

Rārangi take o te Komiti  
Kaupapa Here me te Rautaki

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# Policy and Strategy Committee Agenda

Monday 18 March 2024, 1 pm  
Council Chamber, Albion Street, Hāwera



### Ngā Mema o te Komiti / Committee Members



Phil Nixon  
*Mayor*



Andy Beccard  
*Councillor*



Mark Bellringer  
*Councillor*



Celine Filbee  
*Councillor*



Robert Northcott  
*Deputy Mayor*



Te Aroha Hohaia  
*Councillor*



Leanne Horo  
*Councillor*



Aaron Langton  
*Councillor*



Steffy Mackay  
*Councillor*



Tuteri Rangihaeata  
*Councillor*



Diana Reid  
*Councillor*



Bryan Roach  
*Councillor*



Brian Rook  
*Councillor*



Racquel Cleaver-Pittams  
*Councillor*

### Apatono / Delegations

The primary role of the Policy and Strategy Committee is to allow free and open debate whilst policies are being developed. The membership of the Committee is made up of all Councillors. The Council invites one representative from each Community Board to attend the meetings where they have speaking rights only.

Policy is usually initially developed within the portfolio groups. It is then passed to the Policy and Strategy Committee who will discuss the policies and make recommendations for additions or amendments. Once the Policy and Strategy Committee is happy with the policies the policy is taken to the Full Council meeting for adoption.

### Huinga Tāngata / Attendance Register

Date	25/10/22	08/02/23	20/03/23	01/05/23	12/06/23	24/07/23	04/09/23	16/10/23	27/11/23	07/02/24
<b>Meeting</b>	O	O	O	O	O	O	O	O	O	O
Andy Beccard	√	√	√	√	√	√	√	√	√	A
Mark Bellringer	√	√	√	√	√	√	A	√	√	√
Celine Filbee	√	X	√	√	A	√	√	√	A	√
Te Aroha Hohaia	√	√	√	√	√	√	√	√	√	√
Leanne Horo	X	√	√	√	√	√	√	A	√	A
Aarun Langton	√	√	√	√	√	√	√	√	A	A
Steffy Mackay	√	√	√	√	√	√	√	√	A	√
Phil Nixon	√	√	√	√	√	√	√	√	√	√
Robert Northcott	√	√	√	√	√	√	√	A	√	√
Tuteri Rangihaeata	A	√	A	√	√	√	√	A	√	A
Diana Reid	√	√	√	√	A	√	√	√	√	√
Bryan Roach	√	√	√	√	√	√	√	√	√	√
Brian Rook	√	√	A	√	A	√	√	√	√	A
Racquel Cleaver-Pittams	-	-	√	√	√	√	√	√	√	√

#### Key

√	Attended
AO	Attended Online
-	Was not required to attend
A	Apology
Y	Attended but didn't have to attend
X	Did not attend - no apology given

#### Types of Meetings

O	Ordinary Council Meeting
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### He Karere Haumarū / Health and Safety Message

In the event of an emergency, please follow the instructions of Council staff.  
If there is an earthquake – drop, cover and hold where possible. Please remain where you are until further instruction is given.

### He Pānga Whakararu / Conflicts 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 member and any private or other external interest they might have.



# Rārangi Agenda

## Policy and Strategy Committee

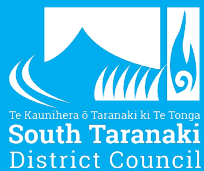
Monday 18 March 2024 at 1 pm

1. **Karakia**
2. **Matakore / Apologies**
3. **Tauākī Whakarika / Declarations of Interest**
4. **Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations**
  - 4.1 Kate Dawson (Taranaki Cancer Society) – Outdoor Dining/Smokefree Retailers project
5. **Whakaaetia ngā Menīti / Confirmation of Minutes**
  - 5.1 [Policy and Strategy Committee held on 7 February 2024](#)..... Page 9
6. **Pūrongo / Reports**
  - 6.1 [Review of Te Reo Māori Policy](#) ..... Page 17
  - 6.2 [Review of Community Funding Policy](#) ..... Page 29
7. **Karakia**

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**Next Meeting Date:** Monday 29 April 2024 – Council Chamber

**Elected Members' Deadline:** Monday 15 March 2024



# Karakia

## 1. Karakia

Ruruku Timata – Opening Prayer

(Kia ururu mai ā-hauora,  
ā-haukaha, ā-hau māia)

Ki runga

Ki raro

Ki roto

Ki waho

Rire rire hau

Paimārire

*(Fill me with vitality)  
strength and bravery)*

*Above*

*Below*

*Inwards*

*Outwards*

*The winds blow & bind us*

*Peace be with us.*



# Matakore Apologies

## 2. Matakore / Apologies

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**Leave of Absence:** *The Board may grant a member leave of absence following an application from that member. Leave of absences will be held in the Public Excluded section of the meeting.*



# Ngā Whakaputanga Declarations of Interest

### 3. Tauākī Whakarika / Declarations of Interest

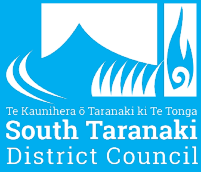
Notification from elected members of:

- a) Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and
- b) Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968.

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***Declarations of Interest:*** Notification from elected members of: Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

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# Whakatakoto Kaupapa Whānui, Whakaaturanga hoki **Open Forum and Presentations**

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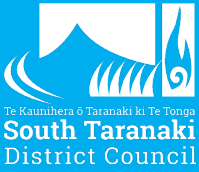
## **4. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations**

### 4.1 Kate Dawson (Taranaki Cancer Society) - Outdoor Dining/Smokefree Retailers project

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*The Council has set aside time for members of the public to speak in the public forum at the commencement of each Council, Committee and Community Board meeting (up to 10 minutes per person/organisation) when these meetings are open to the public. Permission of the Mayor or Chairperson is required for any person wishing to speak at the public forum.*





# Ngā Menīti Komiti

## Committee Minutes

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To	Policy and Strategy Committee
Date	18 March 2024
Subject	<b>Policy and Strategy Committee – 7 February 2024</b>

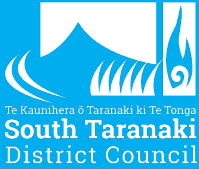
(This report shall not be construed as policy until adopted by full Council)

### Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Policy and Strategy Committee met on 7 February 2024. The Committee is being asked to confirm their minutes including the public excluded minutes from 7 February 2024 as a true and correct record.
2. There was one recommendation within the minutes for the Council to consider.
3. The Policy and Strategy Committee moved a recommendation 03/24 PS that the Council approves refers the draft Community Funding Policy back to Council staff for further consideration.
4. Due to timing the recommendation has not been presented to the Council for adoption. The amendments to the draft Community Funding Policy have been made and a report included in the agenda recommending the Council adopt the draft Community Funding Policy to be adopted.

### Taunakitanga / Recommendation

THAT the Policy and Strategy Committee adopts the minutes from the meeting held on 7 February 2024 as a true and correct record.



# Menīti Minutes

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## Ngā Menīti take o te Komiti Kaupapa Here me te Rautaki Policy and Strategy Committee

Held in the Council Chamber, Albion Street, Hāwera  
on Wednesday 7 February 2024 at 1.00 pm.

**Kanohi Kitea / Present:** Mayor Phil Nixon, Councillors Mark Bellringer, Racquel Cleaver-Pittams, Celine Filbee, Te Aroha Hohaia, Steffy Mackay, Deputy Mayor Robert Northcott (Chairperson), Diana Reid and Bryan Roach.

**Ngā Taenga-Ā-Tinana /  
In Attendance:**

Heather Brokenshire (Te Hāwera Community Board Representative), Karen Cave (Eltham-Kaponga Community Board Representative), Jacq Dwyer (Pātea Community Board Representative), Fiona Aitken (Chief Executive), Liam Dagg (Group Manager Environmental Services), Herbert Denton (Group Manager Infrastructure Services), Rob Haveswood (Group Manager Community Services), Sara Dymond (Governance and Support Team Leader), Jacinta Fitzgerald (Communications Officer), Anne Sattler (Senior Policy Advisor), Phil Waite (Operations Manager – Property and Facilities), Becky Wolland (Head of Strategy and Governance), two members of the public and media.

**Matakore / Apologies:** Councillors Andy Beccard, Leanne Horo, Aaron Langton, Tuteri Rangihaeata, Brian Rook and Monica Willson (Taranaki Coastal Community Board Representative).

