

Tuesday, 30 May 2023

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Civic Development Subcommittee Meeting**

*Kaupapataka*

# Agenda

## Community Grants

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*Te Rā Hui:*  
Meeting date: **Tuesday, 30 May 2023**

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*Te Wā:*  
Time: **10.00am**

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

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

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

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streamed live on our website  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

## 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.



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Tuesday, 30 May 2023

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Civic Development Subcommittee Meeting**

*Kaupapataka*

# Agenda

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*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

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*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.

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*Apiha Matua*

Officer Responsible:

Rebekah Dinwoodie – Group Manager: Community Wellbeing & Services

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*Te Rōpū Manapori me te  
Kāwanatanga*

Democracy &

Governance Services:

Christine Hilton (Extn 5633)



## *Te Rārangi Take*

# Order of Business

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### *Apologies – Ngā Whakapāhatanga*

- 1.0** An apology has been received from Mayor Hazlehurst.  
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.

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### *Confirmation of Minutes – Te Whakamana i Ngā Miniti*

- 3.0** The minutes from the previous meetings on 2 May and 16 May have not yet been completed and so will not be confirmed at this meeting.
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### *Single Year Community Grants 2023*

- 4.0** *Attachment 1 to this report is confidential in accordance with the Local Government Official Information and Meetings Act 1987 Section 7 (2) (a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.* **9**
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### *5.0 Minor Items – Ngā Take Iti*

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### *6.0 Urgent Items – Ngā Take Whakahihiri*

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Tuesday, 30 May 2023

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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

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**Nā:**  
**From: Kevin Carter, Community Grants and Partnerships Advisor**

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**Te Take:**  
**Subject: Single Year Community Grants 2023**

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## **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 2023 round of allocations of grants from the Single Year Community Grant Scheme.
- 1.2 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 delivering the needs of the community.
- 1.3 Each application has also been assessed by relevant council officers prior to the assessment meeting to assist the subcommittee in making allocations. All applications are eligible and fit within the scope of the grant.

## **2.0 Recommendations - Ngā Tūhunga**

- A) That the Civic Development Subcommittee receive the report titled Single Year Community Grants 2023 dated 30 May 2023.
- B) That the Subcommittee review the applications to the 2023 Single Year Community Grants funding round; and
- C) That the Subcommittee allocates the 2023 budget allocation of \$245,000.00 to those applications which it considers will best assist Council to achieve its desired community outcomes.

### 3.0 Background – Te Horopaki

- 3.1 The annual single year community grants round invites local community groups and organisations to apply to Council for an opportunity to work together to meet the current and future needs of our community.
- 3.2 Applications are invited from organisations delivering projects or services that address the following needs:
- Uplifting our community’s wellbeing by providing access to help and advice.
  - Fostering a sense of pride within our district and across our diverse communities.
  - Promoting happy, healthy and active communities.
- 3.3 Successful organisations are provided with a funding agreement and if required, assigned a Council officer (relationship manager) to work with them to achieve agreed outcomes for the grant awarded.
- 3.4 Grants are for one year only and available from 1 July 2023.
- 3.5 Applications opened on 24<sup>th</sup> March and closed on 5<sup>th</sup> May.
- 3.6 There are 50 applications for this year’s annual contestable funding round. This is a large increase from 2022 and 2021 where there were 38 and 48 applications received respectively. This may be due to an increase in need from the recent cyclone or rising costs.
- 3.7 The committee members have been supplied with the applications for review, a summary of applications are set out below.
- 3.8 As with previous years, applicants had been given the opportunity to present to the committee. 31 applicants will present to the committee on the 30<sup>th</sup> May.
- 3.9 The total of requests is \$598,462.85 the contestable grants budget for 2023/2024 is \$245,000.00. This means that the budget allocation is oversubscribed by \$353,462.85
- 3.10 The full applications are confidential and are contained in a confidential attachment document **(Attachment 1)**.
- 3.11 Committee members can view the full application and attachments via their Smarty Grants Login. <https://manage.smartygrants.com.au/>
- 3.12 The committee has also allocated 21 Multi Year Community Partnership Grants, these three year funding agreements end in June 2024 (they have one full year remaining) for reference these are below:

