

**Notice of Meeting:**

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

**Date:** Thursday 11 June 2015  
**Time:** 1.30pm  
**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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Leaney Preiss  
Democracy Advisor

**5 June 2015**  
Telephone: 07 838 6439  
Leaney.Preiss@hcc.govt.nz  
www.hamilton.govt.nz

**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

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**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 June 2015

**Report Name:** External Funding  
Subcommittee - Open Minutes  
- 15 April 2015

**Author:** Leaney Preiss

|               |             |
|---------------|-------------|
| <b>Status</b> | <i>Open</i> |
|---------------|-------------|

## Recommendation

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 15 April 2015.

## 1. Attachments

2. Attachment 1 - External Funding Subcommittee - Open Minutes - 15 April 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, Municipal Building, Garden Place, Hamilton on Wednesday 15 April 2015 at 1.30pm.

#### PRESENT

|             |                                   |
|-------------|-----------------------------------|
| Chairperson | Cr M Forsyth                      |
| Members     | Cr G Chesterman<br>Cr M Gallagher |

|               |   |
|---------------|---|
| In Attendance | General Manager City Infrastructure, General Manager Customer Relationships, Community Development & Leisure Manager, and External Funding Manager. |
|---------------|---|

|                   |               |
|-------------------|---------------|
| Committee Advisor | Miss L Preiss |
|-------------------|---------------|

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#### 1. Apologies

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

That the apology from Her Worship the Mayor be 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. External Funding Subcommittee - Open Minutes - 4 March 2015

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

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 4 March 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 - 4 March 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 - 15 April 2015            | )  |  |
| C3. External Funding Update  |  |  |
| C4. External Funding Monitoring Report   |  |  |
| C5. Sponsorship and Strategic Action Plan - Hamilton Gardens Development Project 2015-2018 |  |  |
| C6. Sponsorship Guidelines/Policy  |  |  |
| C7. Government Urban Cycleway Fund   |  |  |
| C8. Christmas City Funding Plan 2015   |  |  |

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 enable Council to carry out commercial activities without disadvantage                        | Section 7 (2) (h) |
| Item C4. | to enable Council to carry out commercial activities without disadvantage                        | Section 7 (2) (h) |
| Item C5. | to protect the privacy of natural persons  | Section 7 (2) (a) |
|          | to maintain legal professional privilege   | Section 7 (2) (g) |
|          | to enable Council to carry out negotiations  | Section 7 (2) (i) |
| Item C6. | to maintain legal professional privilege   | Section 7 (2) (g) |
| Item C7. | to enable Council to carry out commercial activities without disadvantage                        | Section 7 (2) (h) |
| Item C8. | to enable Council to carry out commercial activities without disadvantage                        | Section 7 (2) (h) |

**The Meeting went into Public Excluded at 1.40pm.**

**The Meeting was declared closed at 4.25pm.**

**Committee:** External Funding  
Subcommittee

**Date:** 11 June 2015

**Report Name:** Vibrant Hamilton Trust Grant  
Funding Allocation

**Author:** Lance Vervoort

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> |  |
| <b>Financial status</b>                 | <i>There is not budget allocated<br/>Amount \$NIL</i>  |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

- The purpose of this report is to seek direction from the External Funding Subcommittee regarding Vibrant Hamilton Trusts' annual grant distribution.

## 3. Executive Summary

- At the 22 April 2015 Council Controlled Organisations Subcommittee, Vibrant Hamilton Trust asked for guidance from HCC with regards to their annual grant distributions and it was proposed that the External Funding Subcommittee be tasked with advising Vibrant Hamilton Trust accordingly.
- The Chair of Vibrant Hamilton Trust further asked that the External Funding Subcommittee identify the appropriate steering group/s, and the Chairperson/s thereof to endorse any project funding applications for the Trust to consider.
- The External Funding Subcommittee could be the appropriate forum to recommend council priority projects that would benefit from the support of the Vibrant Hamilton Trust, however further discussion will be required as the External Funding Subcommittee is not set up to receive non council applications.
- The recommendations approved by the CCO Subcommittee included the Trusts' draft Statement of Intent, which identifies the annual distribution of \$300,000 for the next 3 years.
- Section 13.3b of the Vibrant Hamilton Trusts' deed states that:
- "All projects resulting in distributions must have been recommended to the Trust Board by a strategic steering group within the community that is recognised for that purpose by Hamilton City Council... the Trust Board regards its role as being primarily one of an approving body, with the Hamilton City Council being responsible for the identification of the needs of the community in the Area and the creation of Projects which will satisfy such needs through the annual plan process."*

- 10. The above section highlights the current process in which projects recommended for funding were identified through the existing Governance Stakeholder Groups that had the responsibility to oversee the implementation of the City Wide Strategies including Social Wellbeing, Active Hamilton, Arts Agenda, Economic Development Agenda, and Sustainable Hamilton. The existing City Wide Strategies and Governance Groups have not met for the past 18 months, and will be reviewed over the coming months; therefore the current process to recommend projects for funding does not exist.
- 11. The Vibrant Hamilton Trust plans to review the Trust Deed to ensure it meets the current purpose and objectives and to develop a process in which they could receive advice on recommended projects.

**12. Recommendations from Management**

That:

- a) The Report be received; and
- b) The External Funding Subcommittee give guidance to the Vibrant Hamilton Trust on the process to be followed for funding allocations to community groups.

**13. Attachments**

- 14. There are no attachments for this report.

**15. Risks**

- 16. A number of community organisations have approached Hamilton City Council staff with regards to the Vibrant Hamilton Trust funding process, and clarity of the process moving forward, would mitigate any potential reputational risk.

**Signatory**

|            |   |
|------------|---|
| Authoriser | Lance Vervoort, General Manager Community |
|------------|---|

## 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 - 15 April 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 - 3 June 2015                                       | )  |  |
| C3. External Funding Update   |  |  |
| C4. External Funding Monitoring Report  |  |  |
| C5. Trust Waikato Significant Capital Projects Fund - Donation Application for Hamilton Gardens Development Project |  |  |
| C6. Water Safety NZ Expression of Interest  |  |  |

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:

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| Item C4. | to enable Council to carry out commercial activities without disadvantage                        | Section 7 (2) (h) |

- Item C5. to enable Council to carry out commercial activities without disadvantage Section 7 (2) (h)
- Item C6. to enable Council to carry out negotiations Section 7 (2) (i)