**RESOLUTION**

**(Mayor Nixon/Cr Hohaia)**

**01/24 PS** **THAT** the apologies from Councillors Andy Beccard, Leanne Horo, Aaron Langton, Tuteri Rangihaeata, Brian Rook and Monica Willson (Taranaki Coastal Community Board Representative) be received.

**CARRIED**

### 1. Tauākī Whakarika / Declarations of Interest

Councillor Filbee declared a conflict of interest as she was the Manager of the Taranaki Kiwi Trust who had received funding through the Natural Environments Fund.

## 2. Whakatakoto Kaupapa Whanui, Whakaaturanga hoki / Open Forum and Presentations

### 2.1 Freedom Camping Bylaw - Anne Sattler

The Freedom Camping Bylaw was being reviewed this year due to a change in legislation. The Self-contained Motor Vehicles Legislation Act 2023 came into force on 13 July 2023. The default position was freedom camping on council land in a non-self-contained vehicle was prohibited, however a council could allow non-self-contained vehicles if they wished. Freedom camping in tents was allowed and was not affected by the legislation change. The new legislation also increased infringement fees, the default fee was \$200, this had increased to \$400. Under the new legislation freedom camping infringement fees could not be applied to those experiencing homelessness.

As part of the legislation changes, the existing blue warrants/stickers would expire on 7 December 2024 for rental campers and 7 June 2025 for private owners. The new green warrants were introduced on 7 December 2023. The Plumbers, Gasfitters and Drainlayers Board were the regulators of the new self-contained vehicle warrant system. For a vehicle to be certified as self-contained and receive a green warrant, the vehicle must meet requirements in relation to its water supply system, fixed toilet, wastewater system, ventilation system, sink, and rubbish storage. All the requirements must be capable of servicing the maximum number of occupants the vehicle was certified for. There was also a register of self-contained vehicles that held a green warrant so Council officers could check the validity of the warrant displayed.

The largest piece of work would be the Site Assessment Report. Information was being gathered to determine the ongoing suitability of each site which would be summarised in a report. The Committee was asked for any concerns or comments about any freedom camping sites to be sent through so that it could be fed into the report. The report would be presented to the Council for feedback in April before being released to the public for consultation in June/July.

Councillor Reid queried the behaviour of freedom campers in the District and what guidelines were provided to them with regards to site rules, litter and noise. Mrs Sattler noted that if damage was being caused to the environment and surrounding area then the Council's Freedom Camping Bylaw enabled the Council to issue infringements. Mr Waite added that there was no signage at each site stating the guidelines for using the site however the Council's Freedom Camping Ambassadors would respond to that.

Mayor Nixon would like to see more freedom campers in the community and in some cases, they helped police freedom camping sites.

Councillor Roach suggested having a QR code on signage for ease of access to information about freedom camping. The numbers of freedom campers at Middletons Bay was high and there had not been any complaints about the area.

### 2.2 Venture Taranaki (VTT) – Jenn Patterson

The Council were presented with the quarterly update for the period October to December 2023 (Quarter Two) which highlighted specific points that related to South Taranaki. The strategic focus for VTT had three specific pou that they worked towards and there was activity happening in each of those pou.

The 2024 Offshore Renewable Energy Forum was to take place in Hāwera on Wednesday 20 and Thursday 21 March 2024. VTT were supporting Energy Efficiency and Conservation Authority with a focus on major users of industrial heat and the options to decarbonise. VTT were working with the four councils in the District on an energy submission to the Ministry of Business, Innovation and Employment on key items we want to put in front of Local Government and working on our own energy strategy.

Quarter Two was important for the Branching Out growing trials with sowing and planting crops into the ground. Crops were flourishing and there had been a positive result. There had been good success with the hemp trial in South Taranaki. The next step was measurement and quality assessment of the fibre itself along with market research.

There was a lot happening in the talent and education space with Tourism New Zealand agent familiarisation (famil) tours. These are an opportunity for the region to showcase their product to global trade. A recent famil visited Te Rere o Kapuni and positive feedback was received about the Ngāruahine project.

The business support function was a core function of VTT and the dashboard showed the increase in numbers accessing this function from the first quarter. There had been an increase in support from trades businesses and food and progression service businesses as they prepared strategies to support their growth plans and goals for 2024. There had also been a good demand for marketing support from people wanting to grow their businesses. There were challenges in the Research and Development space with the Callaghan Innovation funding normally available on pause. There was no central government research and development funding to deliver however there were other funding avenues opening in February. The key performance measures set for South Taranaki were all on track at present.

Deputy Mayor Northcott asked if the region was ready to take advantage of the cruise ships. Ms Patterson understood that the tourism team was talking to operators about cruises throughout the region because it was something they wanted to take regional approach with. An update on cruise ships would be provided in the full report.

Mayor Nixon asked how the people on a cruise could be kept in Taranaki for a longer day or overnight. There was a lot to see in South Taranaki and he would like to see people come here. He understood that there was work being done in this area and would like a progress update. Ms Patterson noted that the cruise ship schedules were preset and it was about playing the long game and building up the region's offerings and being able to schedule longer times and overnight stops in Taranaki.

### 3. Whakaae i Ngā Mēniti / Confirmation of Minutes

3.1 Policy and Strategy Committee held on 27 November 2023.

#### RESOLUTION

(Cr Roach/Mayor Nixon)

02/24 PS **THAT** the Policy and Strategy Committee adopts the minutes including public excluded from the meeting held on 27 November 2023 as a true and correct record.

**CARRIED**

## 4. Pūrongo / Reports

### 4.1 Review of Community Funding Policy

The current Community Funding Policy needed to be reviewed as a result of changes requested by the Council. The report presented a draft of the policy for the Council's consideration, and outlined key changes.

Mr Haveswood explained that the report proposed the disestablishment of the triennial grants and annual grants within the Community Initiatives Fund and for the perpetual grants to remain. The total size of the funding pool would remain the same and the balance of the pool, after perpetual grants had been committed, would be split equally in four and transferred to the four Community Board Local Discretionary Funds. Other changes were the introduction of an Urupā Maintenance Fund set at \$15,000 in year one, with an annual increase of \$5,000 until the fund reached \$40,000; the removal of the carryover limit allowing all unallocated funds to be carried over into the next year's budget; and a change to the structure of the Policy. The details of each fund would be removed from the Policy and made available individually on the Council's website, as well as in paper form. This would make it easier for the public to understand the different fund types, criteria and access application forms. It also enabled small changes to be made to funding details without the need to change the policy.

It was queried how much each community board would receive. It was explained that for example Te Hāwera Community Board, based on last year's amounts, would receive approximately \$81,000. The Council may decide to increase an organisation's perpetual fund which would affect the amounts.

In terms of Community Boards allocating funding for their own projects Mr Haveswood explained that the Council may decide to put additional criteria in place stating that a percentage of the funds was to be allocated to community groups and a percentage for Community Board projects.

Councillor Reid queried if the process for applicants would be similar whereby applicants were required to be present at the meeting and speak to their application. Mr Haveswood noted this was a criteria specific to Te Hāwera Community Board however this provided opportunity to look at consistencies. Allocations could be made eight times a year opposed to one providing applicants with more opportunities to apply for funding.

Councillor Mackay queried whether inflation adjustments had been factored into the perpetual grants otherwise this would result in a decrease to the Community Boards' funding pool. Ms Aitken explained that the Council staff budgeted for inflation where perpetual grants were to be increased by the consumer price index each year.

Concerns were raised with how Taranaki wide applications would be managed. Mr Haveswood noted that if an application went to all four Community Boards then each Community Board would consider the impact the applicant had in each community for where the funds were distributed.

Mayor Nixon queried whether the Fund being the last resort should be included as part of the criteria.

There was support for the even split of funds as it allowed more opportunities for every ward in the District.

Councillor Filbee referred to the section in the Policy about inclusion of additional criteria on the Local Discretionary Funds, and putting in place a percentage of the fund tagged for Community Board projects. She suggested a percentage of 20%. She would like it reiterated to the Community Boards that accountability was a must for transparency and to ensure that funds distributed were accounted for either through a report to the Community Board or to Council officers. It was important for accountability that both the recipient of funds and the funder built some form of relationship. Applicants being present at a meeting telling their stories built those relationships giving confidence that they would deliver on their project. The Local Discretionary Fund was considered as a last resort however the Policy did not include this. The Community Initiatives Fund was not the last resort and was not for a lot of organisations. It was queried whether the criteria needed to include funds to be spent before the end of the triennium.

