

NOTICE OF MEETING

COMMUNITY SPORT FUND ALLOCATION SUBCOMMITTEE

I hereby give notice that an Ordinary Meeting will be held on:-

DATE: **Thursday, 23 May 2002** **TIME:** **7.00 pm**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

20 May 2002

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Councillor	BA	Brady, JP (Chairperson)	
	Mr	BJ Peters	(New Lynn Community Board)
	Mr	WW Flaunty, JP	(Massey Community Board)
	Mr	DG Hallett	(Waitakere Community Board)
	Mr	WJM Postlewaight	(Henderson Community Board)
	Mr	Ivan Yukich	(Waitakere Regional Sports Trust)
	Ms	April Nicholson	(Waitakere Regional Sports Trust)
	Ms	Evelyn Taumaunu	(Te Taumata Runanga)
	Mr	Rawiri Waititi	(Te Taumata Runanga)
	Mr	Tanielu Amosa	(Pacific Island Communities)
	Ms	Sheryl Hyndman	(The Community)
	Ms	Julia Smith	(The Community)

(Quorum 6 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE COMMUNITY SPORT FUND ALLOCATION
SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON THURSDAY, 23 MAY 2002
COMMENCING AT 7.00 PM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Subcommittee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Special Meeting - 20 February 2002

RECOMMENDATION

That the minutes of the Special Meeting of the Community Sport Fund Allocation Subcommittee held on Wednesday, 20 February 2002, as circulated, be taken as read and now be confirmed.



4 **COMMUNITY SPORT FUND ALLOCATION - MARCH 2002**

PURPOSE OF THE REPORT

The purpose of this report is to provide the Subcommittee with the information they require to allocate funding from the Sport & Recreation New Zealand's Community Sport Fund for the first round in 2002.

BACKGROUND

The Community Sport Fund is a partnership between the Sport and Recreation New Zealand (nee Hillary Commission) and Waitakere City Council through which funding is provided to support community sport, fitness and physical leisure organisations and activities.

The intention of the scheme is to increase participation in, and improve the organisation and delivery systems of sport, fitness and physical leisure. The priority of the scheme, as established by the then Hillary Commission is to support the training, retention and recruitment of volunteers, coaches and leaders in sport, fitness and physical leisure with a main focus on benefiting juniors (5 - 19 year olds).

On 20 February 2002, the Community Sport Fund Allocation Subcommittee met to consider funding availability and priorities for 2002 allocations. These priorities and Sport and Recreation New Zealand's guidelines have determined the methodology and approach taken in evaluating the applications that will be presented to the Subcommittee.

STRATEGIC CONTENT

Through its strategic documents, Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere City a safe, healthy place to live and to improving local leisure and recreation opportunities and choices. Through adoption of First Call for Children, Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere City. Direct financial assistance to organisations providing activities to train volunteers and get people more active assists Council's commitment to these policies.

ASSESSMENT PROCESS

Eligibility

In brief, the baseline criteria set by Sport and Recreation New Zealand, that applications must meet to qualify for a subsidy or loan are as follows:

- The applicant is a sport, fitness or physical leisure organisation and/or the project has a sport, fitness or physical leisure component;
- The applicant organisation is a non-profit making organisation;
- The applicant organisation can contribute a significant part of the total cost;
- The applicant organisation can account for the organisation's funds.

Application Categories

Applications can be made for loans or subsidies. Subsidies are allocated to projects and activities in the following categories, in this order of priority:

1. **Coach or volunteers training**
Including costs associated with delivering or attending training programmes.

2. Project costs

Including starting new programmes, improving existing programmes and equipment vital to the development of the activity.

Applications have been ranked by these priorities. Within each category applications that benefit 5 - 19 year olds (the main focus of the fund), will be given priority.

Waitakere City Council's priorities for funding this round are:

- Activities encouraging Maori, Pacific Island people, women, older adults and children to participate in sport, fitness and physical leisure activities;
- Organisations and activities within Waitakere City, unless the facility is not available in the City and is used by local residents;
- Programmes designed to reach non-participants;
- Programmes designed to promote safe playing practices;
- Proposals involving co-operation, partnerships or the sharing of resources;
- Proposals that are well planned, with clear aims that the group intends monitoring;
- Programmes for children at risk to encourage group participation and social cohesion;
- Programmes that encourage disabled participants to be involved in all aspects of sport and recreational activities.

Each application has been assessed according to these priorities. The onus has been on the applicant to clearly state that it does meet one or more of these priorities. No assumptions have been made.

