

FENDALTON/WAIMAIRI COMMUNITY BOARD

RECESS COMMITTEE AGENDA

FRIDAY 8 FEBRUARY 2013

AT 3PM

**IN THE BOARDROOM
FENDALTON SERVICE CENTRE
CORNER JEFFREYS AND CLYDE ROADS**

Community Board: Val Carter (Chairperson), Cheryl Colley (Deputy Chairperson), Sally Buck, Faimeh Burke, David Cartwright, Jamie Gough and David Halstead.

Community Board Adviser

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- PART A - MATTERS REQUIRING A COUNCIL DECISION**
- PART B - REPORTS FOR INFORMATION**
- PART C - DELEGATED DECISIONS**

INDEX		PG NO
PART C	1. APOLOGIES	2
PART C	2. CAPITAL ENDOWMENT FUND – SPECIAL ONE-OFF PROJECTS	2
PART C	3. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2013 – BOARD MEMBERS ATTENDANCE	6
PART B	4. STAFF BRIEFING	8
	4.1 Maryanne Lomax – Best Practice Awards	
PART B & C	5. COMMUNITY BOARD ADVISER'S UPDATE	8

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1. **APOLOGIES**

2. **CAPITAL ENDOWMENT FUND – SPECIAL ONE-OFF PROJECTS**

The Board's recommendations for potential projects to be considered for funding from the Capital Endowment Fund Special One Off Projects Scheme is sought (Refer **Attachment 1**).

Memorandum

Date: 28 January 2013
From: Lincoln Papali'i - Strategic Initiatives Manager, Community Support Unit
To: Community Boards
Subject: Capital Endowment Fund: Special One-off Projects

PURPOSE OF THE MEMORANDUM

1. To provide the Community Board with information on the Capital Endowment Fund – Special One-off Projects Scheme, to assist the Board in considering nominations to the Fund.

EXECUTIVE SUMMARY

2. The Council resolved to establish the Capital Endowment Fund (the Fund) at its meeting on 27 September 2012, and agreed the implementation plan for the Fund at its meeting 6 December 2012. The purpose of the Fund is to support local community initiatives advocated by and supported through community focused organisations and communities of interest for the purpose of delivering Special One-off Recovery or Transitional Projects, Events and Undertakings that support and enhance community wellbeing, community resilience and recovery in the Christchurch City area.
3. A key driver for the Fund is that Community Boards are generally aware of the recovery and transition needs and issues that confront their communities and that they have a strong desire to respond in an effective manner.
4. Also, while the use of the Fund is not solely limited to capital purposes, it is noted that capital funding is generally not available through our normal grants schemes, except in a limited capacity.
5. The demand on the Fund will be driven by Community Board nominations. All nominations to the Fund can only be made on the specific recommendation of a Community Board.
6. Community organisations and communities of interest may not make direct applications to the Fund. Any community organisation or community of interest must address their project aspirations directly to the relevant Community Board for their consideration in the first instance. Each Community Board will then make recommendations for funding consideration for a specific project and a specific amount by way of a formal Board resolution.
7. The Fund is an additional resourcing requirement on top of existing work programmes and personnel within the Community Support, Democracy Services and Recreation and Sport units will provide support to the Community Boards to ensure the successful implementation of the Fund.
8. The Fund will span the 2012-13 and 2013-14 years. The 2012-13 year will be Phase One and Phase Two will be the 2013-14 year.
9. Within both phases, a distinct process will be in place. The following table provides a timeframe for each phase.

Phase One (2012-13) - \$2.802 million	Phase Two (2013-14) - \$2.470 million
Board Nominations – due Friday 15 February, 2013 (to the Strategic Initiatives team).	Board Nominations – due from 1 July 2013 to Friday 2 August, 2013 (to the Strategic Initiatives team).