In terms of eligibility, the Policy was unclear that if they had received funding then applicants were required to show their accountability prior to reapplying for additional funds.

It was noted that 5.6 was ambiguous and it needed the word Council added to read *designated Council, Community Board or Committee meeting*. The wording in 7.5 was unclear and needed the word organisation added to read *repayment of part or all of the allocated funding may need to be paid back to the organisation*. In Appendix 1 there were some gaps which were noted.

In reference to the sentence that adjustments may be made through the Annual Plan budget setting process between Long Term Plans it was noted that people needed to understand this clearly. There appeared to be some conflicting language in the Policy about what would or would not be funded.

It was suggested that there needed to be more detail around applications from sporting bodies.

The wording around the Chair's Discretion for the Local Discretionary Fund was contradictory and required updating. In terms of the eligibility for applying for the Pātea Centennial Bursary it was noted that the word study needed to be added to read *applying to study or attending tertiary study*.

Councillor Reid supported the comments made about applicants speaking to their application because Community Boards were about being part of the community and there was no better way to do that than knowing what was happening in the community. She would like there to be criteria around decisions being made by all members of the Community Board to gain all perspectives.

Councillor Roach would like to see a final draft before the Council approved the policy. He wanted to revisit how Taranaki wide applications would work and what the community board carry over amount should be. Government departments, for example hospitals and schools had their own funding mechanisms and he did not want to see funding taken away from the community.

Councillor Bellringer considered it grossly unfair if applicants were required to speak to their application when the meetings were held during the day. If this was the case then meetings should be held in the evening.

Councillor Hohaia supported the revised Policy leaving the administrative amendments to Council staff. She was in favour of the increase in funding for Community Boards as it meant that they could think more strategically and long term even if it meant there was a carry over for a particular project. They were the link to the communities. She opted for a rational approach to accountability and had confidence in the Community Boards exercising discretion.

Mrs Cave noted that the Eltham-Kaponga Community Board considered applications on a case by case basis. As a Community Board the relationship with applicants was often initiated prior to receiving an application. If applicants had been unable to attend, then a written report had been provided. A decision could be made based on the information provided and the relationship.

Councillor Cleaver-Pittams noted that there were many options for people to attend a meeting and there needed to be flexibility around that.

Councillor Filbee agreed that applications from Government departments should be excluded. In terms of the concerns around District applications she noted that each Community Board would assess each application to determine if it delivered value to their ward. She would like to ensure that applicants could submit one application and it be presented to all four Community Boards for consideration.

Mayor Nixon acknowledged the importance of accountability because the funds for all four Community Boards equated to a lot of money.

Ms Dwyer noted that the Pātea Community Board had allocated funding to Waitōtara School for their playground as it was the only playground in that community. Excluding government departments would disadvantage rural schools and communities. Deputy Mayor Northcott added that they needed to allow Community Boards to make those decisions as they were more than capable of doing that.

**MOTION**

**(Deputy Mayor Northcott/Cr Mackay)**

**THAT the Policy and Strategy Committee recommends to the Council that it approves the draft Community Funding Policy with further amendments.**

**LOST**

Councillors were uncomfortable with approving the Policy without having an opportunity to review the revised Policy with the suggested changes.

**RECOMMENDATION**

**(Mayor Nixon/Cr Filbee)**

**03/24 PS**

**THAT the Policy and Strategy Committee recommends to the Council that it refers the draft Community Funding Policy back to Council staff for further consideration.**

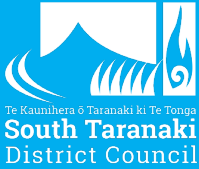
**CARRIED**

**The meeting concluded at 2.25 pm.**

**Dated this    day of    2024**

.....  
**CHAIRPERSON**





# Pūrongo Report

To	Policy and Strategy Committee
From	Kaitātari Whakamahere Tōpūranga / Corporate Planner, Gordon Campbell
Date	18 March 2024
Subject	<b>Review of Te Reo Māori Policy</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Council adopted its Te Reo Māori Policy (the Policy) in 2019 and it is due for a review. This report asks the Policy and Strategy Committee to review the Policy and recommends the Council adopts the Policy with or without changes.
2. The main change is the recognition of te mita o Taranaki – local language preferences/dialects – and when the te reo conventions set by Te Taura Whiri I te Reo Māori / Māori Language Commission should be used. Other changes consist of minor wording amendments.

## Taunakitanga / Recommendations

THAT the Policy and Strategy Committee recommends that the Council adopts the Te Reo Māori Policy.

## Kupu Whakamārama / Background

3. The current Policy was adopted by the Council in 2019. As the relationship with iwi has developed, the need for some changes to the Policy have been identified. The attached draft is the result of consultation with iwi.

## Ngā Kōwhiringa / Options – Identification and analysis

4. The main issue that is not covered by the current Policy is recognition of te mita o Taranaki – local language preferences/dialects. There are numerous instances of differences between te reo in Taranaki and other rohe in Aotearoa New Zealand, as well as within Taranaki. For example, Maunga versus Mouna, Ngāti Ruanui's use of an apostrophe in place of 'h' and Ngā Rauru with their use of double vowels instead of macrons.
5. Clauses have been added in the draft to cover written and oral te reo, and the use of 'standard' te reo conventions set by Te Taura Whiri I te Reo Māori / Māori Language Commission. Other changes consist mostly of updated wording. The draft is the result of

discussions over a period of time between the four iwi and the Council's Pouherenga ā-Iwi/ Iwi Liaison Manager.

### Options available

- a. Option One: Recommend that the Council adopts the draft Te Reo Māori Policy as presented.
- b. Option Two: Recommend that the Council adopts the draft Te Reo Māori Policy with changes.
- c. Option Three: Refer the draft Te Reo Māori Policy back to Council staff for further consideration.

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## Whaiwhakaaro me ngā aromatawai / Considerations and Assessments

### Local Government Purpose

6. The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities and promote the social, economic, environmental and cultural well-beings, now and in the future. The adoption of the Policy contributes to the District's cultural well-being by promoting the awareness and use of te reo Māori.

### Assessment of Significance and Engagement

7. The Council's general approach to determining the level of "significance" is to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	The adoption of a revised Policy would have no effect on the District's residents and ratepayers.
LOS	The achievement of, or ability to achieve, the Council's stated levels of service as set out in the Long Term Plan.	There would be no effect on levels of service.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	There is no record of the adoption of the current Policy generating public interest.
Financial	The impact of the decision or proposal on the Council's overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	There would be no financial implications. Any signage costs could be funded out of existing budgets.
Reversible	The degree to which the decision or proposal is reversible.	A decision to adopt the draft Policy could be reversed if this was considered desirable.
Environment	The degree of impact the decision will have on the environment.	A decision to adopt a revised Policy would have no environmental impacts.

8. In terms of the Council's Significance and Engagement Policy this matter is of low significance and the level of consultation would be to inform the community through Council minutes.

### Risks

9. There are no significant risks to the Council in having a Policy.

### Legislative Considerations

10. There is no legal requirement to have a Te Reo Māori Policy, however the Council has committed to having one.

### Financial/Budget Considerations

11. There is no cost involved in reviewing and updating the Policy. Outcomes and actions as a result of the Policy have been budgeted for, i.e. promotion of Māori language.

### Consistency with Plans/Policies/Community Outcomes

12. Nothing in this report is inconsistent with any Council policy, plan or strategy. The Policy aligns with the Council's He Pou Tikanga, Ngā iwi o te Tai Whakarunga - Council Partnership Strategy.
13. The Policy contributes to the following community outcome:
- Vibrant South Taranaki – *Cultural well-being*

### Consideration of Iwi/Māori

14. The Policy has been discussed with iwi Rūnanga over an extended time and Te Kāhui Matauraura was asked for feedback on the draft Policy.

### Whakakapia / Conclusion

15. The review of the Policy will ensure that it is up to date and effective. The purpose of this report is for the Committee to review the draft Policy and consider the recommended changes. The Committee can recommend the Council adopt the draft Policy as presented or with changes.



