

## Notice of Meeting:

I hereby give notice that an ordinary meeting of Hamilton City Council will be held on:

**Date:** Thursday 11 February 2016  
**Time:** 9:30am  
**Meeting Room:** Kauri Room  
**Venue:** Municipal Building, Garden Place, Hamilton

Richard Briggs  
Chief Executive

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## External Funding Subcommittee OPEN AGENDA

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### Membership

Chairperson Cr M Forsyth  
Members Her Worship the Mayor J Hardaker  
Cr G Chesterman  
Cr M Gallagher

**Quorum:** Three members

**Meeting Frequency:** Three times a year – or as required

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Ian Loiterton  
**Committee Advisor**

**4 February 2016**  
Telephone: 07 838 6439  
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**Terms of Reference:**

- To determine the priority of Hamilton City Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
- Approve applications for Hamilton City Council projects suitable for contestable and philanthropic funding including applications to Vibrant Hamilton Trust and Government funding.
- Support efforts for sponsorship and other funding.
- Develop and recommend an External Funding Policy to Strategy and Policy Committee by 30 March 2014.

**Special Notes:**

- The sub-committee may request expert advice through the Chief Executive when necessary.

**Power to act:**

- Make decisions on applications for external funding.
- Make operational decisions and approve matters in accordance with the terms of reference.

**Power to recommend:**

- The Sub-committee may make recommendations to Finance Committee and/or Strategy and Policy Committee.



## External Funding Applications Policy

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### Purpose

1. This policy sets out the process and provides guidelines for funding Hamilton City Council projects where external funders are involved.

### Definitions

1. Revenue Generation Plan means a plan about how the project will be funded.
2. External Funder means any individual or organisation, including government, which provides grants, services, sponsorship or in kind support for projects.

### Objectives

1. To ensure local, national or international external funding for Council endorsed projects is obtained.
2. The process for applications for external funding is clear and applications are:
  - i. Planned, prioritised, co-ordinated and pursued.
  - ii. Of a high professional standard and avoid duplication.
3. Funding applications align with Council priorities.
4. Elected members have oversight and provide direction about external funding applications.

### Process

1. The process for applications that are for \$10,000 and over is set out in Schedule One.
2. The General Manager Community has delegated authority to approve external funding applications for less than \$10,000, but must take into account this policy's objectives when making those decisions.
3. A Revenue Generation Plan must be prepared for every project seeking external funding and must include the following information:
  - i. A project outline, including the total cost of the project and the Council's financial contribution.
  - ii. The names of the Hamilton City Council staff members who are the project sponsor and who are responsible for the project delivery.
  - iii. How the project aligns with the Council's priorities.
  - iv. There are no application duplications from within the Council or with affiliated entities such as Friends groups.
  - v. The amount sought from external funders.
  - vi. The plan for successfully obtaining external funding.
4. Revenue Generation Plans must be reviewed by the Community Resource Advisor and approved by the General Manager Community before they are submitted to the External Funding Subcommittee.

### **Monitoring and Implementation**

1. The Roles and Responsibilities are set out in Schedule Two.
2. The External Funding Subcommittee is responsible for monitoring and implementing this policy.
3. This policy may be reviewed anytime.

### **References**

10 year plan  
Annual Plan  
Hamilton Plan

<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>1</b>	<b>Apologies</b>	<b>6</b>
<b>2</b>	<b>Confirmation of Agenda</b>	<b>6</b>
<b>3</b>	<b>Declarations of Interest</b>	<b>6</b>
<b>4</b>	<b>Public Forum</b>	<b>6</b>
<b>5</b>	<b>External Funding Subcommittee - Open Minutes - 11 November 2015</b>	<b>7</b>
<b>6</b>	<b>Resolution to Exclude the Public</b>	<b>11</b>

**1 Apologies**

**2 Confirmation of Agenda**

The Committee to confirm the agenda.

**3 Declaration of Interest**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

**Committee:** External Funding  
Subcommittee

**Date:** 11 February 2016

**Report Name:** External Funding  
Subcommittee - Open Minutes  
- 11 November 2015

**Author:** Ian Loiterton

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<b>Status</b>	<i>Open</i>
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### Recommendation

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 11 November 2015.

### 1. Attachments

- Attachment 1 - External Funding Subcommittee - Open Minutes - 11 November 2015

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## External Funding Subcommittee

### OPEN MINUTES

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Minutes of a meeting of the External Funding Subcommittee held in Kauri Room, Level 1, Municipal Building, Garden Place, Hamilton on Wednesday 11 November 2015 at 2.00pm.

#### PRESENT

Chairperson	Cr M Forsyth
Members	Her Worship the Mayor J Hardaker Cr G Chesterman Cr M Gallagher
In Attendance:	Lance Vervoort – General Manager Community Deanne McManus-Emery – Community Development and Leisure Manager Helen Paki – Group Business Manager, Community Andy Mannering – Manager Social Development Lucy Anastasiadou-Hobbs – External Funding Manager
Committee Advisor	Ian Loiterton – Committee Advisor

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#### 1. Apologies

**Resolved:** (Crs Forsyth/Chesterman)

That the apology from Councillor Gallagher (lateness) be received and accepted.

#### 2. Confirmation of Agenda

**Resolved:** (Crs Forsyth/Chesterman)

The Committee to confirm the agenda

#### 3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

#### 4. Minutes of the External Funding Subcommittee Meetings – Open – 30 July 2015 and 3 September 2015.

**Resolved:** (Crs Forsyth/Chesterman)

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meetings held on:

- a) 30 July 2015; and
- b) 3 September 2015.

#### 5. Resolution to Exclude the Public

**Resolved:** (Crs Forsyth/Chesterman)

#### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. External Funding Subcommittee - Public Excluded Minutes - 30 July 2015 and 3 September 2015	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. External Funding Subcommittee - Action List - Public Excluded - 11 November 2015	)	
C3. External Funding Update		
C4. External Funding Monitoring Report		
C5. Grassroots Trust Application		
C6. Potters Trust Information		
C7. WEL Energy Trust Transformational Major Projects Fund		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

- Item C1.           to protect the privacy of natural persons           Section 7 (2) (a)  
                      to prevent the disclosure or use of official   Section 7 (2) (j)  
                      information for improper gain or improper  
                      advantage
- Item C2.           to prevent the disclosure or use of official   Section 7 (2) (j)  
                      information for improper gain or improper  
                      advantage
- Item C3.           to enable Council to carry out commercial   Section 7 (2) (h)  
                      activities without disadvantage
- Item C4.           to enable Council to carry out commercial   Section 7 (2) (h)  
                      activities without disadvantage
- Item C5.           to enable Council to carry out negotiations   Section 7 (2) (i)
- Item C6.           to enable Council to carry out negotiations   Section 7 (2) (i)
- Item C7.           to enable Council to carry out commercial   Section 7 (2) (h)  
                      activities without disadvantage

**The Meeting moved into Public Excluded between 2.06pm and 3.15pm.**

**The Meeting was declared closed at 3.15pm.**

## Resolution to Exclude the Public

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. External Funding Subcommittee - Public Excluded Minutes - 11 November 2015	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. External Funding Subcommittee - Action List - Public Excluded - 11 November 2015	)	
C3. External Funding Report		
C4. Vibrant Hamilton Trust		
C5. WEL Energy Trust Major Transformational Projects Fund		
C6. Trust Waikato		
C7. Hamilton Gardens Development Project Brian Perry Charitable Trust Application		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

- |          |  |                   |
|----------|--|-------------------|
| Item C1. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C2. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C3. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C4. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C5. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C6. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C7. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |