

Thursday, 2 December 2021

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic and Administration Subcommittee Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Thursday, 2 December 2021**

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: **General Counsel - Scott Smith**

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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156
Phone **06 871 5000** | www.hastingsdc.govt.nz
TE KAUNIHERA Ā-ROHE O HERETAUNGA

Civic and Administration Subcommittee

A Subcommittee of the Operations and Monitoring Committee.

Fields of Activity

The Civic and Administration Subcommittee is responsible for making delegated decisions and advising the Operations 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.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa: Māori Standing Committee Member appointed by Council.
- 2 Youth Council Members appointed by Council (non-voting).
- The 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 Licencing Committee.
- The Chief Executive to be a member only when the Committee 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 Committee is making a decision on applications for temporary closure of roads.
- The Environmental Consents Manager to be a member only when the Committee 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 Committee is making a decision on appointments to the Te Mata Park Trust Board.
- The Group Manager: Corporate to be a member only when the Committee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

Quorum - a minimum of 3 members

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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Civic and Administration Subcommittee Meeting

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Agenda

Mematanga:

Membership:

Koromatua

Chair: Councillor Malcolm Dixon

Ngā KaiKaunihera

Councillors: Damon Harvey, Eileen Lawson, Simon Nixon (Deputy Chair),
Henare O'Keefe, Wendy Schollum, Geraldine Travers and Kevin Watkins

Heretaunga Takoto Noa Māori Standing Committee appointee: Tania
Eden

Youth Council appointees: Esta Chaplin and Satyam Saha

Mayor Sandra Hazlehurst

Tokamatua:

Quorum:

3 members

Apiha Matua

Officer Responsible:

General Counsel – Scott Smith

Te Rōpū Manapori me te

Kāwanatanga

Democracy &

Governance Services:

Christine Hilton (Extn 5633)

Te Rārangī 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.

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 Minitī

- 3.0** Minutes of the Civic and Administration Subcommittee Meeting held Thursday 18 November 2021.
(Previously circulated)

4.0 Community Grants 2022-2023 7

5.0 Vibrancy Fund Applications 13

6.0 Minor Items – Ngā Take Iti

7.0 Urgent Items – Ngā Take Whakahihi

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Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Civic and Administration Subcommittee Meeting

Item 4

Te Rārangi Take

Report to Civic and Administration Subcommittee

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

Te Take:
Subject: Community Grants 2022-2023

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

- 1.1 During the 2021 Long Term Plan the budget for Community Grants was increased by \$50,000. This increase starting in year two of the LTP (2022-2023 Financial Year)
- 1.2 During the 2019 funding review the Council implemented the 'Contestable Funding Framework' one of the changes in that framework was the creation of the 'Multi-year Strategic Community Partnership Fund'
- 1.3 It is recommended that the additional \$50,000 is used to bring more groups that currently receive ongoing Single Year Community Grants in to the Multi-year Strategic Community Partnership Fund.
- 1.4 It is recommended that if additional groups are successful in obtaining a Multi-year Strategic Community Partnership grant, these contracts are for two years, this brings them in line with the previous year's three year contracts.

2.0 Recommendations - Ngā Tūtohunga

- A) That the Civic and Administration Subcommittee Meeting receive the report titled Community Grants 2022-2023 dated 2 December 2021
- B) That the Committee approve the opening of a Multi-year Strategic Community Partnership Funding round in 2022.

3.0 Background – Te Horopaki

- 3.1 During the development of the Contestable Funding Framework the Council agreed to introduce a 'Multi-year Strategic Community Partnership Fund'.
- 3.2 The first 'Multi-year Strategic Community Partnership Fund' was held in March 2021 and the following 15 groups received three year contracts and a share of the \$592,000 per year.

