
Tuesday, 16 May 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic Development Subcommittee Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Tuesday, 16 May 2023**

Te Wā:
Time: **9.00am**

Te Wāhi:
Venue: **Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Te Hoapā:
Contact: **Democracy and Governance Services
P: 06 871 5000 | E: democracy@hdc.govt.nz**

Te Āpiha Matua:
Responsible
Officer: **Rebekah Dinwoodie – Group Manager: Community Wellbeing
& Services**

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Civic Development Subcommittee

A Subcommittee of the Performance and Monitoring Committee.

Fields of Activity

The Civic Development Subcommittee is responsible for making delegated decisions and advising the Performance and Monitoring Committee by;

- Assisting Council in the allocation of Community Grants by;
 - Reviewing applications for Community Grants.
 - Setting appropriate performance measures to assist in the measurement of delivery of activities funded from Grants.
 - Allocation of grant funding within the budget allocation.
- Assisting Council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority.
- Assisting Council by reviewing and considering submissions and deciding applications for temporary closure of roads.
- Recommending to Council the appointment of trustees to Te Mata Park Trust Board.
- Recommending to Council the appointment of directors to Hastings District Holdings Limited.
- Recommending to Council the appointment of List Members to the District Licencing Committee.
- Assisting Council by reviewing, considering nominations and recommending recipients of Civic Awards.
- Assisting Council by remaining cognisant of activities in the Community that deliver improved wellbeing and safety outcomes and advising Council how it can appropriately enable these activities.
- Providing guidance and oversight to Council Officers in the delivery of Council safety and security investments & initiatives to improve community wellbeing and sense of feeling safe and welcome.
- Providing guidance and oversight to Council Officers in the delivery of major Council civic development capital projects (projects as assigned to the Subcommittee).
- Providing comprehensive six monthly (and as required) Council civic development capital project progress reports to the Performance and Monitoring Committee.
- Providing guidance and oversight to Council Officers in the delivery of major Council and Council enabled Events.

Providing guidance and oversight to Council Officers in the active promotion of Hastings as a Visitor Destination.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.
- Group Manager: Planning and Regulatory Services to be a member only when the Subcommittee is recommending the appointment of List Members to the Hastings District Licensing Committee.
- The Chief Executive to be a member only when the Subcommittee is making a decision on tendering and procurement matters.
- The Group Manager Asset Management to be a member only when the Subcommittee is making a decision on tendering and procurement matters.
- The Transportation Manager to be a member only when the Subcommittee is making a decision on applications for temporary closure of roads.

- The Environmental Consents Manager to be a member only when the Subcommittee is making a decision on applications for temporary closure of roads.
- The Chair of the Te Mata Park Trust Board to be a member only when the Subcommittee is making a decision on appointments to the Te Mata Park Trust Board.
- The Chief Financial Officer to be a member only when the Subcommittee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- 2 Youth Council Members appointed by Council (non-voting)

Quorum

- a) A minimum of 3 members - for Subcommittee meetings where the agenda items only address proposed temporary road closure applications (when there are no submitters).
- b) A minimum of 5 members for all other meetings of the Subcommittee.

DELEGATED POWERS

- 1) Authority to exercise all Council's powers, functions and authorities (except where prohibited by law or otherwise delegated) in relation to the allocation of grant funding within the budget allocation.
- 2) Authority to accept tenders for individual projects previously approved by the Council or a Standing Committee of the Council up to a value of \$10,000,000.
- 3) Responsibility to provide oversight and direction on tendering processes in general and/or specific issues relating to a particular project.
- 4) All the Council's powers and functions in respect to temporary prohibition of traffic under Section 342(1)(b) and clause 11(e) of Schedule 10 of the Local Government Act 1974.
- 5) Recommend to Council the appointment of Trustees to Te Mata Park Trust Board in accordance with the policy on Appointment of Trustees for Te Mata Park Trust Board, and the provisions of section 57 of the Local Government Act 2002.
- 6) Recommend to Council the appointment of director positions for Hastings District Holdings Limited in accordance with the Council's Policy on Appointment and Remuneration of Directors for Council Organisations.
- 7) Recommend to Council the recipients of Civic Awards.
- 8) Recommend to Council the appointment of List Members to the Hastings District Licensing Committee in accordance with the policy on the appointment of members for the District Licensing Committee, and the provisions of Sections 192 – 194 of the Sale and Supply of Alcohol Act 2012.

