



**PAPAIOEA**  
**PALMERSTON**  
**NORTH**  
**CITY**

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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **COMMUNITY DEVELOPMENT COMMITTEE**

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**1PM, WEDNESDAY 1 DECEMBER 2021**  
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING  
32 THE SQUARE, PALMERSTON NORTH

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# MEMBERS

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**Lorna Johnson (Chairperson)**

**Rachel Bowen (Deputy Chairperson)**

**Grant Smith (The Mayor)**

**Brent Barrett**

**Susan Baty**

**Zulfiqar Butt**

**Renee Dingwall**

**Lew Findlay QSM**

**Patrick Handcock**

**ONZM**

**Leonie Hapeta**

**Billy Meehan**

**Karen Naylor**

**Bruno Petrenas**

**Aleisha Rutherford**

**Danielle Harris**

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square

City Library | Ashhurst Community Library | Linton Library

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**Heather Shotter**

**Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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# COMMUNITY DEVELOPMENT COMMITTEE MEETING

1 December 2021

## ORDER OF BUSINESS

### 1. Apologies

### 2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

### 3. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

### 4. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

- |            |   |         |
|------------|---|---------|
| <b>5.</b>  | <b>Presentation - Barbara Thomas</b>  | Page 7  |
| <b>6.</b>  | <b>Presentation - Disability Reference Group</b>  | Page 9  |
| <b>7.</b>  | <b>Presentation - Palmerston North Interfaith Group</b>   | Page 11 |
| <b>8.</b>  | <b>Confirmation of Minutes</b><br>"That the minutes of the Community Development Committee meeting of 12 May 2021 Part I Public be confirmed as a true and correct record."     | Page 13 |
| <b>9.</b>  | <b>Summary of Community Funding Allocations from 01/07/2020 - 30/06/2021.</b><br><br>Memorandum, presented by Stephanie Velvin, Acting Community Development Manager.           | Page 17 |
| <b>10.</b> | <b>Community Reference Groups - Terms of Reference</b><br><br>Memorandum, presented by Stephanie Velvin, Acting Community Development Manager.                                  | Page 35 |
| <b>11.</b> | <b>Portfolio Update - People and Community - March-November 2021</b><br><br>Memorandum, presented by Councillor Lorna Johnson, Lead Councillor, People and Community Portfolio. | Page 45 |
| <b>12.</b> | <b>Portfolio Update - Safe City - November 2021</b><br><br>Memorandum, presented by Councillor Pat Handcock, Lead Councillor - Safe City Portfolio.                             | Page 61 |
| <b>13.</b> | <b>Committee Work Schedule</b>  | Page 65 |

**14. Exclusion of Public**

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

*[Add Third Parties]*, because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].



## **PRESENTATION**

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Presentation - Barbara Thomas

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### **RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE**

- 1. That the Community Development Committee receive the presentation for information.**
- 

### **SUMMARY**

Barbara Thomas would like to make a presentation to the Committee regarding changes to library services around disposal and purchase of books.

### **ATTACHMENTS**

Nil





## **PRESENTATION**

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Presentation - Disability Reference Group

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### **RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE**

- 1. That the Community Development Committee receive the presentation for information.**
- 

### **SUMMARY**

Rose Boddy, Chairperson of the Disability Reference Group will provide a presentation to the Committee as per their Terms of Reference.

### **ATTACHMENTS**

Nil



## **PRESENTATION**

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Presentation - Palmerston North Interfaith Group

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### **RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE**

- 1. That the Community Development Committee receive the presentation for information.**
- 

### **SUMMARY**

Jaspreet Singh Sidhu, Elza Gibu Joseph and Jasmine Pai Brah will make a presentation to the Committee regarding celebration of their religious diversity.

### **ATTACHMENTS**

Nil



## PALMERSTON NORTH CITY COUNCIL

### Minutes of the Community Development Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 12 May 2021, commencing at 1.02pm

**Members Present:** Councillor Lorna Johnson (in the Chair), The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Ms Danielle Harris.