Evaluation Methodology

The first step was to establish the eligibility of the organisation. Once this had been determined, the approach taken in evaluating applications has been to classify applications into various categories and evaluate them in order of their priority for funding.

The next step has been to recommend an amount that could be granted to the organisation. In doing this, account has been taken of the amount requested, how well the priorities are met (as stated on the application form or supporting documentation).

Original application forms will be available at the meeting for any member wishing to seek further detail or clarity.

Recommendations to this Subcommittee have been calculated according to the priorities by scoring the information provided in each application against each priority. A maximum score of 60 points is available for any one application. The Subcommittee is informed of the recommended subsidy via the summary sheet for each application. It should be noted that it is only a recommendation and that this is given for ease of consideration and decision-making.

The Community Assistance Administrator will be present at the meeting to assist the Subcommittee through the process.

Application Information

Each Subcommittee member has been provided with the following:

- A large bound book containing a one page summary sheet on each application. This book is divided into three sections with each section prioritised according to the priorities as stated below:
 1. Loans
 2. Waitakere City local clubs
 3. Regional organisations and associated local clubs
- An index of organisations in alphabetical order, cross-referenced with page numbers in the large summary book;
- A list of applications with similar projects cross referenced with page numbers;
- A list of applications from regional organisations that cross with applications from local clubs.

Funding Available

At the Finance and Operational Performance Committee meeting held on Thursday, 14 March 2002, the recommendations of the Community Sport Fund Allocation Subcommittee were passed. In accordance with the Subcommittee's recommendations the amount available to allocate in this round is as follows:

Total funding tagged for subsidies for the first round in 2002 **\$176,972.65**

Funding for loan applications may be sourced from the loan reserve fund.

COACH & VOLUNTEER DEVELOPMENT FUND

At it's meeting held on Wednesday, 20 February 2002, this Subcommittee resolved:

“That further guidance regarding the Coach and Volunteer Development fund be brought back to the next meeting of the Community Sport Fund Allocation Subcommittee, and in particular, the ceiling limit and the tagging of further funds for 2002.”

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In 1999 it was agreed that funds be put aside for the subsidising of coach and volunteer training and/or development for local clubs to apply for, outside of the major funding round.

The main purpose of having funds available outside the major funding round was to increase the flexibility of the Community Sport Fund to meet the needs of clubs/organisations when they arise. This need had been especially identified within summer codes that usually start planning after the major funding round, and whose season closes before the national application closing date.

The “Coach & Volunteer Development Fund” became available to clubs/organisations for the purpose of meeting the training and support needs of coaches and volunteers in a club or organisation as set out by the Hillary Commission's priority one subsidy.

So as not to clash with the major funding rounds, the fund was made available from the months of June through to February with a review by the Subcommittee each year.

These funds have been dispersed to the club/organisation as a reimbursement. This requires the club to provide a receipt of payment and verification of training from the provider along with any other receipts pertaining to costs associated with the delivery or attendance of training. Upon receipt of this documentation, payment to the club of a subsidy of 50% of the total cost would be processed.

A ceiling limit of \$500 per club/organisation per year was applied to provide a fair and equally accessible fund to all clubs and organisations in Waitakere. It was felt that this would ensure that funds were available to all groups that may apply throughout the year and not expended on those applications that were received first. The ceiling limit amount can be changed at the discretion of this Subcommittee.

A sum of \$25,000 was originally set as a maximum amount available for the first year, after which time it would be reviewed. Since this fund became available, each year, on average, \$2100 has been allocated from the original \$25,000 set aside to disburse. As a result no further funds are required to be set aside (tagged) for allocation.

RESOURCES

There are no additional financial or staffing requirements to allocate this fund. The Community Assistance Administrator administers the process.

CONCLUSION

In order to streamline the funding allocation process the applications have been sorted by category, starting with the loans; then on to coach and volunteer training applications, followed by project costs. Within each category applications have been prioritised with those benefiting youth first.

It is recommended that the Subcommittee work through the applications making a preliminary decision on the recommendation, either confirming the recommended amount, or making some other preliminary determination. These determinations will then be tabulated for consideration at the final funding round meeting so that the Subcommittee can gain an overview of the funding that is to be allocated and make any alterations it wishes to before it makes its recommendations to Finance and Operational Performance Committee.

RECOMMENDATIONS

1. That the information be received.
2. That the Subcommittee determine allocation of subsidies and loans for the March 2002 round and recommends these allocations to the Finance and Operational Performance Committee meeting scheduled for Thursday, 11 July 2002.

Report prepared by Joanna Connolly, Community Assistance Administrator