Gordon Campbell  
**Kaitātari Whakamahere Tōpūranga**  
**Corporate Planner**



[Seen by]  
 Becky Wolland  
**Pouhautū Rautaki me te**  
**Whaitikanga / Head of Strategy**  
**and Governance**

[Appendix 1: Draft Te Reo Māori Policy](#)

# Kaupapa Here Te Reo Māori

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# Te Reo Māori Policy

Person Responsible: Chief Executive  
Date Adopted: 2019  
Status: Draft

Date Last Reviewed: NA  
Next Review Date: TBA  
Review Period: 3 years  
Revision Number: 1

[www.southtaranaki.com](http://www.southtaranaki.com)

## Whakarāpopoto nā te Kāhui Kahika – Executive Summary

The South Taranaki District Council ~~Te Kaunihera o Taranaki ki Te Tonga~~ ~~(the Council)~~ acknowledges the importance and significance of te reo Māori as a taonga (treasure) protected under the Treaty of Waitangi and as an official language of Aotearoa/New Zealand. This Policy aspires to increase the use of te reo Māori in our District by creating more opportunities that increase the visibility and promotion of te reo Māori by both elected members and Council staff.

## Ngā Kawenga a te Kaunihera – Council’s Role and Responsibility

- To develop and promote the use of te reo Māori throughout the organisation to feel more confident to utilise te reo Māori in the community;
- To increase understanding of Māori language, culture and local history.

## Te Koronga o te Kaupapa Here – Purpose of the Policy

To encourage and promote te reo Māori within the Council organisation and ~~over time~~ the District.

## Ngā Whaingā Paetae – Objectives

- To promote the use of te reo Māori throughout the organisation.
- To promote active use of te reo Māori in conversations and acknowledgements.
- To increase the opportunities to use te reo Māori by increasing the number of situations where it can be used;
- To nurture and foster positive attitudes and positive values about te reo Māori amongst the elected members and staff so that the use of it becomes a valued part of the organisation; and
- To empower elected members and staff to use te reo Māori by providing access to appropriate tools and resources.

## Kupu Whakamārama – Definitions

**Council** means ~~the South Taranaki District Council~~ Te Kaunihera o Taranaki ki Te Tonga. This includes elected members and staff.

**Interpreting** means the process of orally conveying the meaning of the spoken word from one language to another.

**Kawa** means protocols of a particular marae or place.

**Kura Kaupapa** means Māori Immersion School.

**Mita o Taranaki** means dialect of Taranaki.

~~Kaumatua~~ Pāhake means tribal elders.

**Rūnanga** means mandated Iwi Authority.



# Kaupapa Here Te Reo Māori

## Te Reo Māori Policy

**Translation** means the process of converting written words or text from one language to another.

**Tikanga** means traditions and rules.

**Whakamāori** means to translate from English to Māori.

**Whakapākehā** means to translate from Māori to English.

## Kaupapa Here – Policy

### 1.0 Ngā Mātāpono hei Whakakaupapa – Principles and Application

1.1 ~~1.1~~—The Council will promote and encourage Māori culture and values through the use of te reo Māori.

1.1.2 ~~The Council commits to the correct use of te reo Māori, the correct placement of words, spelling and pronunciation including te mita o Taranaki / the unique dialect of Taranaki.~~

### 2.0 ~~Written Te Reo~~

2.1 ~~When te reo Māori is used in official written communications (such as publications, letters, on the Council’s website, emails, newsletters and reports), a consistently high standard will be encouraged, using orthographic conventions for te reo Māori set by Te Taura Whiri I te Reo Māori/-Māori Language Commission. This includes communications and signage that are relevant District-wide, although the Council may give consideration to local language preferences/dialect or te mita o Taranaki where appropriate.~~

2.2 ~~If a communication or sign relates to one iwi/hapū and its takiwā, their language preference/dialect will be used where appropriate. If more than one takiwā is involved (for example, in a shared interest area), the Council will aim to reach agreement between the relevant iwi/hapū on the form of te reo Māori to be used. Failing agreement, the Council will defer to te reo Māori set by Te Taura Whiri I te Reo Māori/ Māori Language Commission.~~

~~1.2—The Council will ensure that when written Māori is used in official publications, letters, on the Council’s website, emails or reports, it is of a consistently high standard and will refer to orthographic conventions for te reo Māori set out by~~

~~Taura Whiri I te Reo Māori/ Māori language Language Commission, and local language preferences/dialect or mita o Taranaki.~~

~~2.1.3~~ The Council recognises and appreciates tangata whenua preferences for place names to be in both te reo Māori and English within our District and these will be included in our policies and planning strategic documents.

~~1.4~~ ~~The Council commits to the correct use of te reo Māori, the correct placement of words, spelling and pronunciation including te mita o Taranaki.~~

### 3.0 Oral Te Reo

3.1 In oral te reo Māori, local language preferences/dialect or te mita o Taranaki will be encouraged.

#### 2.04.0 Ngā Tohutō – Māori Macrons

The use of macrons to distinguish between long and short vowels has become the standard for written Māori consistent with the recommendations of Te Taura Whiri I te Reo Māori.

~~2.14.1~~ The use of Māori macrons in day-to-day work is encouraged ~~and will be phased into our work in the next two years.~~

~~2.24.2~~ Implementing the use of macrons in the workplace will involve:

- a) Making autocorrect functionality available for all computer users (this function automatically macronises common Māori words).
- b) An IT audit of hardware and software to ascertain which character set ~~to create macrons~~ will be the corporate macrons.
- c) Roll out a software solution to all staff that applies macrons correctly to Māori words. ~~This is not a physical keyboard but is rather adding using~~ a Māori keyboard settings option to current keyboard configurations where necessary only. Physical keyboard purchases would require approval.
- d) Consideration of the use of a Māori spellchecker.
- e) Provide staff with documentation on how to create macrons.
- f) The Pouherenga ā-Iwi/Iwi Liaison ~~Advisor/Manager~~ in conjunction with ~~the Iwi Liaison Committee~~ Te Kāhui Matauraura will coordinate a database that outlines appropriate place names and use of macrons.



# Kaupapa Here Te Reo Māori

## Te Reo Māori Policy

6

- g) There will be occasions when macrons may not be required. This will be due to ~~the~~ te mita o Taranaki and tribal affiliation.

### 3.05.0 Te Whakatairangi i te reo Māori - Promotion of Māori language

3.1 The Council promotes the use of te reo Māori within the organisation and will as far as practicable, support activities/events/ training such as:

- a) Te Wiki o Te Reo Māori/ Māori Language Week;
- b) Puanga/Matariki (Māori New Year);
- c) Te Reo Māori pronunciation training for staff;
- d) Voluntary Te Reo Māori classes for staff interested in basic conversational te reo Māori;
- e) Use of Māori words and phrases on intranet/website;
- f) Māori online resources available on the intranet;
- g) Tikanga and kawa are acknowledged and instituted where appropriate;
- h) Bilingual signage introduction and ongoing use when replacing existing signs where necessary, for example in parks and reserves, branding on Council vehicles, street names and town signs;
- i) Elected members and staff induction workshops;
- j) Use of te reo Māori in ~~Iwi Liaison Committee~~ reports, ~~dependent on audience~~;
- k) Citizenship ~~Ceremonies~~ ceremonies to be held on marae at least once a year;
- l) Promotion of te reo Māori in Stafflink; ~~and~~
- m) Use of te reo Māori in Southlink and Southlink Extra; ~~and~~
- n) Whakatau and pōwhiri for all new staff and elected members.

### 4.06.0 Te reo-ā-tuhi me te reo-ā-waha – Translations and Interpreting

4.1 The purpose of translating relevant Council documents into te reo Māori and the provision of translators or interpreters is to:

- a) Strengthen the use of te reo Māori;
- b) Recognise and value te reo Māori; and
- c) Demonstrate community leadership for the use of te reo Māori.

4.2 The following criteria for translation and interpreting will be taken into consideration:

- a) the material and issue(s) deals with the Māori community;
- b) the material and issue(s) relate to resources that are specific to Māori;



- c) the material is a current ~~district~~ District issue of importance to Māori;
- d) the issue(s) was presented to the Council in the Māori language; and
- e) the issue(s) may relate to a Māori stakeholder group such as a rūnanga or a kura kaupapa.

4.3 Any Council material requiring translation or interpretation of Whakamāori (English to Māori) or Whakapākehā (Māori to English) can be done through approved Māori translation providers and interpreters and Māori language quality assurers who are:

- a) registered and have appropriate experience and qualifications;
- b) proficient in the language requirements of the Council and its Māori ~~consumers~~ customers; and
- c) demonstrated exponents of current best practice translation.

4.4 Additional guidance and endorsement will be sought from: Māori language specialists and Pāhake.

- a) ~~Māori language specialists and Kaumatua~~.

4.5 The cost of translation work will be met by the appropriate department budgets. The Pouherenga ā-Iwi/Iwi Liaison ~~Advisor~~ Manager will co-ordinate all translation and interpretation requests across the organisation in order to ensure the criteria and procedure is adhered to.

#### **5.07.0 Mata Whakapānga - Contacts**

Reg Korau

Pouherenga ā-Iwi/Iwi Liaison ~~Advisor~~ Manager

South Taranaki District Council 06 278 0555 or 0800 111 323

#### **6.08.0 Arotake a te Kaupapa Here - Review of Policy**

6.1 This Policy shall be reviewed during every three-yearly term ~~(three-yearly)~~ of the ~~resulting Iwi Liaison Committee~~ Te Kāhui Matauraura to ensure ~~the Policy~~ it is ~~effective and efficient at~~ achieving the objectives and is referenced in the ~~Building Māori Capacity to Contribute to Decision Making Policy~~ Iwi/Council Relationship Strategy.

6.2 The Pouherenga ā-Iwi/Iwi Liaison ~~Advisor~~ Manager will provide an annual report to ~~the Iwi Liaison Committee~~ Te Kāhui Matauraura on progress and outcomes outlined in the Policy.



# Kaupapa Here Te Reo Māori

## Te Reo Māori Policy

### **7.09.0 Ngā Mihi me ngā Ihorangi Pukapuka – Acknowledgements and References**

We acknowledge the following organisations and individuals for their guidance, input and advice in producing this Policy:

- Te Wairoa District Council Policy Unit;
- Auckland Council Māori Policy Team;
- Hawke's Bay District Health Board – Te Reo Māori translation policy;
- Bay of Plenty Regional Council Māori Policy Unit – Te Reo Māori (Māori Language) and Macron Policy;
- Te Puni Kōkiri – Te Ture mō Te Reo Māori/ Māori Language Act 2016;
- Kiwa Hammond - registered Māori Translator, Te Taura Whiri I te Reo Māori;
- Karaitiana Taiuru – Te Kete Pōtae Guidelines for creating an Organisation Macron Policy; and
- Te Poihi Campbell – Iwi member of Ngāti Ruanui, Te Korimako o Taranaki.

### **8.010.0 Pānga Kaupapa Here - Related Policies**

#### **Building Māori Capacity to Contribute to Decision Making Policy**

#### **Policy History**

Action	Description	Version number	Decision number	Commencement
<b>New</b>	Adoption of new Te Reo Māori Policy	v 1.0	15/19 PD (30/19 FC)	1 April 2019
<b>Renewed</b>				

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# Pūrongo Report

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To	Policy and Strategy Committee
From	Kaiarataki Ratonga Hapori / Group Manager Community Services, Rob Haveswood
Date	18 March 2024
Subject	<b>Review of Community Funding Policy</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. The current Community Funding Policy has been reviewed as a result of changes requested by the Council.
2. In February 2024, an updated draft of the Community Funding Policy was presented to the Policy and Strategy Committee. The Committee recommended to the Council that it refers the Policy back to staff for further amendments. Changes have been made to the Policy and accompanying documents.
3. The purpose of this report is for the Committee to review the changes and recommend the Council adopt the draft policy as presented, or with amendments.

## Taunakitanga / Recommendation

THAT the Policy and Strategy Committee recommends to the Council that it adopts the draft Community Funding Policy.

## Kupu Whakamārama / Background

4. In 2021 the Council developed its Community Funding Policy. It sets out the categories of community funding the Council makes available to the community and the criteria that applicants must meet for each fund. The Community Initiatives Fund was introduced at this time, with a pool of funding set at each Long Term Plan (LTP).
5. The Community Initiatives Fund is distributed in three different ways:
  - a. Perpetual – grants of set amounts (some with inflation adjustments) made every year to specific groups.
  - b. Triennial – application process in the first year of the LTP, with grants provided for up to three years.
  - c. Annual – a yearly application process for one off grants.
6. The establishment of the Community Initiatives Fund was the only major change to the Council's community funding arrangement at that time.

7. In August 2023 a workshop was held with elected members to review the Community Funding Policy. Te Kāhui Matauraura was also invited to provide feedback. Suggestions from these forums have been incorporated into the draft Policy.
8. In February 2024, an updated draft of the Community Funding Policy was presented to the Policy and Strategy Committee. The Committee recommended to the Council that it refers the draft Community Funding Policy back to staff for further amendments.

## Ngā Kōwhiringa / Options – Identification and analysis

9. Details on key changes are outlined below:

**Change to the structure of the Community Funding Policy** – The details of each fund will be removed from the Policy and made available individually on the Council’s website, as well as in paper form. This will make it easier for the public to understand the different fund types, criteria and to access application forms. It also enables small changes to be made to funding details without the need to change the Policy.

**Urupā Maintenance Fund** – It is proposed that an Urupā Maintenance Fund is to be established as part of the LTP. The fund will be set at \$15,000 in year one of the 2024-34 Long Term Plan, with an annual increase of \$5,000 until the fund reaches \$40,000. An annual amount of \$15,000 will be transferred from the Community Initiatives Fund to the Urupā Maintenance Fund. The process for distribution of the fund is still under development.

### **Community Initiatives Fund –**

- a. Triennial grants and annual grants (from within the old Community Initiatives Fund) will be disestablished.
- b. Perpetual grants to remain in the same format.
- c. The balance of the pool, after perpetual grants have been committed, to be transferred to the Community Board Local Discretionary Fund.
- d. In future any changes that the Council makes to the organisations that it commits funding to (addition or removal of an organisation or change in amount) will be set and budgeted for as part of a Long Term Plan.

### **Local Discretionary Funds**

- a. Funds received from the (old) Community Initiatives Fund to be split equally in four and added to the existing pool of funding that is distributed by Community Boards within their wards.
- b. A maximum guideline of 50% of each Community Boards’ annual distribution amount can be committed to community board projects.
- c. A Community Board can exceed the maximum guideline allocation through a majority resolution at the Mayor and Chairs Forum.
- d. Community organisations undertaking a project that has a district-wide impact can request funding from all four Community Boards through the completion of one application form. Decisions for district-wide applications to be made at the Mayor and Chairs Forum quarterly. Each Community Board would have autonomy on the quantum of funds that they commit to the application.
- a. Additional funding requirements across all Community Boards is standardised to:
  - i. There is a strong preference that the applicant attends the relevant Community Board meeting to present their application. If unable to do this, the applicant is

- required to meet with the chair of the Community Board to discuss the application prior to a decision being made on the application.
- ii. Successful applicants are required to provide a written/verbal report upon completion of their project.
- iii. Applicants must acknowledge Council’s contribution in any promotional or publicity of the project, event etc.

**Carryover of unused funding** – The current unallocated fund carryover limit within the Local Discretionary Funds and the Tangata Whenua Liaison Fund is 20% of the annual allocation amount. It is recommended that the annual carry over limit is removed, allowing all unallocated funding to be carried over into the next year’s budget within the period of a triennium. Any funding that is unallocated at the end of a triennium will not be carried over.

**Risks**

- 10. There are no major risks associated with a decision to adopt the reviewed Community Funding Policy.

**Options available**

- 11. Three options for the Community Funding Policy have been identified.

Option One: To approve the draft policy as presented.

Option Two: To approve the draft policy with further amendments.

Option Three: To refer the draft policy back to staff for further consideration.

**Whaiwhakaaro me ngā aromatawai / Considerations and Assessments**

**Local Government Purpose**

- 12. The purpose of Local Government is to enable democratic local decision-making and action by, and on behalf of, communities and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- 13. The proposed review of the Community Funding Policy would promote social, environmental, economic and cultural well-being for the South Taranaki community, now and into the future.

**Assessment of Significance and Engagement**

- 14. The Council’s general approach to determining the level of significance is to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	A moderate number of residents and ratepayers could potentially be affected, but negative effects would be minor or non-existent.