**Non Members:** Councillors Vaughan Dennison and Orphée Mickalad.

**Apologies:** The Mayor (Grant Smith) (early departure on Council Business), and Councillors Susan Baty and Leonie Hapeta.

Ms Danielle Harris declared an interest in item 13-21.

#### 11-21 **Apologies**

Moved Lorna Johnson, seconded Rachel Bowen.

#### The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 11-21 above was carried 15 votes to 0, the voting being as follows:

#### **For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

#### 12-21 **Public Comment**

Ms Kerry Hocquard, Community Health Advocate, Cancer Society of New Zealand Central Districts, requested that Council make a submission on the Smokefree Aotearoa 2025 Action Plan consultation, which closes on 31 May 2021.

In discussion it was resolved that the public comment be referred to the Chief Executive.

Moved Lorna Johnson, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the public comment be received for information and referred to the Chief Executive.

Clause 12-21 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

**13-21**

**Presentation - Ora Konnect**

Ms Stacey Seruvatu, Project Manager, Ora Konnect, Te Tihi o Ruahine, and Ms Materoa Mar, Upoko Whakarae – Chief Executive, Te Tihi o Ruahine Whanau Ora Alliance, explained that Ora Konnect was an Alliance made up of Tangata Whenua Rangitaane o Manawatū, non-profit organisations, Government and Maori organisations to create opportunities that improve whanau and community well-being within the 4412 community (south western suburbs of Palmerston North).

Ora Konnect is guided by the principles and outcomes of Whanau Ora, a holistic approach to wellbeing, and the Collective Impact Conditions.

The Council is an alliance partner, and is involved in almost all the activities currently delivered by Ora Konnect, such as Pharmacy Project, Mana Taiohi, Kai Sustainability, RIMA wellbeing, Ko tou manawa ko tou manawa, Covid-19 vaccination, Microgiving, Housing, and Wahanu Led. Ms Seruvatu highlighted the correlation between the project and the Council's Connected & Safe Community Strategy - He hapori tūhonohono, he hapori haumarū.

Finally, Ms Seruvatu pointed out a financial challenge that Ora Konnect was facing since the operating budget is lower than the estimated expenditure.

Moved Lorna Johnson, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Community Development Committee receive the presentation from Ora Konnect for information.

Clause 13-21 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

**Note:**

Ms Danielle Harris declared an interest.

#### **14-21 Presentation - Te Roopu Oranga O Highbury Trust**

Mrs Corrinne Tripp, Secretary, Ms Chrissy Paul, Treasurer, Te Roopu Oranga O Highbury Trust, and Dr Naveen Dissanayake made a presentation about Te Whare Koha Highbury.

Ms Paul advised that the group had been working for more than ten years to create and support initiatives for the wellbeing of primarily the Highbury community, with a focus on empowering the community.

Mrs Tripp explained that Te Whare Koha Highbury was a community hub shaped by the community in direct response to the community's needs and requests. Its kaupapa is 'a place for the people by the people, building our ability to find our own solutions'. Current services, which have grown, include a free shop, distribution of free food collected from Just Zilch and transportation.

Mrs Tripp asked for support from the Council in relation to the following:

- New venue accessible to the community
- Upgrade of transport services
- Expansion of the workforce.

Moved Lorna Johnson, seconded Rachel Bowen.

#### **The COMMITTEE RESOLVED**

1. That the Community Development Committee receive the presentation from Te Roopu Oranga O Highbury Trust for information.

Clause 14-21 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

#### **15-21 Confirmation of Minutes**

Moved Lorna Johnson, seconded Rachel Bowen.

#### **The COMMITTEE RESOLVED**

1. That the minutes of the Community Development Committee meeting of 17 March 2021 Part I Public be confirmed as a true and correct record.