2021-2024 Multi-year Strategic Community Partnership Fund Recipients (3 year contracts)		
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	\$72,000
Hastings Citizens Advice Bureau	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	Operations of the Environment Centre	\$25,000
Hastings Foodbank Trust	Hastings Foodbank Trust	\$20,000
Nourished for Nil Limited	Nourishing the Hawke's Bay Community	\$20,000
Heretaunga Women's Centre	Organisational running costs	\$20,000
Re-Source	Multi Year Operational Costs	\$20,000
Budget First Inc.	Building Financial Capability in Hastings	\$15,000
Te Aranga Marae	Flaxmere Boxing Academy	\$10,000
Age Concern Havelock North	Community Christmas Day lunch	\$10,000
Peoples Advocacy Society	Organisational running costs of Hastings office	\$7,000
	Total	\$592,000

- 3.3 During the 2021 Single Year Community Grants allocation meeting the committee advised a number of groups to consider applying for a multi-year grant in 2022 if it's available, including:
- Hastings Women's Safe House
 - Graeme Dingle Foundation Hawke's Bay
 - Interchurch Council for Hospital Chaplaincy
 - Hawke's Bay Rescue Helicopter Trust
- 3.4 Groups may be eligible to apply to the Multi-year Strategic Community Partnership Fund if they have previously been successful obtaining a Single Year Community Grant and completed all reporting requirements.

4.0 Discussion – Te Matapakitanga

- 4.1 There is currently no budget for a 2022 Multi-year Strategic Community Partnership Fund' round due to the complete Multi-year Strategic Community Partnership Fund budget being allocated in the 2021 round.
- 4.2 The additional \$50,000 could be used to run a 2022 Multi-year Strategic Community Partnership Fund' round enabling additional groups to move from a Single Year to a multiyear agreement. This will provide greater stability for the groups.
- 4.3 Enabling additional groups to move from a Single Year to a multiyear agreement will make available funding in the Single Year Community Grants round to fund new and innovative projects.
- 4.4 It is recommended that additional Multi-year Strategic Community Partnership contracts are for two years, this brings them in line with the previous year's three year contracts, enabling a streamline process when they all end together in 2024.
- 4.5 Alternatively the additional \$50,000 could be used to increase the Single Year Community Grants round from \$245,000 to \$295,000.

- 4.6 Increasing the Single Year Community Grants round may enable new and innovative projects to be funded.
- 4.7 Increasing the Single Year Community Grants budget would not allow for any additional multi-year contracts.

5.0 Options – *Ngā Kōwhiringa*

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

- 5.1 The Committee approves to open a Multi-year Strategic Community Partnership Funding round in 2022 and use the additional \$50,000 for this round.

Advantages

- Enabling additional groups to move from a Single Year to a multiyear agreement will provide greater stability for the groups.
- This approach may enable new groups to be considered for Single Year community grants.

Disadvantages

- This locks groups into a two or three year agreement.

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuetanga o nāiane

- 5.2 The Committee decides to add the additional \$50,000 to the single year community grants

Advantages

- Increasing the Single Year Community Grants round may enable new and innovative projects to be funded.

Disadvantages

- Increasing the Single Year Community Grants budget would not allow for any additional multiyear contracts.

6.0 Next steps – *Te Anga Whakamua*

- 6.1 If the Committee approves to open a Multi-year Strategic Community Partnership Funding round in 2022. This will follow the same process as the 2021 round as per the Contestable Funding Framework.

Attachments:

There are no attachments for this report.

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.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

No specific requirements

Sustainability - *Te Toitūtanga*

No specific requirements

Financial considerations - *Ngā Whakaarohanga Ahumoni*

No specific requirements

Already budgeted for

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*

No consultation requirements

Risks

Opportunity: to provide greater stability to our community groups:

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Community groups receive multiyear funding	Council is locked in to two or three year agreements

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

No specific requirements

Thursday, 2 December 2021

Item 5

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
**Hastings District Council: Civic and
Administration Subcommittee Meeting**

Te Rārangi Take

Report to Civic and Administration 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 Subcommittee regarding allocations 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 (festivals, music, murals and temporary installations).
- 1.3 Past recipients of this funding include Foto Iwi, The Sphere and World Peace day “Peace Poles”. These events have provided a positive impact to the community in the CBD.
- 1.4 This is the second funding round for this 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 Meeting receive the report titled Vibrancy Fund Applications dated 2 December 2021.
- B) That the Civic and Administration Subcommittee review the applications to the Vibrancy Fund.

