

Mayor and Councillors
COUNCIL

29 NOVEMBER 2012

Meeting Status: **Public**

Purpose of Report: For Decision

AMENDMENTS TO GOVERNANCE STRUCTURE AND DELEGATIONS DOCUMENT

PURPOSE OF REPORT

- 1 This report seeks Council's approval of two changes to the Governance Structure and Delegations document (5 April 2012 version).

SIGNIFICANCE OF DECISION

- 2 This report does not trigger the Council's Significance Policy.

BACKGROUND

- 3 Two amendments to the Governance Structure are proposed (see sections with tracked changes at Appendix 1):
 - To update a reference to an officer position after an internal restructuring;
 - To expand the delegations for the Grants Allocation Subcommittee so that it may consider and approve future applications received for the Clean Technology Innovation Fund.

CONSIDERATIONS

Issues

Proposed Amendment 1 – updating a reference to a staff position

- 4 On 15 October 2012 the Community Services Group finalised a restructure of its work teams. This saw the disestablishment of the Regulatory Manager position and so the reference to this position in the Governance Structure and Delegations document needs to be updated to reflect the new position ie Resource Consents and Compliance Manager. The reference is found at clause 7.40 of the Regulatory Management Committee's delegations and the updated clause should now read (in relation to consent orders):

7.40 *The Chairperson or in their absence the Deputy Chairperson of the Regulatory Management Committee shall be consulted before the Sustainable Development Manager, and the responsible Group Manager or Resource Consents and Compliance Manager agrees to, on Council's behalf, or authorises agreement to any consent orders arising from proceedings in the Environment Court.*

Proposed Amendment 2 – adding a new grants fund to the Grants Allocation Subcommittee’s work programme

- 5 Elsewhere on the agenda today Council was asked to consider and approve criteria for allocation to projects from the Clean Technology Innovation Fund. This fund is intended to support the development and commercialisation of innovative technologies and processes in the clean technology sector.
- 6 For efficiency and transparency of process it is proposed to add this to the programmes considered by the Grants Allocation Subcommittee. This would entail amending the section of the Governance Structure and Delegations document which refers to the Grants Allocation Subcommittees’ objectives and delegations. The draft amended section appears at Appendix 1.
- 7 It is proposed that if an application is for more than half of the Fund in any one year or exceeds \$100,000 over a longer period, it would be referred to Council for final approval.
- 8 References to the District Events Fund have also been removed to reflect the cessation of the Fund.

Financial Considerations

- 9 There are no financial considerations.

Legal Considerations

- 10 There are no legal considerations.

Delegation

- 11 Council has the authority to consider this matter.

Consultation and Policy considerations

- 12 There are no consultation or policy considerations.

Tāngata Whenua Considerations

- 13 There are no tāngata whenua considerations.

Publicity Considerations

- 14 There are no publicity considerations.

RECOMMENDATIONS

- 15 That Council approves the amendments to the Governance Structure and Delegations for the 2010-2013 Triennium (5 April 2012 version) as at Appendix 1 of report Corp-12-741, and authorises the Chief Executive to publish an updated Governance Statement to reflect these amendments.

Report prepared by:

Approved for submission by:

Vyvien Starbuck-Maffey

Bernie Goedhart

Democratic Services Team Leader

Corporate Services Group Manager

ATTACHMENTS:

Appendix 1 – Amendments to the Governance Structure and Delegations for the 2010-2013 Triennium (5 April 2012 version).

APPENDIX 1

AMENDMENTS TO GOVERNANCE STRUCTURE AND DELEGATIONS FOR 2010-2013 TRIENNIUM

(1) AMENDED CLAUSE 7.40 OF SECTION B.2 OF RMC DELEGATIONS

Consent orders

7.40 The Chairperson or in their absence the Deputy Chairperson of the Regulatory Management Committee shall be consulted before the Sustainable Development Manager, and the responsible Group Manager or ~~Regulatory Manager~~ Resource Consents and Compliance Manager agree to, on Council’s behalf, or authorise agreement to any consent orders arising from proceedings in the Environment Court.

(2) AMENDED SECTION C.1 GRANTS ALLOCATION SUBCOMMITTEE

PART C SUBCOMMITTEES

Section C.1 GRANTS ALLOCATION SUBCOMMITTEE
of the Environment and Community Development Committee

Chair	Cr Wooding
Membership	Cr Lloyd Cr Gaylor Mayor Cr Church Other members as per Constitution

PARTNERSHIP FRAMEWORK

- 1 This Subcommittee:
 - 1.1 reports to the Environment and Community Development (ECD) Committee
 - 1.2 will undertake its delegations in accordance with Part A of this document.