Clause 15-21 above was carried 13 votes to 0, with 2 abstentions, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Billy Meehan, Orphée Mickalad, Karen

Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

**Abstained:**

Councillors Brent Barrett and Patrick Handcock ONZM.

**16-21**

**Progress update - Community Funding Policy**

Memorandum, presented by Julie Macdonald - Strategy and Policy Manager.

Moved Lorna Johnson, seconded Rachel Bowen.

The **COMMITTEE RECOMMENDS**

1. That the memorandum titled 'Progress update – Community Funding Policy' presented to the Community Development Committee on 12 May 2021 be received for information.
2. That the 10-year plan decisions relating to the relevant funding 'envelopes' and strategic direction inform administration of relevant funds until the adoption of an updated policy.

Clause 16-21 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

**17-21**

**Committee Work Schedule**

Moved Lorna Johnson, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Community Development Committee receive its Work Schedule dated May 2021.

Clause 17-21 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Lorna Johnson, Rachel Bowen, Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Danielle Harris.

The meeting finished at 2.26pm

Confirmed 1 December 2021

**Chairperson**



## MEMORANDUM

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Summary of Community Funding Allocations from 01/07/2020 - 30/06/2021.

**PRESENTED BY:** Stephanie Velvin, Acting Community Development Manager

**APPROVED BY:** Chris Dyhrberg, Chief Customer Officer

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### RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE

1. That the report titled 'Summary of Community Funding Allocations from 01/07/2020 - 30/06/2021' be received.
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#### 1. ISSUE

- 1.1 Council wishes to see an overview of all community funding.

#### 2. BACKGROUND

- 2.1 Palmerston North depends on having a capable and sustainable community and voluntary sector to support a connected, safe and vibrant community. To this end, Council funds a wide range of community groups, organisations and individuals via several contestable initiative-specific and outcomes-focused grant programmes.
- 2.2 The Business Assurance plan for 2019/20 endorsed by Council on 19 August 2019 required a review of community grants and events funding. That review was received by Council at the Finance and Audit Meeting on 26 May 2021.
- 2.3 Item 1c from the Agreed Action Plan was that a yearly report on the performance of all grants be presented to Council with recommendations for change where applicable. This is the first yearly report.
- 2.4 This report has been prepared by Community Development, with specific input from Events, Youth Services and Planning. It has also been peer reviewed by Strategic Planning.

### 3. DISCUSSION

#### Overview

- 3.1 This report will provide information and analysis on the performance of Council's community funding programmes delivered in the 2020/2021 financial year.
- 3.2 The funding programmes (also referred to as grants) included in this report are:
- Strategic Priority Grants
  - Celebrating Communities Fund
  - Local Initiatives Fund
  - Community Development Small Grants Fund
  - Creative Communities Scheme
  - Major Events Fund
  - Palmy Unleashed
  - Natural and Cultural Heritage Incentive Fund
  - Palmerston North Youth Council Scholarships and Grants Fund
- 3.3 This report will provide an overview of each fund for the 20/21 Financial Year, comment on trends seen over the previous three years of the funding programme (including 2018/2019, 2019/2020 and 2020/2021), and comment on the future of each fund (from 2021/2022).
- 3.4 Following the overview by fund, this report will provide comment on overall themes across the funding programmes.

#### Context

- 3.5 Contestable community funding is a popular tool used to support community development, as a mechanism to devolve resource into the community for community-led solutions. For Council, other benefits of grant funding processes include facilitating interactions between Council and community as opportunities to build relationships, providing Council with intel via applications and reporting as to the challenges and opportunities presenting in communities, and providing capability building opportunities for the community sector. A common challenge of contestable community funding approaches is oversubscription, or demand outstripping supply, particularly as community and voluntary sectors grow in size and capability. As Council cannot afford to fund all requests, staff draw on guidelines, policy and

expertise to prioritise available funding. Staff also use a range of other tools to support capacity and capability building in the community and voluntary sector.