- C) 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 The full funding year is from 1 July to 1 July, with \$50,000 funding available to be split evenly over two funding rounds during that time.
- 3.2 Round 1 of this financial year had an allocation of \$25,000 that became available on 1 July 2021 (for delivery for the six months - 1 July to 31 December 2021). The Committee allocated the full \$25,000 available at their meeting on 17 June 2021 to the following applicants, all of which have been delivered aside from Joe Rowntree's Fringe Mural. This is expected to be completed by the time the Civic and Admin Committee meet on 2nd Dec 2021
- Shayne Jeffares – Foto iwi
 - Fish Carpentry – The Sphere
 - Wyn Drabble – Music on the City Centre Stage
 - HCBA – Discover Hastings
 - HB Readers and Writers – Arts festival
 - Joe Dobson – Fringe Mural
 - Joe Rowntree – Grand Adventure
- 3.3 Round 2 opened on 1 October 2021 for delivery for six months from 1 January to 30 June 2022).
- 3.4 The current applications for this funding round total \$43,626.00 (as set out in the table in Attachment 1.
- 3.5 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.
- 4.2 Seven applications have been received for this Round 2 funding round. Details of each are included in **Attachment 1**.
- 4.3 Committee 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 whom 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 Āhuatanga o nāiane.

- 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 vibrancy in the City Centre.

Attachments:

1 [↓](#) 2021 Round 2 Application Table

COP-01-13-1-21-4

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 \$21,742.00 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.

App#	Applicant	Project Title	Brief Project Description	Amount requested PA
CVF 2101	Wyn Drabble	Live Music on Hasting Stage	Local musicians performing live on Hastings stage 11am - 1pm on Saturdays	\$2,000.00
CVF 2102	Kielsty Hanson	Fun in Mud	The Fun in Mud project is intended to honour New Zealand potters. The event will take place in the Civic Square just outside the Gallery. There will be potters invited to demonstrate throwing, a paint your own pottery mug section and table of raw clay to get muddy and sculpt.	\$5,000.00
CVF 2103	Hastings City Business Association	Bumper Boats	Bumper Boat water based activity based in City Mall from Wednesday 12th January - Saturday 15th January 2022.	\$5,000.00
CVF 2104	Kelsey Moller	Showquest – Hawkes Bay	Hawke's Bay event of nationwide performing arts and wearable arts programme for creative school students years 1-13.	\$7,500.00
CVF 2105	Shayne Jeffares	Foto Festival 2022 – Insta Worthy Hastings Promotion	Creating 10 Polaroid style frames with insta worthy photographic backgrounds on participating CBD retailers and or empty shop windows / wall space. Also tutorials and quick tips to encourage more people to pick up cameras, take more images and try something new. This project will lead into the continued promotion for the planned FOTO FESTIVAL 2022 to be centred in the heart of Hastings.	\$9,126.00
CVF 2106	Felipe Moroso	Hastings Rainbow	The project is based on a rainbow made of wood or steel, 3 meters long and 1.5 m high with 7 colours, accompanied by the Hastings word of colours 3 meters long and 0.5 meters high.	\$5,000.00
CVF 2107	Fish Carpentry Ltd	Heartbreak	This active installation will use Fish Aberadi's 5 metre wooden sphere sculpture, Kōhatu & the Sphere, as a prominent center visual, and pair it with a curated emotional soundscape and time-coded lighting display, to create a dynamic visual and audio experience.	\$10,000.00
Vibrancy Fund TOTAL AVAILABLE				\$25,000.00
Vibrancy Fund TOTAL REQUESTED				\$43,626.00
Vibrancy Fund BALANCE			Applications exceed balance available by	\$18,626.00