Criteria	Measure	Assessment
LOS	The achievement of, or ability to achieve, the Council's stated levels of service as set out in the Long Term Plan.	The proposed policy would have no impact on the Council's ability to achieve its levels of service.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	Community funding has not generated widespread interest in the past.
Financial	The impact of the decision or proposal on the Council's overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	The proposal would have a minimal impact on the Council's budget as funding is already provided in the Long Term Plan.
Reversible	The degree to which the decision or proposal is reversible.	A decision to adopt the revised Community Funding Policy is reversible.
Environment	The degree of impact the decision will have on the environment.	The Community Funding Policy will have minor positive effects on the environment through the Natural Environments Fund.

15. In terms of the Council's Significance and Engagement Policy, this matter is of low significance and the level of engagement would be to inform the public through meeting minutes.

#### Legislative Considerations

16. The only statutory obligation in relation to this matter is the requirement in section 10 of the Local Government Act 2002 to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

#### Financial/Budget Considerations

17. The proposed changes to the Community Funding Policy would have no financial impacts. The total funding pool is allowed for in the LTP and would not change.

#### Environmental Sustainability

18. Changes to the Community Funding Policy will have no adverse environmental impacts. The continuation of the Natural Environments Fund will contribute to improve environmental outcomes to a small extent.

#### Consistency with Plans/Policies/Community Outcomes

19. Nothing in this report is inconsistent with any current Council policy, plan or strategy.
20. The Community Funding Policy contributes to the following community outcomes:
- Vibrant South Taranaki – *Cultural well-being*



- Together South Taranaki – *Social well-being*
- Sustainable South Taranaki – *Environmental well-being*
- Prosperous – *Economic well-being*

### Consideration of Iwi/Māori

21. Te Kāhui Matauraura have been invited to provide feedback on the Community Funding Policy.
22. The creation of an Urupā Maintenance Fund aims to enhance the mauri of iwi/hapū.

### Affected Parties Consultation

23. Affected parties would consist of individuals and groups that apply for funding from the Community Initiatives Fund. The only difference they would notice is that they would be applying to the community boards for funding, and they could apply at numerous times during the year, rather than once a year. For that reason, no consultation has been undertaken.

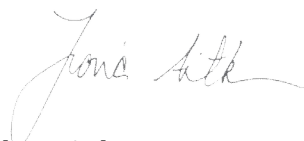
### Whakakapia / Conclusion

24. The Community Funding Policy has been reviewed and amended to reflect the changes requested by the Policy and Strategy Committee. The purpose of this report is for the Committee to review the changes and recommend the Council adopt the draft policy as presented, or with amendments.



Rob Haveswood

**Kaiarataki Ratonga Hapori /  
Group Manager Community Services**



[Seen by]

Fiona Aitken

**Tumu Whakahaere /  
Chief Executive**

[Appendix 1: Draft Community Funding Policy](#)

Pūtea Hapori Kaupapa Here

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# Community Funding Policy

[www.southtaranaki.com](http://www.southtaranaki.com)



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Purpose of the Policy

The purpose of this Policy is to encourage the development and delivery of the social, economic, environmental, and cultural well-being of the District's residents and visitors through funding to communities, groups, organisations and individuals in the South Taranaki District.

### Objectives

The objectives of this Policy are to:

- a) Establish and maintain a structured, transparent, and responsible approach to the fair allocation and distribution of funding.
- b) Maintain effective monitoring and reporting in relation to funding applications, decisions, funding allocation, and accountability for the use of those funds.
- c) Increase the resilience and effectiveness of communities, groups and other entities through activity planning and knowledge of funding options, including alternative sources outside of the Council.

### Background

The Council recognises the important contribution the community sector makes to the overall well-being of our District and residents, and promotes the social, economic, environmental, and cultural wellbeing of the South Taranaki community through its community funding grants. This Policy outlines responsibilities of the Council and applicants, and sets expectations for applications, administration, and allocation of funding.

### Definitions

**Applicant** means a not-for-profit organisation, volunteer group, organisation, or individual who completes an application for a grant/fund.

**Council** means the South Taranaki District Council.

**District** means the South Taranaki District.

### Policy

#### 1.0 Purpose of Community Funding

- 1.1 Community funding directly supports activities, initiatives, programmes, projects and facilities that make a positive contribution to the social, economic, environmental, and cultural well-being of the people of the South Taranaki District.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### 2.0 Advertising

- 2.1 Information on the Council's funding opportunities, eligibility criteria, application closing dates, application forms and documentation is available on the Council's website, at the Administration Building in Hāwera, and each LibraryPlus Centre. Notification of funding opportunities will be advertised in local newspapers, on the Council's website and on social media channels.

### 3.0 Eligibility

- 3.1 To be eligible to apply to a fund, the applicant must meet the criteria of the specific fund. The different funds and criteria are available on the Council's website.
- 3.2 Applicants must be able to show that:
- There is a community need and support for their project or activity.
  - They have the ability to successfully plan and deliver projects or activities.
- 3.3 Accountability reporting for any previous grants received must be completed prior to an applicant being eligible to reapply to that fund that it was received from.

### 4.0 Applications

- 4.1 Applications for funding must be made using the appropriate application form.
- 4.2 Applicants may only apply for one project per funding application.
- 4.3 Applicants must ensure that they provide all the information required in the application form.
- 4.4 Organisations are encouraged to work together to achieve common goals. Joint applications will be considered without prejudicing other applications from individuals, groups or organisations.
- 4.5 Applicants can apply for grants from more than one of the Council's funds for different projects and activities.

### 5.0 Assessment and Decision Making

- 5.1 Community funding is allocated fairly and transparently. Transparency and accountability is expected from successful applicants.
- 5.2 The Council will at all times act with integrity, objectivity, and in a fair and reasonable manner when assessing funding applications. All funding decisions will be appropriate and transparent, within budget, and free from any actual or perceived bias or conflict of interest.
- 5.3 Grant applicants' and recipients' expectations and the Council's requirements should be proportionate to the scale of the proposal, the nature of the applicant and the level of risk.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

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- 5.4 When an application is received, the Council will acknowledge in writing that the application has been received.
- 5.5 An applicant will be advised if their application is incomplete. If the additional information is not provided within the required time frame, the application will be declined or deferred to future funding rounds.
- 5.6 Applications will be considered at the designated Council, community board or committee meeting, or assessed through a Council process.
- 5.7 The Council may take into consideration any current or previous Council funding the applicant has received when assessing a grant application. All contestable grants, discretionary funding, loans and any other type of funding previously received from the Council must be disclosed as part of a grant application.
- 5.8 As soon as practicable after a decision has been made, the applicants will be advised in writing.
- 5.9 If an application is declined, the applicant will be advised of the reason it was declined.
- 5.10 If a funding agreement is required, the Council will liaise with the applicant to set up an agreement.

### 6.0 Conflict of Interest

- 6.1 Any applicant must disclose in their application if they have a conflict of interest.

### 7.0 Accountability

- 7.1 A recipient of a grant must ensure that the funded activity remains compliant with all relevant legislation, regulations, and terms and conditions, including health and safety legislation.
- 7.2 A recipient of a grant is required to complete an accountability report and provide any other funding expenditure or evaluation documentation requested by the Council. The accountability report must be provided within the timeframe outlined in the funding approval letter.
- 7.3 If the Council administers a fund on behalf of another organisation, the information provided by the applicant in an accountability report or other documentation may be forwarded to the other organisation to meet their administrative requirements.
- 7.4 Failure to meet all relevant terms and conditions associated with the Council grant may result in a termination of funding, and/or future funding applications being declined, and/or repayment of part or all the allocated funding back to Council.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

- 7.5 If funding is granted and the project, event or service delivery does not proceed, the organisation must return the total amount of the grant before the end of the same financial year in which the application was granted, or as advised by the Council.

**Note:** A return of unspent funds does not mean an applicant cannot apply for funding in future years.

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### 8.0 Grant Misuse

- 8.1 Any discrepancies in funding (for example, funds spent on activities not specified in the approved application) may result in the Council requiring an audit of the organisation's accounts and the funded activity, and potential repayment of the funding received.
- 8.2 Misuse or misappropriation of funding granted by the Council may affect future funding applications.

### 9.0 Review of Policy

- 9.1 This Policy will be reviewed every three years as part of the Council's Long Term Plan process to ensure it is achieving the objectives.
- 9.2 Any changes to funding allocation amounts will take effect following the adoption of the next Long Term Plan.





# Pūtea Hapori Kaupapa Here Community Funding Policy

## Appendix One – Funds and Grants. **All of the following to go on the website, not in the policy**

### Funding options

Fund	Administered by	Who can apply?		What for?				What are the priorities? (four well-beings)			
		Community groups	Individuals	A fixed-term project	An event	Ongoing service delivery or administration costs	Other	Social	Economic	Environmental	Cultural
Perpetual Fund (previously Community Initiatives Fund)	Council	ü		ü	ü	ü		ü	ü	ü	ü
Community Surveillance System Fund	Council	ü				ü		ü			
Rural Halls Grant	Council	ü				ü		ü			ü
Tangata Whenua Liaison Fund	Te Kāhui Matauraura	ü		ü		ü	ü	ü			ü
Urupā Maintenance Fund	Council	ü		ü		ü		ü		ü	ü
Local Discretionary Fund (each ward)	Community Board (x4)	ü		ü	ü			ü	ü	ü	ü
Pātea Centennial Bursary	Pātea Community Board		ü				ü Education		ü		
Waimate Development Levy	Taranaki Coastal Community Board	ü		ü				ü			ü
Creative Communities Fund	Council on behalf of CNZ	ü	ü	ü	ü			ü			ü
Sport NZ Rural Travel Fund	Council on behalf of Sport NZ	ü					ü Travel	ü			
Natural Environments Fund	Council	ü	ü	ü			ü		ü	ü	ü





# Pūtea Hapori Kaupapa Here

## Community Funding Policy

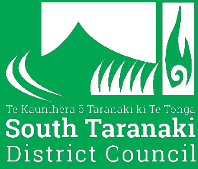
### Perpetual Grants

Perpetual grants enhance the social, economic, environmental, and cultural well-being of the South Taranaki community by supporting community activities, initiatives, programmes, projects and facilities that are closely aligned to the Council's strategic objectives.

Funding is granted to specific organisations determined by the Council for the following three years, as part of its long term plan process.

Any changes that Council makes to the organisations that it commits funding to (addition or removal of organisations or change in funding amount) will be made by resolution and budgeted for as part of a Long Term Plan.

The Council may take into consideration any current or previous funding the applicant has received from the Council when allocating funding.



# Pūtea Hapori Kaupapa Here Community Funding Policy

## Community Surveillance System Fund

The community Surveillance System Fund provides support for the operation of community owned surveillance systems, without hindering the community ownership and benefits of that ownership. The fund is available for annual maintenance costs incurred by community owned systems.

Projects must be able to meet the following funding criteria:

- a) **Installation:**  
Cameras should only be installed in areas with a higher incidence of criminal offending and the location of any fixed cameras should be clearly signposted at the extremities to notify the public that a camera is or may be in operation.
- b) **Operation:**  
The operating group must adopt and implement their own policy for operation of their community surveillance system in accordance with the Privacy Act 2020 principles and NZ Police Policy for:
  - Control and operation
  - Monitors
  - Security of, access to, and retention of information.

Maximum annual grant available for any one camera system is \$1,000.

There is one round of Community Surveillance Funding per year.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Rural Halls Grant

The Rural Halls Grant assists rural hall committees with essential operating costs, such as insurance, maintenance, and the improvement of facilities.

Applicants must meet the following criteria:

- Must be a non-profit group or committee.
- Halls must be in a rural community.
- Halls cannot be owned or operated by the Council.

Annual fund of \$40,000 is allocated between all eligible applications.

There is one round of Rural Halls Funding per year.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

6

### Tangata Whenua Liaison Fund

The Tangata Whenua Liaison fund supports projects and initiatives that develop positive relationships between Tangata Whenua, the Council, and the people of South Taranaki, under the principles of partnership set out in Te Tiriti o Waitangi.

Projects, services, activities or facilities must meet one or more of the following funding criteria:

- Are provided by Tangata Whenua and are accessible to or benefit the wider community (for example on marae or through cultural events).
- Enable the Council to communicate more effectively with Tangata Whenua (for example, cost of holding a hui, or researching and identifying wāhi tapu sites for protection by the Council under the Resource Management Act 1991).
- Enable Council-related services to be carried out that respect Māori cultural traditions.

### What we may fund

Funding a project or initiative depends on available funds and the extent to which the project meets the overall objectives and criteria set out below. In particular, the Council through Te Kāhui Matauraura (the Council's iwi liaison committee) will consider:

#### Marae

- Safety, fire or OSH compliance relating to accommodation and cooking
- Water supply and filtration systems
- Sanitation facilities

#### Whānau

- Safer community initiatives (for example: Māori wardens)

#### Performing Arts

- Piupiu
- Bodices/poi
- Instruments
- Festival support

#### Visual Arts

- Wānanga for kōrero, pakiwaitara, history relating to carvings and tukutuku
- Carving
- Tukutuku

When considering grant applications, Te Kāhui Matauraura will take into account the following factors:

- Extent to which the project falls within the funding criteria listed above and the general purposes of the fund.
- Extent to which the project benefits and supports the community as a whole, rather than specific individuals.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

- Extent to which the project supports whanau, hapū, marae, and iwi.
- Availability of other more appropriate alternative or complementary sources of funding (within or outside of the Council); in particular whether the success of the project is dependent on Council funding from the Tangata Whenua Liaison budget.
- Adequacy and completeness of the information provided to support the application (including quotes).
- Urgency and immediacy with which funding is required.

6

### What we won't normally fund:

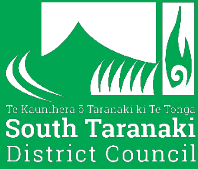
- Travel costs
- Individuals
- Gifts
- Conference attendance
- Food or catering costs

The Tangata Whenua Fund annual allocation is \$50,000 divided equally between the four Iwi of South Taranaki to allocate.

There is one round of Tangata Whenua Liaison Funding per year, from 31 January to 31 March.

### Unallocated Funding

Within a triennium, any funding unallocated at the end of a financial year will be carried over and added to the next years' distribution amount. Any funding that is unallocated at the end of a triennium will not be carried over.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Urupā Maintenance Fund

The purpose of the Urupā Maintenance Fund is to partially cover the costs incurred by urupā owners/trustees in the on-going care of their urupā.

To be eligible for the grant, an urupā must be:

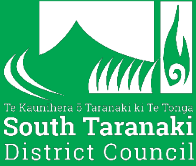
- a) Within the South Taranaki District; and
- b) Located on:
  - land designated as Māori reservation under section 338 of the Te Ture Whenua Māori Act 1993 for the purposes of an urupā; or
  - Māori freehold land; or
  - general freehold land in Māori ownership.

The grant can go towards activities directly related to the care of the urupā including but not limited to:

- repair and maintain gateways, fences, footpaths, etc
- maintain, clean, repair and restore headstones, install berms, etc
- maintain, repair or replace existing ground maintenance equipment
- maintain, repair or improve pedestrian and vehicular access and parking
- maintain urupā lawns, hedges, trees, etc., and remove green waste

The grant cannot be used for:

- establishing new urupā
- multiple-year projects



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Community Board Local Discretionary Fund

Local Discretionary Funds are allocated by community boards for projects within their ward and to encourage non-profit making or charitable groups to develop and deliver services, facilities, amenities, or programmes for the benefit of their community.

A maximum allocation guideline of 50% of each community boards' annual distribution amount can be committed to community board identified projects. A Community Board can exceed the maximum allocation guideline through a majority resolution at the Mayor and Chairs Forum.

### Considerations

Each application will be considered against its alignment to the purpose of Local Government as well as the extent to which the project meets the funding criteria.

What we may fund. Community services, facilities, amenities, or programmes for:

- Recreation and sport
- Entertainment and amusement
- Culture and arts
- The general benefit of the community

What we won't normally fund:

- Travel costs
- Individuals
- Gifts
- Conference attendance
- Food and catering costs
- Rates relief
- Applications from Regional Sporting Organisations (RSOs)
- Applications from other Government Departments
- Retrospective funding

### Requirements

- There is a strong preference that the applicant attends a Board meeting to present their application. If unable to do this, the applicant is required to meet with the chair of the community board to discuss the application prior to a decision being made on the application.
- Successful applicants are required to provide a written/verbal report upon completion of their project.
- Applicants must acknowledge Council's contribution in any promotional or publicity of the project, event etc.