- 3.6 In 2018, Council began moving funding administration to the cloud-based software SmartyGrants. This saves both Council and grant recipients time and resources, allowing Council to focus on getting the best outcomes for our community. It also ensures staff can easily access application data and preserve information for the future. In the 20/21 year, most grants were administered via SmartyGrants.
- 3.7 The policy guiding the administration of these funding programmes for the 20/21 financial year was the Community Funding Policy 2018. This 2018 Policy remains applicable for the current financial year; however, it is noted that this policy is currently under review. Consequently, recommendations as relate to policy in this report are limited so as not to create confusion or complication with the concurrent policy review process.
- 3.8 A new policy is likely to take effect in full for the administration of grants from the 2022/2023 financial year, and therefore will be reflected in full in the 2023 annual funding report.
- 3.9 It is also noted that Council resolved in May 2021 that 10-year plan decisions relating to the relevant funding envelopes and strategic direction for grant funding is to inform administration of relevant funds until the adoption of an updated policy. As a result, the Celebrating Communities and Local Initiatives funds have been discontinued from 21/22, and staff are currently operating the Community-led Initiatives fund as described in the report below.
- 3.10 Community funding or grant programmes not included in this report include: Arts Events Fund, Sports Event Partnership Fund, 150 Year Community Seed Funding and the COVID-19 Relief Fund. The Arts Event Fund was not funded for 2020/2021 as a consequence of the 2020/21 annual budget decision by Council. The Arts Event Fund funding has been restored for 2021/2022, thus it will be reported on next year. The Sports Event Partnership Fund is reported on separately by Sport Manawatū. The 150 Year Community Seed Funding and COVID-19 Relief Funds are excluded as they are not ongoing funding programmes.
- 3.11 Council also provides funding for a grants scheme via Environment Network Manawatū, called the Environmental Initiatives Fund, through a Strategic Priority Grants contract. This has not been included here as it is completely administered by a third party, and there is no guarantee of it continuing beyond the current Strategic Priority Grants contract period which ends 30 June 2022.

**Information by fund**

3.12 Strategic Priority Grants

Purpose: The purpose of this grants programme is to activate the potential of the community sector to deliver on Council's strategic direction, specifically Goals 2, 3 and 4, through three-year funding agreements.

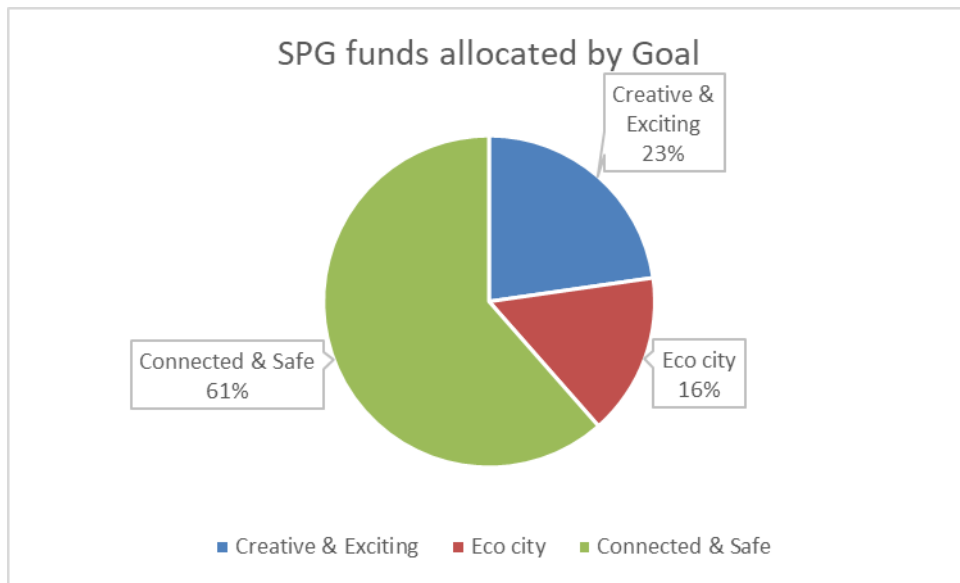
The Strategic Priority Grants (SPG) programme is Council's largest funding stream available for the for-purpose sector. With three-year funding agreements, it provides organisations a higher level of certainty in their operations than annual or project-specific funding. It is also one of the few funding programmes available for back office costs, and many SPG recipients rely on this funding to contribute to staff salaries and overheads.