8. 2. 2013

- 4 -

<p>Joint Board Chairs Workshop</p> <ul style="list-style-type: none"> • All nominations prepared and developed for discussion and consideration at a Joint Board Chairs Workshop. • The Joint Chairs will review all nominations and will make recommendations on each nomination. • All recommendations will be collated and reported to the Metropolitan Funding Committee for a final funding decision. • Draft timeframe – mid to late March 2013. 	<p>Joint Board Chairs Workshop</p> <ul style="list-style-type: none"> • All nominations prepared and developed for discussion and consideration at a Joint Board Chairs Workshop. • The Joint Chairs will review all nominations and will make recommendations on each nomination. • All recommendations will be collated and reported to the Metropolitan Funding Committee for a final funding decision. • Draft timeframe – mid August 2013.
<p>Metropolitan Funding Committee</p> <ul style="list-style-type: none"> • All recommendations from the Joint Board Chairs Workshop are considered by the Metropolitan Funding Committee (MFC). • The MFC has the Delegated Authority to make final funding decisions. • Draft timeframe – early to mid April 2013. 	<p>Metropolitan Funding Committee</p> <ul style="list-style-type: none"> • All recommendations from the Joint Board Chairs Workshop are considered by the Metropolitan Funding Committee (MFC). • The MFC has the Delegated Authority to make final funding decisions. • Draft timeframe – mid September 2013.
<p>Funds unallocated following the April Metropolitan Funding Committee meeting</p> <ul style="list-style-type: none"> • All remaining funds not allocated by the MFC, will be transferred into the Metropolitan Discretionary Response Fund, specifically tagged for CEF – Special One-off Project Scheme nominations. • Nominations received after the Joint Chairs Workshop and prior to the start of Phase Two will continue to be accepted for consideration in the Phase One period. • The delegated decision-making body for these nominations will be based on the value of the Project Sum recommended by the endorsing Community Board. • Nominations that are for projects recommended at \$15,000 or less will be considered for decision by the Metropolitan DRF Staff Panel. • Projects recommended at \$15,001 or more will be reported to the Metropolitan Funding Committee (MFC) for their decision. 	<p>Funds unallocated following the September Metropolitan Funding Committee meeting</p> <ul style="list-style-type: none"> • All remaining funds not allocated by the MFC, will be transferred into the Metropolitan Discretionary Response Fund, specifically tagged for CEF – Special One-off Project Scheme nominations. • Nominations received after the Joint Chairs Workshop will continue to be accepted for consideration in the Phase Two period. • The delegated decision-making body for these nominations will be based on the value of the Project Sum recommended by the endorsing Community Board. • Nominations that are for projects recommended at \$15,000 or less will be considered for decision by the Metropolitan DRF Staff Panel. • Projects recommended at \$15,001 or more will be reported to the Metropolitan Funding Committee (MFC) for their decision.
<p>Residual Funds unallocated at 30 June 2013</p> <ul style="list-style-type: none"> • Any residual funds remaining unallocated at 30 June 2013 will be carried forward to the 2013-14 Capital Endowment Fund – Special One-off Projects Scheme. 	<p>Residual Funds unallocated at 30 June 2014</p> <ul style="list-style-type: none"> • Any residual funds remaining unallocated at 30 June 2014 will be reported to the Council for decision.

10. Where nominations are put forward, the Community Boards must ensure that the recipient undertaking the initiative must have legal or charitable status and must be not-for-profit and community-focused.

8. 2. 2013

- 5 -

11. Where the nominated recipient does not have legal or charitable status, there can only be a maximum nomination amount of \$2,000.
12. All successful project recipients will be required to actively account for any grant and will be required to agree to Council's terms and conditions, including accountability and audit requirements.
13. The memo of 31 December 2012 provided to elected members previously includes a list of eligible and non-eligible funding components.

3. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2013 – BOARD MEMBERS ATTENDANCE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Acting Community Board Support Team Leader
Author:	Edwina Cordwell, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for a number of Fendalton/Waimairi Community Board members to attend the 2013 New Zealand Community Boards Conference in Wanaka on 9 to 11 May 2013.

EXECUTIVE SUMMARY

2. The conference is being held in Wanaka from Thursday 9 to Saturday 11 May 2013. The theme for the conference is 'local communities, local leadership' and will be looking at the innovative ways that Councils, Boards and outsiders are successfully accepting the challenges that leadership in communities presents.
3. The programme includes key-note speakers and inter-active workshops hosted by experts, and the presentation of the Best Practice Awards in recognition of community board projects and initiatives which have made a difference.
4. The Conference therefore provides an opportunity for community boards to submit an entry to the Best Practice Awards to showcase a project or initiative.

FINANCIAL IMPLICATIONS

5. The total cost per member will be approximately \$1,750. The conference registration cost for each appointed delegate is \$745 exclusive of GST, noting this is the earlybird rate until close of business 29 March 2013 after which the cost will be \$845. In addition, accommodation for the three nights would be approximately \$475. A travel budget is also available and staff will finalise travel arrangements for attendees.
6. The balance of the Board's 2012/13 operational budget for travel, conference and training would enable up to two members to attend the conference

Do the Recommendations of this Report Align with 2009-19 LTP budgets?

7. Yes.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

8. There are no direct legal implications involved. A Community Board resolution is required for expenditure for attendance of Board members at conferences.

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTP?

9. Not applicable.

ALIGNMENT WITH STRATEGIES

10. Not applicable.

Do the recommendations align with the Council's strategies?

11. Not applicable.

3. Cont'd

CONSULTATION FULFILMENT

12. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board give consideration to approving the attendance of a number of Board members to the 2013 New Zealand Local Boards and Community Boards Conference in Wanaka from 9 to 11 May 2013.

4. BRIEFINGS

4.1 MARYANNE LOMAX – COMMUNITY BOARD'S BEST PRACTICE AWARDS

Maryanne Lomax, Strengthening Communities Adviser will be in attendance to update the Board on the progress of the Fendalton/Waimairi Voices submission for the Community Board's Best Practice Awards for 2013.

5. COMMUNITY BOARD ADVISER'S UPDATE

5.1 PROPOSED DATES AND TIMES FOR SEMINARS FOR 2013

The Board is asked to consider and confirm a range of dates and times for seminars/workshops/site visits and other informal activities in 2013. Information on this matter has been separately circulated to members.