2021/24 Multi-year Strategic Community Partnership Fund – These contracts are NOT up for renewal this year.		Allocation per year
Arts Inc. Heretaunga (Incorporated)	Hastings Community Arts Centre Programme,	\$178,000
Sport Hawke's Bay	Activating the Hastings Community	\$85,000
Surf Lifesaving NZ	Regional Life Guard Service – Hawke’s Bay (Hastings)	\$72,000
Hastings Citizens Advice Bureau Incorporated	Citizens Advice Bureau Hastings	\$50,000
Havelock North Community Centre Trust	Providing ongoing service to the community	\$30,000
Hawke's Bay Digital Archives Trust	Operations of the Knowledge Bank	\$30,000
Sustaining Hawke's Bay Trust (Environment Centre)	Sustainability Projects – operations of the Environment Centre	\$25,000
Hastings Foodbank Trust / Nourished for Nil Limited	Hastings Foodbank Trust	\$20,000
Nourished for Nil Limited	Nourishing the Hawke's Bay Community	\$20,000
Heretaunga Women's Centre	Heretaunga Women's Centre - Organisational running costs	\$20,000
Re-Source	Multi Year Operational Costs	\$20,000
Family Violence Intervention and Prevention	Hastings Safe House operational costs	\$20,000
Budget First Inc.	Building Financial Capability in Hastings Community	\$15,000
Interchurch Council for Hospital Chaplaincy	Maintenance of Hospital Chaplaincy Service	\$12,500
Te Aranga Marae / U Turn 1 Trust	Flaxmere Boxing Academy	\$10,000
Age Concern Havelock North	Community Christmas Day lunch	\$10,000

Graeme Dingle Foundation Hawke's Bay	Operation Costs to support Life Skills Programmes Delivery	\$10,000
Peoples Advocacy Society	Contribution towards running costs of Hastings office	\$7,000
Christian Lovelink Napier Hastings inc.	Multi-year operating Costs	\$3,000
Hawke's Bay Rescue Helicopter Trust	Newsletter Appeal	\$3,000
Radio Kidnappers Charitable Trust	School Speech Competition Community Outreach	\$2,000
	<b>TOTAL</b>	<b>\$642,500</b>

#### 4.0 Discussion – Te Matapakitanga

- 4.1 The objective of the Single Year Community Grants is for the development and delivery of community services or projects.
- 4.2 Evidence of planning and budgets are required as part of the applications. Organisations are able to apply for up to \$20,000 per year.
- 4.3 To be eligible for funding, groups need to show how their project fits within one or more of the priorities below:
- Uplifting our community's wellbeing by providing access to help and advice.
  - Fostering a sense of pride within our district and across our diverse communities.
  - Promoting happy, healthy and active communities.
- 4.4 52 applications have been received, 2 have been withdrawn by the applicants. The Subcommittee members have been supplied with the full applications via the Smarty Grants online platform, a summary of the applications are set out below:

<a href="#">1</a>	Susannah Ratcliffe	Supporting and empowering wāhine hapū and whānau in our community	\$20,000.00
<a href="#">3</a>	James Hay-MacKenzie	Te Vaka Māia Programme	\$7,550.00
<a href="#">5</a>	Hilary Heath-Caldwell	Titanium Mule, Physio Assessments, Dehy Packs.	\$18,688.31
<a href="#">6</a>	Natalie Robb	The Voice of Our Community	\$4,680.00
<a href="#">7</a>	Jamie-Leigh keefe	Aroha mai	WITHDRAWN
<a href="#">9</a>	Roger McNeill	Wellbeing of School and Community Organisations	\$6,931.00
<a href="#">10</a>	Ross MacLeod	Epilepsy support services	\$2,000.00
<a href="#">11</a>	Catherine Robertson	Hawke's Bay Readers and Writers Festival 2023	\$20,000.00
<a href="#">12</a>	Kristyl Neho	Maia Dream Indigenous Arts & Hauora Festival	\$20,000.00
<a href="#">15</a>	Maureen Gillies	English classes for working migrants	\$2,096.49
<a href="#">17</a>	Nic Burkin	Driver Education and Licensing	\$20,000.00
<a href="#">18</a>	Moira McGarva-Ratapu	Digital Literacy and Awareness for Seniors	WITHDRAWN
<a href="#">23</a>	Joy Graham	Christmas Cheer Appeal 2023	\$11,000.00
<a href="#">26</a>	Tivaini Fomai	Journey to Prosperity	\$20,000.00
<a href="#">27</a>	Lynsey Abbott	Community Support Services	\$20,000.00
<a href="#">30</a>	Jen Glover	Raukatauri Music Therapy Trust Hawke's Bay Regional Centre	\$15,697.50
<a href="#">32</a>	Katy Rowden	Baking It Better Hastings	\$7,000.00
<a href="#">34</a>	Tom Little	Pūkare Cards	\$1,496.00
<a href="#">35</a>	Leana Becker	Adaptive Communities	\$10,890.00
<a href="#">36</a>	Dr Rachael Glassey	Nourishing Hawke's Bay (NHB) A Pātaka Kai	\$20,000.00
<a href="#">38</a>	Candis Timms	Whakamana te oranga o te iwi rangatahi - enhancing the wellbeing of our young people	\$12,000.00
<a href="#">39</a>	Brad Clark	New gymnasium equipment	\$20,000.00
<a href="#">40</a>	Ken Laurie	Surf Lifeguard Training Skills & Community Surf/Beach Education	\$15,000.00
<a href="#">41</a>	Lisa McLean	Operational costs for our 24/7 free helpline for the Hastings community	\$7,000.00
<a href="#">43</a>	Bridget Murphy	Professionally supported one-to-one mentoring for youth	\$15,000.00
<a href="#">45</a>	Capryce Hick	Te Kaahu o te ora - Soul Sessions	\$20,000.00
<a href="#">46</a>	Shirin Gabel	Junior Youth Empowerment Programme	\$6,584.00
<a href="#">47</a>	Shaqaila Ueese	Rainbow Hub Hawke's Bay (Te Whare Harikoa)	\$20,000.00
<a href="#">49</a>	Barry Cole	Upgrade to Archiving Servers	\$6,175.80
<a href="#">50</a>	Harawira Morris	Surfs Up Project	\$11,600.00
<a href="#">51</a>	Callum McKenzie	Operating Costs	\$11,860.00
<a href="#">52</a>	Roger Morrison	Enliven Day Programme	\$10,000.00
<a href="#">53</a>	Aliesha Gordon	Help Bellyful Hawke's Bay keep filling bellies	\$3,070.00