Budget 20/21: \$1,313,005.00

Allocation process: Once every three years, a staff panel assesses SPG applications received via SmartyGrants according to the criteria and principles in the funding policy. Due to demand and the relative complexity of the applications, the allocation process involves multiple steps, including initial individual staff assessments, a small group assessment and ranking stage, and a full panel moderation session.

2020-2021 Year: This was Year 2 of 2019-2022 three-year contract period. 43 for-purpose groups are funded through Strategic Priority Grants for the three-year period 2019-2022. 75 applications were received in total for this same funding period. The smallest grant is received by the Manawatū Community Housing Trust, with \$15,460.50 allocated in total for the three years. Creative Sounds Society receive the largest grant of \$331,579.00 total, for The Stomach. The average grant is \$92,361.77 total, or \$30,787.26 per annum.

Graph 1 below shows the allocation of total funds by Goal. It is noted that most groups' work can be attributed to more than one Goal, however we have selected the goal to which they most align for the purposes of this analysis. The majority of groups, 32, are primarily working towards Goal 3, Connected & Safe. This represents 61% of the SPG fund allocation. Creative & Exciting, Goal 2, has six groups, or 23% of the investment, whilst Eco city, Goal 4, includes six contracts across five groups receiving 16%. This distribution is expected as Goals 2 and 4 tend to have more alternative funding avenues, and there are fewer not-for-profit groups operating in the city in the Goal 2 and 4 areas (and we receive fewer applications towards these Goals).



Graph 1

Performance data submitted by SPG recipients showed that there were over 17,000 client interactions (recipients of a service, workshop attendance, event participation etc.) across all groups for the six-month period July-December 2020. Acknowledging that there will be some double ups in the data (i.e. person X attended a workshop at group A as well as a session at group B), this figure shows that the SPG fund is activating and supporting a significant proportion of the city's residents.

Future of the fund: Applications for the 2022-2025 Strategic Priority Grants are open now until 1 November. Decisions on allocation will be made in early 2022, with new contracts commencing 1 July 2022. Staff expect most current SPG recipients will reapply, and there will be applications from new groups.

It is noted that the support and funding policy review under consultation proposes a mechanism for 'sector lead' organisations to be engaged separately from the SPG programme through individual partnership agreements. The policy proposes that the funding for the partnership agreements will be allocated out of the SPG fund. The adoption of the policy will likely occur after the assessment of the SPG applications for 22-25, and staff expect that the transition of sector leads to individual partnership agreements will occur during the 22-25 SPG contract period. As it stands currently, that would result in a lesser total amount available for allocation from the SPG fund in the subsequent SPG contract period of 25-28.

3.12 Celebrating Communities Fund (discontinued)

Celebrating Communities is one of the most responsive and accessible funds available for the community, being open year-round, with a short turnaround between application and decision, and the ability to fund a broad range of small to medium scale events and activities. As a result, it is a popular fund

which has a significant role in creating connected and safe communities within a creative and exciting city.

**Purpose:** The purpose of this grants programme is to support events in Palmerston North that help particular communities to celebrate their strengths and share them with the city. The fund is about supporting geographic communities, as well as other communities of interest, to participate in gatherings of a celebratory, educational, competitive, commemorative or exhibitive nature.

**Budget 20/21:** \$103,328.00

**Allocation process:** Applications are received via SmartyGrants, and assessed by a panel of two officers, including a first full assessment and a second peer review assessment.