### Funding Rounds

There are up to eight rounds of Community Boards' discretionary funding per year. Applications are accepted throughout the year and considered at the Community Board meeting following receipt of the application. Closing dates for each round are listed on the application forms.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### **District Wide Projects**

Organisations undertaking a project that has a District wide impact can request funding from all four community boards through the completion of one application form. Decisions on District wide applications will be made quarterly via the Mayor and Chairs forum.

### **Chair's Discretionary Fund**

The Community Board Chairpersons, or their nominees, are authorised to approve grants qualifying for Local Discretionary Funding of up to \$250 (Chair's Discretion). The total amount of the fund able to be distributed through the Chair's Discretion is \$3,000 per annum, per community board.

### **Unallocated Funding**

Within a triennium, any funding unallocated by a Board at the end of the financial year will be carried over and added to the next years' distribution amount. Any funding that is unallocated at the end of a triennium will not be carried over.





# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Pātea Centennial Bursary

The Pātea Centennial Bursary is a reserve-based fund with interest earned being available for allocation. The fund is provided to individuals from the Pātea Ward seeking to study part-time or full-time.

Funding is available to eligible applicants for the first four years of their tertiary study. Applicants must meet the following criteria:

- Have normally been a resident of the Pātea ward, South Taranaki, for the previous two years prior to applying to study or attending tertiary study.
- Be over the age of 15 years.
- Be engaging in full or part-time study.
- Attend an interview (either in person, or via video conference) when required, unless prevented by serious injury or illness.

The following supporting documentation is required to accompany an application for the Pātea Centennial Bursary:

- A letter of application, outlining future aims and education to be undertaken.
- A birth certificate (for first time applicants only).
- Current character references from a Justice of the Peace or other well-known resident of the Pātea ward.
- Full details of other bursaries or scholarships applied for or received.
- A verified bank account number and name.

Recipients are required to provide at least one progress report, in writing, throughout the year.

There is one round of Pātea Centennial Bursary Funding per year, in November.



# Pūtea Hapori Kaupapa Here

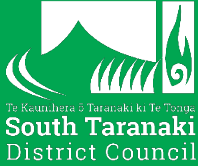
## Community Funding Policy

### Waimate Plains Development Levy

The Waimate Plains Development Levy is available to non-profit groups or organisations for the development of community or recreation facilities in the former Waimate Plains District that are available for use by the general public. The fund is reserve based with interest earned being available for allocation.

Applicants must meet the following criteria:

- Must be a non-profit group or organisation.
- The project must be for facilities associated with the use of Council owned land or reserves.
- The project can be for the creation of an asset or the maintenance of a building.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Creative Communities Funding

The Creative Communities Scheme is funded by Creative New Zealand, a Crown entity that works with city and district councils to deliver the Creative Communities Scheme. Creative New Zealand is a national agency for developing the arts that provides funding assistance for community-based arts projects in South Taranaki.

Projects must meet one or more of the following funding criteria:

- **Broad community involvement** – a project that will create opportunities for local communities to engage with and participate in arts activities.
- **Diversity** – a project that will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- **Young people** – a project that will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

Projects must:

- Not have started or finished before Creative Communities Scheme funding is approved.
- Not have already been funded through Creative New Zealand's other arts funding programmes.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Sport NZ Rural Travel Fund

The Sport NZ Rural Travel Fund is funded by Sport New Zealand, a Crown entity that works with city and district councils to deliver the Rural Travel Fund. The Fund provides assistance for transport expenses for youth in the District to attend regular sports events outside of school time.

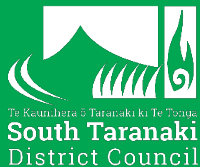
The allocation of the Fund is based on population density for territorial authorities that have fewer than 10 people per square kilometre. As a result, the funding allocation changes each year.

Applicants must:

- a) Be a sports club or school team with young people aged between 5-19 years.
- b) Attend regular, local sporting competitions outside of school time.

Sport New Zealand requests the Council to place an emphasis on providing experiences for:

- a) Girls and young women aged 5 – 18; and/or
- b) Disabled tamariki (5 – 11 years old) and rangatahi (12 – 18 years old).



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### Natural Environments Fund

The Natural Environments Fund was established to promote and assist with the protection, restoration and enhancement of areas of significant biodiversity, indigenous vegetation and/or significant habitats of indigenous fauna on private land in the District.

This policy applies to both Significant Natural Areas (SNAs) and non-SNAs as defined below:

Significant Natural Areas (SNAs), in the schedule of the operative District Plan, are areas that have been identified as having a level of ecological significance.

The Council also introduced a general rule in the District Plan to protect areas of indigenous vegetation and habitats of indigenous fauna. These non-SNAs are not included in the District Plan schedule.

The Council will consider projects that:

- Assist with protection, enhancement, or restoration of identified SNAs.
- Assist with the protection, enhancement, or restoration of non-SNAs.
- Promote the protection of areas of indigenous vegetation and habitats of indigenous fauna in the District.

### Funding types:

#### SNAs

The Council will contribute up to 50% towards project costs for SNAs, if all conditions made by the Council for such funding are fulfilled.

#### Non-SNAs

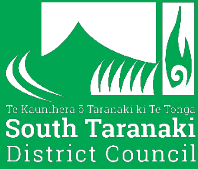
To be considered for this fund, non-SNAs must already be legally protected (through QEII Trust or similar perpetual legal protection agreements), or the landowner must be prepared to legally protect the area as part of the funding conditions. The area for the project either has or will have legal protection status within 12 months of being funded. Legal protection may include, but is not limited to, a Queen Elizabeth II National Trust, Open Space Covenant, or a Memorandum of Encumbrance.

The Council will contribute up to one third the total cost of project costs for non-SNAs, provided that all conditions made by the Council for such funding are fulfilled. In exceptional circumstances, grants of a higher contribution towards total project costs may be approved.

A non-SNA sites that has an active Biodiversity Plan with the Taranaki Regional Council will be prioritised for funding.

### Other projects

The Council will consider a funding contribution for other projects that assist in the protection or promotion of the protection of significant indigenous vegetation and habitats of indigenous fauna, (for example, environmental education projects or landscape-scale environmental projects or similar.



# Pūtea Hapori Kaupapa Here

## Community Funding Policy

This funding does not need to be linked to specific areas (SNAs or non-SNAs), and funding applications for these kinds of projects are assessed by the Council on a case-by-case basis.

### Conditions

Individuals and organisations are eligible to apply.

Applications for Natural Environment Funding grants may only be accepted for requests between \$5,000 and \$30,000, but smaller grants may be allocated on a case-by-case basis.

The applicant's contribution towards the project must be clearly detailed in the relevant application form. This does not need to be financial and can include volunteer time or in-kind support.

Council funding is complementary rather than a primary funder. Priority will be given to applicants that can demonstrate they are seeking and/or have secured other sources of funding.

### Assessment of applications

The Council will consider applications for multi-year Natural Environments Funding grants.

The Council reserves the right to revoke multi-year Natural Environments Funding grants, at its discretion.

The Council may take into consideration any current or previous funding the applicant has received from the Council, when assessing a funding application. The applicant must disclose in the application form financial information and past contributions from the Council. This may include past applications, rates rebates, or lease agreements.

Failure to disclose previous funding allocations from the Council may result in a funding application being denied.

Funding contributions by the Council will not be made available until the projects have been completed to the Council's satisfaction, and conditions of the funding have been fulfilled. This may include a site inspection.

If funding is approved, successful applicants will receive a funding agreement that will outline the amount and conditions of the grant.

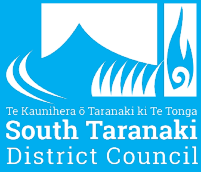


# Pūtea Hapori Kaupapa Here

## Community Funding Policy

### History of Policy

Action	Description	Decision date	Decision number	Commencement
<b>New</b>	Adoption of new Community Funding Policy	7/4/2021	40/21	8/4/2021



# Karakia

## 7. Karakia

Ruruku Whakakapi – Closing Prayer

Unuhia, unuhia

Unuhia ki te uru tapu nui

Kia wātea, kia māmā te ngākau, te  
tinana, te wairua i te ara takatū

Kia wātea, ka wātea, āe rā, kua wātea

Rire rire hau pai marire!

*Draw on, draw on,*

*Draw on the supreme sacredness*

*To clear, to free the heart, the body and the  
spirit of mankind*

*To be clear, will be clear, yes is cleared.*

*Deeply in peace!*