

## Notice of Meeting:

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

**Date:** Thursday 23 July 2015  
**Time:** 1:00pm  
**Meeting Room:** Kauri Room  
**Venue:** Municipal Building, Garden Place, Hamilton

Richard Briggs  
Chief Executive

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## Extraordinary 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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Mary Birch  
**Democracy team Leader**

**17 July 2015**  
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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

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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:** 23 July 2015

**Report Name:** Minutes of the External  
Funding Subcommittee  
Meeting - Open - 11 June 2015

**Author:** Mary Birch

<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 June 2015.

## 1. Attachments

- Attachment 1 - Minutes of the External Funding Subcommittee Meeting - Open - 11 June 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 Thursday 11 June 2015 at 1.30pm.

#### PRESENT

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

In attendance: General Manager City Infrastructure, Community Development & Leisure Manager, External Funding Manager and Manager of Social Development.

Democracy Advisor: Miss L Preiss

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#### 1. Apologies

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

That the apology from Her Worship the Mayor (for lateness) be received and accepted.

It was noted that Her Worship the Mayor was a Trustee of the Vibrant Hamilton Trust, which was part of an item later in the Agenda.

#### 2. Confirmation of Agenda

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

The Committee confirmed the agenda.

#### 3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

#### 4. External Funding Subcommittee - Open Minutes - 15 April 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 15 April 2015.

#### 5. Vibrant Hamilton Trust Grant Funding Allocation

The Community Development & Leisure Manager took the Report as read and the following was discussed:

- At the 22 April 2015 Council Controlled Organisation Subcommittee Meeting the Vibrant Hamilton Trust ('VHT') requested direction from Council in terms of their grants allocation process. At that Meeting it was resolved that the External Funding Subcommittee ('EFS') would provide advice on projects to VHT.
- The previous grant allocation process under VHT's Trust Deed was that community projects could be recommended to VHT, for funding, via Council's strategic steering groups. However, since the Trust Deed was formed in 2010, Council's Governance Structure changed (in 2013) and Council no longer had any active strategic steering groups. Accordingly, VHT's Trust Deed needed to be changed to reflect Council's updated Governance Structure.
- The EFS could refer Council projects to VHT, but it was not in a position to refer community projects.
- Other Subcommittees and Panels were considered in terms of whether they would be appropriate to recommend projects to VHT. It was found that their Terms of Reference were broad enough for this to be possible if VHT's Trust Deed was reframed.
- Previously, Council gave a list of priority projects to VHT for consideration. The EFS could prepare such a list again and forward this to VHT. This will be finalised at the next EFS Meeting.

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

That the:

- a) Report be received;
- b) External Funding Subcommittee recommend to the Vibrant Hamilton Trust that the allocation process in their Trust Deed be amended to reflect the new Governance Structure of Council as updated by Council in April 2015;
- c) Hamilton City Council Chief Executive meets with the Chair of the Vibrant Hamilton Trust to discuss the recommended changes to the Trust Deed; and
- d) External Funding Subcommittee provides the Vibrant Hamilton Trust with recommendation on the projects that the Vibrant Hamilton Trust could consider for funding allocation in 2015 and beyond.

#### 6. Resolution to Exclude the Public

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

**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:

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 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)

The Meeting moved into Public Excluded at 1.50pm.

The Meeting adjourned between 1.50pm and 2.00pm.

The Meeting was declared closed at 2.55pm.

## 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. Minutes of the External Funding Subcommittee Meeting - Public Excluded - 11 June 2015	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. New Zealand Community Trust resolution to Apply for Funding for Hamilton Gardens Development Project	)	

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 enable Council to carry out negotiations	Section 7 (2) (i)