forums has been made in the 2016/17 Annual Plan, through changes to operational budget while remaining within existing allocation.

Youth engagement activity will be funded from a youth budget, with the balance from a newly established catalyst fund to kick start new community initiatives (this budget is in line with the 2015-2025 LTP funding decision, and achieved via operational savings).

## **IMPLICATIONS ASSESSMENT**

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

# ITEM F

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## Appendix A: Who are Zeal?

Zeal is a leading and rapidly developing New Zealand youth organisation front-lined by passionate, innovative youth workers who believe that every kiwi young person is creative and who dedicate their lives to supporting young people to discover, grow, express and contribute their unique creativity.

**We are...** The home of 'young creatives' in Aotearoa

**Our vision...** To positively influence every New Zealand young person through creativity

**Our mission...**

To provide places of belonging for young people in New Zealand's urban centres

To move young people from consumers to contributors

To walk alongside isolated and disconnected young people

To foster innovation and passion in the creative arts

To equip young people for positive transitions to adulthood

To provide the best environment for youth with positive role models

To advocate on behalf of and to young people

To give hope, guidance, encouragement and motivation towards a positive future

**Youth facilities:** Zeal has three purpose-built youth facilities across the country – Wellington, West Auckland and Hamilton, with a fourth planned for Kapiti. These are homes and hubs of creativity and belonging for young people from all walks of life offering events, rehearsal rooms, afternoon hangs, and pathways for learning creative disciplines.

**Satellite services:** Zeal has run mobile youth services in Hamilton and West Auckland prior and alongside the development of its permanent youth facilities. We now see satellite services as a second key channel for our work. This has resulted in the launch of two social enterprise cafés in 2015 with a portable 'Event Box' recently launched in early 2016. Zeal's satellite strategy will add value to the developing work in New Plymouth and is expanded upon below.

**Online:** Zeal is an innovator in online youth development reaching over 600,000 young people with positive messages through our youth advocacy arm 'Live For Tomorrow'. Giving young people messages of hope and positivity, Live For Tomorrow creatively addresses youth issues such as mental health, identity, bullying, self-harm, alcohol and suicide, right where young people spend the majority of their time: online. Zeal arguably has the most teen engagement of any non-profit youth brand across all social platforms i.e. Tumblr, Twitter, Facebook, Instagram.

As a strengths-based youth organisation, Zeal's aim is to build a positive youth culture where harms (including alcohol, drugs, bullying) are minimised and young people are supported to make good choices, build resilience, and sustain healthy lifestyles.

Zeal works strongly within the Youth Development Model of The Circle of Courage, which asserts that a young person's greatest need is belonging, followed by the need for mastery/attainment of a specialist skill.

Zeal's promise to every young New Zealander is that we will passionately pursue, enable and support the fulfilment of their creative potential.

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**EXCLUSION OF THE PUBLIC FOR THE REMAINDER OF THE MEETING**

PREPARED BY: Jan Holdt (Committee Adviser)  
TEAM: Democratic Services  
APPROVED BY: Julie Straka (Governance Lead)  
WARD/COMMUNITY: District Wide  
DATE: 3 May 2016  
FILE REFERENCE: ECM 7121754

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**MATTER**

This report details items that are recommended should be considered with the public excluded, and the reason for excluding the public.

**RECOMMENDATION FOR CONSIDERATION**

That having considered all matters raised in the report, the Council hereby resolves that, pursuant to the Local Government Official Information and Meetings Act 1987, the public be excluded from the following parts of the proceedings of this meeting:

- a) **PIF Performance Report**  
The withholding of the information is necessary to protect information, where the making available of that information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information, this particular interest being protected by Section 7(2)(b)(ii) of the Act.)
- b) **Strategic Land Acquisition**  
The withholding of the information is necessary to enable the Council to carry out negotiations of a commercial nature, this particular interest being protected by section 7(2)(i) of the Act.
- c) **Commercial Property Negotiation**  
The withholding of the information is necessary to enable the Council to carry out negotiations of a commercial nature, this particular interest being protected by section 7(2)(i) of the Act.
- d) **Major Event**  
The withholding of the information is necessary to enable the Council to carry out negotiations of a commercial nature, this particular interest being protected by section 7(2)(i) of the Act.

**This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987.**

## ITEM G

<b>COMPLIANCE</b>	
Significance	This matter is of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: <ol style="list-style-type: none"> <li>1. Exclude the public.</li> <li>2. Not exclude the public.</li> </ol>
Recommendation	This report recommends option one (1) for addressing the matter.
Long-Term Plan / Annual Plan Implications	There are no budget considerations.
Significant Policy and Plan Inconsistencies	This report is consistent with Council's Policy and Plans.

### BACKGROUND

This report details items that are recommended should be considered with the public excluded, and the reason for excluding the public.

### SIGNIFICANCE

In accordance with the Council's Significance Policy, this matter has been assessed as being of some importance because the exclusion of the public is a statutory procedure that will have a little or no impact on the Council's strategic issues.

### OPTIONS

**Option 1** Pursuant to the Local Government Official Information and Meetings Act 1987, good reason exists to exclude the public for consideration of the items listed.

**Option 2** The Council can choose to consider these matters in an open meeting.

*Risk Analysis*

Release of information which meets the statutory tests for withholding (under the Local Government Official Information and Meetings Act 1987) may expose the Council to legal, financial or reputational repercussions.

#### Recommended Option

This report recommends option one (1) exclusion of the public for addressing the matter.