

## NOTICE OF ORDINARY MEETING

# COMMUNITY SPORT FUND ALLOCATION SUBCOMMITTEE

I hereby give notice that an Ordinary Meeting of the Community Sport Fund Allocation Subcommittee will be held on:-

**DATE:**        **Thursday, 24 October 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.

18 October 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)
Mrs	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, 24 OCTOBER 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**

- Ordinary
- 23 May 2002
  - 30 May 2002 (Reconvened)
  - 13 June 2002 (Reconvened)

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Community Sport Fund Allocation Subcommittee held on Thursday, 23 May 2002 and Reconvened on Thursday, 30 May 2002 and Thursday, 13 June 2002, as circulated, be taken as read and now be confirmed.



#### **4 COMMUNITY SPORT FUND ALLOCATION – AUGUST 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 second round in 2002, and to note the withdrawal of further Hillary Commission funding rounds.

##### **BACKGROUND**

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

The intention of the scheme has been 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 was 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 Islands 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.

## **ISSUES**

### **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 applications 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 one page summary sheet on each application. This book is divided into three sections:
  1. Loans;
  2. Waitakere City local clubs;
  3. Regional organisations and associated local clubs;

with each section prioritised according to the priorities as stated above.

- 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 Management Committee meeting of Thursday, 13 June 2002 the recommendations of the Community Sport Fund Allocation Subcommittee, relating to the funding for the first round 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 second round in 2002    \$67,561.65**

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

## **Withdrawal of Funding For Further Community Sport Fund Rounds**

On Friday, 14 June 2002 Sport and Recreation New Zealand (SPARC) announced that they would no longer be contributing to the Community Sport Fund, and that their May 2002 contribution towards the Community Sport Fund for subsidy funding would be their last. SPARC provided in their last contribution \$186,287 to cover the two funding rounds held in 2002.

It is proposed that a funding round be held in March 2003. This proposed funding round would allow time for proposed research to be undertaken to explore various options on how to use the remaining reserve fund. A report will be presented to the Finance and Operational Performance Committee in February 2003 outlining the options and recommendations for the reserve fund, as Council will still have a significant amount of accumulated funds after the March 2003 allocation. It is proposed that \$180,000 be made available from the fund for the March 2003 funding round.

At 30 June 2002 the uncommitted balance of the reserve fund was \$374,615, with \$779,781, as at April 2002, issued as loans, and a further \$800,000 loan committed to the Waitakere Sports Complex project. The average amount allocated for subsidy funding over the past three years, including the total funding tagged for 2002, has been \$181,000 per year. By providing \$180,000 for allocation in March 2003, Council will be maintaining a similar injection of funds into sporting and active leisure projects through subsidies.

The March funding round in 2003 will be heavily promoted to the public, targeting summer and winter sporting codes as well as non-sporting groups who undertake sporting activities.

## RESOURCES

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

Staffing resources are available to research the options available for the use of the remaining reserve fund.

## 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 next meeting on 31 October 2002, 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.

Sport and Recreation New Zealand are not providing further funding for the Community Sport Fund, it is recommended that a funding round be held in March 2003, making available \$180,000 for this round from the reserve fund. A report will be presented to the Finance and Operational Performance Committee covering the options available for the use of the remaining reserve fund.

## RECOMMENDATIONS:

1. That the information be received.
2. That the Community Sport Fund Allocation Subcommittee determine allocation of subsidies and loans for the August 2002 round and recommends these allocations to the Finance and Operational Performance Committee meeting scheduled for 14 November 2002.
3. That it be recommended to the Finance and Operational Performance Committee that a further funding round of the Community Sport Fund be held in March 2003 with \$180,000 to be allocated from the reserve fund.
4. That it be recommended to the Finance and Operational Performance Committee that research on options available for the use of the reserve fund be undertaken and be reported back to the Finance and Operational Performance Committee in February 2003.

Report prepared by Helen Anderson, Community Assistance Administrator.