<a href="#">55</a>	Richard Kettle	Polo school Program	\$7,500.00
<a href="#">56</a>	Angela Williams	Bags of Hope	\$3,800.00
<a href="#">57</a>	Benjamin Evans	Operational Costs	\$20,000.00
<a href="#">59</a>	Talitha	Welcoming Saffas to HB	\$5,000.00
<a href="#">61</a>	SHAYNE JEFFARES	FOTO IWI PROGRAMME COSTS	\$5,000.00
<a href="#">62</a>	Vicki Welsby	Awhi Programme 2023-2024	\$20,000.00
<a href="#">63</a>	Robbie Ross	Community Aphasia Advisor Service Hawke's Bay	\$5,000.00
<a href="#">64</a>	Graham Takie	Second To None Basketball	\$20,000.00
<a href="#">65</a>	Rebecca Burn	Promoting Safe Access to Information for Vulnerable Members of Society	\$4,398.75
<a href="#">67</a>	Kerry Henderson	Free counselling	\$5,000.00
<a href="#">69</a>	Melanie West	Community Communication	\$7,000.00
<a href="#">70</a>	Helen Burgiss	Flooring at Girl Guide Hall in Greenmeadows	\$10,000.00
<a href="#">72</a>	Candice Tuau	Hapu and Community Development Plan	\$20,000.00
<a href="#">73</a>	Toni Birch	Rugby League HB Operational costs	\$9,645.00
<a href="#">74</a>	Jordan Pomana	Te whare akoranga o poitukohu	\$14,000.00
<a href="#">76</a>	Hilary Sutton	Victim Support's volunteer programme in the Hastings district	\$5,000.00
<a href="#">79</a>	Sarinah Hurford	Empowering Youth to Shine	\$20,000.00
<a href="#">80</a>	Dairne Withers	Social Connection and Welfare Programmes	\$16,800.00
<a href="#">81</a>	Angela Williams	Resilience Education for tamariki	\$14,000.00
<b>TOTAL</b>			<b>\$598,462.85</b>

## 5.0 Options – Ngā Kōwhiringa

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

The Civic and Administration Subcommittee review the applications for the 2023 contestable funding round, consider the officer comments and applicant presentations against the criteria and allocate the whole of the grant funding within the 2023 budget allocation of \$245,000.00

### 5.2 Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuetanga o nāianeī

The Civic and Administration Subcommittee review the applications for the 2023 contestable funding round, consider the officer comments and applicant presentations against the criteria, and do not allocate the whole of the grant funding within the 2023 budget allocation of \$245,000.00.

## 6.0 Next steps – Te Anga Whakamua

- 6.1 Successful organisations are provided with a Funding Agreement and, if required assigned a Council officer (relationship manager) to work with them to achieve agreed outcomes for the grant awarded.
- 6.2 Grants are for one year only and available from 1 July 2023.

### Attachments:

- |   |   |                |                            |
|---|---|----------------|----------------------------|
| 1 | Single Year Community Grants 2023 Applications<br><i>Confidential in accordance with Section 7 (2) (a) of the Local Government Official Information and Meetings Act 1987</i> | CG-17-14-00071 | Under<br>Separate<br>Cover |
|---|---|----------------|----------------------------|

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## Summary of Considerations - He Whakarāpopoto Whakaarohanga

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**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 decision contributes to the purpose of local government by primarily promoting social wellbeing and more specifically through the Council's strategic objective of Council working with others to reduce levels of social disadvantage and income gaps in our community.

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**Māori Impact Statement** - *Te Tauākī Kaupapa Māori*

No known impacts for Tangata Whenua.

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**Sustainability** - *Te Toitūtanga*

No known impacts for sustainability.

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**Financial considerations** - *Ngā Whakaarohanga Ahumoni*

There is an annual allocated budget for Community Grants of \$245,000

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**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

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

There has been no external consultation.

The Grant round has been open and transparent inviting all community organisations to apply:

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**Risks**

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

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

There are no implications for Community Boards

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