Tuesday, 16 May 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic Development Subcommittee Meeting

Kaupapataka

Agenda

Mematanga:

Membership:

Koromatua

Chair: Councillor Malcolm Dixon

Ngā KaiKaunihera

Councillors: Michael Fowler, Damon Harvey, Henry Heke, Kellie Jessup, Renata Nepe, Wendy Schollum and Kevin Watkins

Mayor Hazlehurst

Heretaunga Takoto Noa Māori Standing Committee appointee: Vacancy

Two Youth Council appointees: Esta Chaplin and Nikki Mnyanyi

Tokamatua:

Quorum:

3 members - for meetings where the agenda items only address proposed temporary road closure applications (if no submitters).

5 members - for all other meetings of the Subcommittee.

Apiha Matua

Officer Responsible:

Rebekah Dinwoodie – Group Manager: Community Wellbeing & Services

*Te Rōpū Manapori me te
Kāwanatanga*

Democracy &

Governance Services:

Christine Hilton (Extn 5633)

Te Rārangi Take

Order of Business

Apologies – Ngā Whakapāhatanga

- 1.0** At the close of the agenda no apologies had been received.
At the close of the agenda no requests for leave of absence had been received.
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2.0 Conflict of Interest – He Ngākau Kōnatunatu

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

Confirmation of Minutes – Te Whakamana i Ngā Miniti

- 3.0** Minutes of the Civic Development Subcommittee Meeting (Civic Honours) held Tuesday, 2 May 2023.
(These minutes are still to be completed and circulated)
-

- 4.0 Vibrancy Fund Applications** **9**
-

- 5.0 Minor Items – Ngā Take Iti**
-

- 6.0 Urgent Items – Ngā Take Whakahihiri**
-

Tuesday, 16 May 2023

Item 4

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Civic Development Subcommittee Meeting

Te Rārangi Take

Report to Civic Development Subcommittee

Nā:
From: **Andrea Taaffe, City Centre Activation Officer**

Te Take:
Subject: **Vibrancy Fund Applications**

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

- 1.1 The purpose of this report is to obtain a decision from the Civic and Administration Subcommittee regarding the allocation of grants from the Vibrancy Fund.
- 1.2 The Vibrancy Fund is open to groups or individuals to apply for vibrancy events or activations in the city centre, such as festivals, music, murals and temporary installations.
- 1.3 The aim of this fund is to support activities that have a positive impact to the community in the city centre. A copy of the Vibrancy Fund Criteria is attached to this report (**Attachment 1**).
- 1.4 This report relates to the allocation of funding for the 2023/24 financial year.
- 1.5 This report concludes by recommending that the funds be allocated to those applicants assessed by the Subcommittee as having the highest merit, being of wide appeal, being accessible and deliver to the needs of the community.

2.0 Recommendations - Ngā Tūtohunga

- A) That the Civic and Administration Subcommittee receive the report titled Vibrancy Fund Applications dated 16 May 2023.
- B) That the Civic and Administration Subcommittee consider the applications for the Vibrancy Fund against the criteria and allocate funds to those applicants whom it considers will best assist Council to achieve its desired community outcomes, from the total funding available of **\$25,000.00**.

3.0 Background – *Te Horopaki*

- 3.1 \$50,000 is available each financial year for the delivery of vibrancy activations or events in the city centre by members of the community.
- 3.2 This funding is split into two rounds of \$25,000: Round 1 for delivery within the six months 1 July to 31 December 2023). Applications for Round 2 will open on 1 July 2023, for delivery for the six months 1 January to 30 June 2024).
- 3.3 The current applications for this funding round total \$59,420.00 (as set out in the table in **Attachment 2**).
- 3.4 To be eligible for funding, groups or individuals need to show how their project fits with one or more of the priorities below (summarised from the application form):
1. **Aligns with the Hastings District Council Toi-Tu framework.**
 2. **Supports the local creative community.**
 3. **Promotes happy, healthy and active communities.**