**2020-2021 Year:** In the 20/21 year we received 33 applications, 27 of which were successful in receiving funding. Across these 27 successful applications, the entire fund of \$103,328.00 was allocated.

The New Zealand Sikh Society Palmerston North Incorporated received the largest grant of \$10,000 for the Punjabi Festival 2020, which attracted 7250 people to Te Marae o Hine - The Square on 31 October 2020. In contrast, \$500 was the smallest grant allocated to support the Manawatū Freshwater Anglers Club to host the Manawatū Family Fishing event at the Hokowhitū Lagoon, attracting 350 parents and kids.

Several funding recipients, including the Manawatū Freshwater Anglers Club, noted that Covid-19 restrictions (in October 2020 and February 2021) affected participation rates but also offered opportunities to connect more meaningfully with smaller audiences.

Three events were approved for funding but due to Covid-19 had to be rescheduled to this year (2021-2022). In each case, if a new date is agreed with event organisers, they may either retain the funds to complete their event or return the funding and reapply if they face increased costs that they are unable to fund with their original grant. If the event is cancelled, organisers are required to return any unspent funds.

**Three-year trends:** The Celebrating Communities Fund programme has consistently experienced a high level of demand, with 34 applications in 18/19, 26 applications in 19/20 and 33 applications in 20/21.

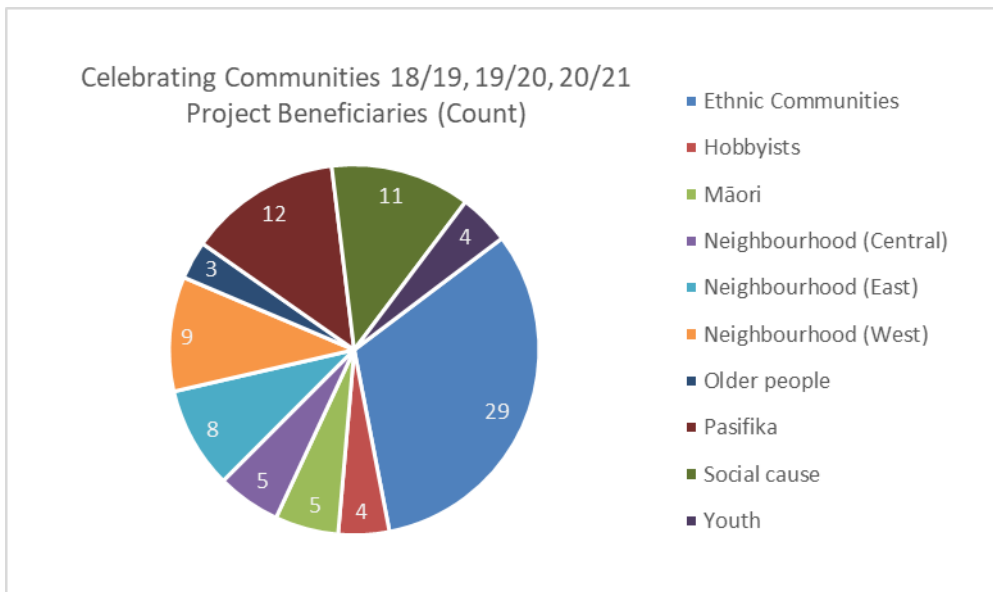
This fund has provided significant value for money, in that most applications are for part-funding of events, with most groups seeking funding from multiple sources or providing in-kind support such as volunteer time to make events and activities happen.

A total of 90,094 people (based on applicants' post-event reporting) benefited from Celebrating Communities supported events and activities in this three-year period.