CONSTITUTION

- 2 Four Councillors and the Mayor will sit on the Subcommittee for the 2010-2013 Triennium.

- 3 Three of the grant programmes will also include representatives other than Councillors:
- Creative Communities New Zealand Scheme – three community representatives chosen by the Environment and Community Development Committee from community nominations, one representative nominated by the Youth Council, and three iwi representatives (one from each iwi) nominated by Te Whakaminenga o Kāpiti;
 - Community Grants Programme – two community representatives chosen by the Environment and Community Development Committee from community nominations, and one iwi representative chosen by Te Whakaminenga o Kāpiti.
 - Waste Levy Grants Allocation Programme – one representative each from the Paraparaumu/Raumati Community Board and the Waikanae Community Board.

MEETING FREQUENCY

- 4 The Subcommittee will meet in accordance with the meeting cycles associated with each of the granting programmes:

Creative Communities New Zealand	Twice yearly (in April and August)
District Events Fund	Annually (in September)
Community Grants	Annually (in October)
Districtwide Hall Hire Remissions	Annually (September)
Heritage Fund	Annually (February)
Waste Levy	Twice yearly (March and December)
Clean Technology Innovation Fund	Annually (in October) and ad hoc as required

- 5 For those programmes meeting annually, there will be the option of holding an additional granting round in the following year if the programme funds are not fully allocated in the normal cycle. This does not apply to the Creative Communities Scheme.

OBJECTIVE:

- 6 The objective of this Subcommittee is to allocate grants in accordance with the established cycles and criteria of each of the seven grant programmes.

DELEGATED AUTHORITY:

- 7 The Subcommittee will have the authority to assess all applications and allocate funds for the following grant programmes:

Community Grants

- 7.1 The aim is to strengthen local communities by providing financial support through this programme. Funding is provided to not-for-profit organisations to assist in the achievement of a social environment that ensures the Kāpiti Coast District is a good place to live for all sectors of the community. The programme will provide grants to non-profit organisations which provide local, community-based services in response to identified needs.

Creative Communities Scheme (CCS)

- 7.2 The aim is to administer the CCS in partnership with Creative New Zealand. Creative New Zealand intends that the principal aims of the Scheme are to provide creative opportunities for local communities to engage with and participate in arts activities; support the diverse arts and cultural traditions of local communities; and enable and encourage young people (under 18 years) to engage with and actively participate in the arts. Creative New Zealand provides the Scheme's annual funding to the Kāpiti Coast District Council.

~~District Events Fund~~

- ~~7.3 This programme supports events occurring in the District which contribute to the District's economic benefit; raise the profile of the District as a vibrant and interesting place to live in and visit; and increase the use and development of tourism facilities. Applicants are eligible to receive funding once within a financial year up to a maximum of three years.~~

Districtwide Hall Hire Remissions

- 7.3 This programme is to assist hall users whose event is benefiting the District as a whole rather than an individual community.

Heritage Fund Allocations

- 7.4 The Council's Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the District including ecological, geological, historical and cultural areas and sites.

Waste Levy Fund grants

- 7.5 The objective of this programme is to assess applications and allocate Waste Levy grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage community participation and long term action.

Clean Technology Innovation Fund

- 7.6 This Fund is to support the development and commercialisation of innovative technologies and processes in the clean technology sector.
- 7.7 The Subcommittee is delegated to consider and approve grant applications excluding any which request an amount totalling more than half the Fund in any one year, or which exceeds \$100,000 over a longer timeframe.

Assessment Procedure

- 8 The Subcommittee will assess all eligible applications and allocate the funds in accordance with each programme's criteria and protocols. In assessing applications the Subcommittee will consider measures such as (but not limited to):
- the clear aims and objectives of the applicant;
 - the project or event for which the grant is requested;
 - where appropriate, evidence of a sound management structure, and good financial management;
 - how closely the application fits with the scheme criteria;
 - the identification and evaluation of local needs;
 - the use of any previous money granted by Council or Creative New Zealand;
 - the level of community involvement in the project;
 - the expected outcomes and benefits of the service/project for the Kāpiti Coast District.

Accountability

- 9 The grant must be used in regard to the application and for the approved purpose or returned to the Kāpiti Coast District Council.
- 10 Any funds which have not been used within the financial year of receipt must be returned to the Kāpiti Coast District Council.
- 11 All recipients must complete and return an accountability form prior to making a further application or within 12 months of receipt, giving a brief description of the benefits that have been achieved because of the grant and a detailed account of expenditure including receipts.

- 12 Annual and other financial reporting required by Creative New Zealand for the Creative Communities Scheme must be provided in accordance with the Creative New Zealand guidelines, templates and timeframes.