4.0 Discussion – *Te Matapakitanga*

- 4.1 As requested at an earlier Subcommittee meeting, on 4 May 2021, officers have actively made the public more aware of the Vibrancy Fund criteria – including advertising via social media and the Hastings Mail.
- 4.2 Five applications have been received for this Round 1 funding round (details of each are included in **Attachment 3**).
- 4.3 Subcommittee members can view the full applications and attachments via their Smarty Grants Login. <https://manage.smartygrants.com.au/>

5.0 Options – *Ngā Kōwhiringa*

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 5.1 That the Civic and Administration Subcommittee consider the applications for the Vibrancy Fund against the criteria and allocate funds as considered appropriate to those applicants who it considers will best assist Council to achieve its desired community outcomes, from the total funding available of \$25,000.00.

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuratanga o nāianeī.

- 5.2 That the Civic and Administration Subcommittee review the applications for funding from the Vibrancy Fund, consider the applications against the criteria and not allocate the total requested from the funding available of \$25,000.00.

6.0 Next steps – *Te Anga Whakamua*

- 6.1 All applicants will be contacted following the meeting and advised of the outcome of the Subcommittee's decision in regard to their application.
- 6.2 Officers note that any funds from the previous round not uplifted in the specified time frame will be used at the discretion of the City Centre Activation Officer for opportunities that arise to create or enhance vibrancy in the city centre.
- 6.3 There are three attachments for this report.

Attachments:

1↓	Vibrancy Fund Criteria effective 2021 onward	CG-17-14-00065
2↓	Application table including amount sought	CG-17-14-00066
3↓	Summary of applications to Vibrancy Fund	CG-17-14-00067

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

This proposal promotes the Social wellbeing of communities in the present and for the future, by promoting services to meet recreational, arts and cultural needs.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are likely to be positive impacts for Tangata Whenua, as for the wider community:

Sustainability - *Te Toitūtanga*

Applicants are encouraged to refer to and implement sustainable practice where applicable and practicable as detailed in the Toi-tu framework.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

These applications are to be funded from this year's Vibrancy Fund. The current balance is \$25,000.00 and only funding up to that amount can be considered.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

There has been no external consultation except that the Grant round has been open and transparent inviting all community organisations to apply.

Risks

The recommendation being proposed is the best option to ensure an accountable and transparent governance process. Using the established and approved HDC Vibrancy Fund processes ensures security of applicants' data, supports a fair review process and established monitoring and reporting process.

Rural Community Board – *Te Poari Tuawhenua-ā-Hapori*

There are no implications for Rural Community Board.

COP-01-13-1-21-3 (PDF under CG-17-14-00065)

Vibrancy Fund Criteria

(endorsed at Civic and Administration Subcommittee on 17/6/21)

(Criteria to apply from the funding rounds and to be referred to in conjunction with the on-line Smarty Grants Priorities)

The following criteria are to be considered in conjunction with the priorities, set out online in the application form, when addressing applications to the Vibrancy Fund.

That the application for funding from the Vibrancy Fund includes details showing:

- The quality of the project and the artistic merit and how this impacts on the local community, allowing residents and visitors to interact or simply 'experience' the project.
- The applicant's ability to deliver the project within the specified time frame – including any evidence of previous projects completed (if applicable).
- Good project planning and budgeting, including any other funding sourced, whether approved or not.
- The level of financial assistance and also demonstrates efforts to seek other funding.
- That the funding applied for is not going towards "business-as-usual" or ongoing operational expenses.
- Support for / the utilisation of local talent, product and with a sustainable approach wherever possible.
- Flexibility of timing of a project wherever possible - Vibrancy funded projects will be programmed throughout the financial year (July 1 – June 30), as it is important the projects are scheduled/delivered over the 12 months to ensure continuity of vibrancy within the CBD throughout the year. Therefore consideration of the timing, duration, locality and programming of a project within the yearly calendar is extremely important.
- How the application would increase foot traffic and business interaction within the Central Business District.