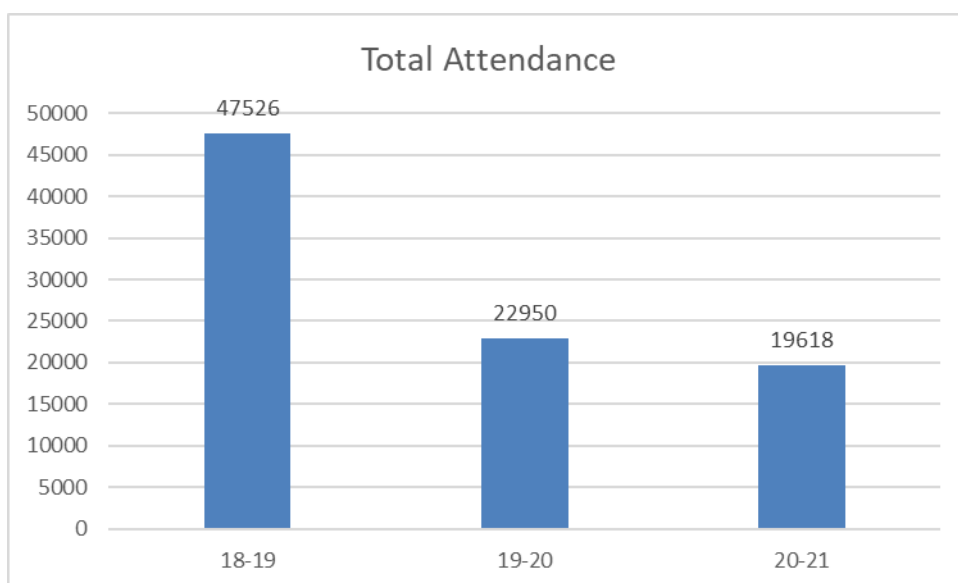
As shown in Graph 2 below, which depicts all the successful applications categorised by event beneficiary, there has been a good level of diversity of in the communities of interest who are benefiting from the Celebrating

Communities grants. (This report acknowledges that people and communities as event beneficiaries are intersectional, so the category selected is based on the event organisers' description of who they perceive to be the benefiting community of interest.)

Graph 3 represents the total number of attendees at events and activities funded by Celebrating Communities grants for each of the three previous years. It shows the impact of the COVID-19 related restrictions in limiting the number of events and the number of attendees at events occurring in the city.



Graph 2



Graph 3

Future of the fund: Discontinued from 2021/2022. Council decided as part of the 10 Year Plan deliberations earlier in 2021 to combine this fund with the Local Initiatives Fund to create the Community-Led Initiatives fund. The guidelines of the Community-Led Initiatives fund are in development; in the meantime, staff are assessing applications under the Celebrating Communities fund guidelines, for applications which would have previously been received and assessed under this programme. The Community-Led Initiatives Fund will be also be guided at a high level by the new Support and Funding Policy.

3.13 Local Initiatives Fund (discontinued)

The Local Initiatives Fund has been discontinued and rolled into a new grant programme called the Community-led Initiatives fund.

Purpose: The purpose of this grants programme is to provide an opportunity for new initiatives to develop, after which time they are in a better position to seek long-term funding elsewhere. Initiatives must be unique, innovative and address an issue of community of concern in Palmerston North.

Budget 20/21: \$29,198.00

Allocation process: Grants are awarded through a contestable process up to three times a year depending on when all the funding is expended. An allocation panel of one elected member and two community nominees assesses the applications and makes allocation decisions.

2020-2021 Year: Of the three expressions of interest received, one was withdrawn by the applicant after they decided their work did not fit the focus of the Local Initiatives Fund (LIF), one was declined by the LIF panel, and the third was successful. This project received \$22,000 towards creation of a therapeutic Nature Sanctuary in Palmerston North to support healing from trauma, abuse, mental health, and to facilitate the reconnection between people and the natural world.

Three-year trend: Few applications to this fund have been successful. Three out of seven in the 2018/2019 year and none of the eleven applications in the 2019/2020 year. This may have influenced the low number of applications in the last year.

Future of the fund: Discontinued from 2021/2022. Council decided as part of the 10 Year Plan deliberations earlier in 2021 to combine this fund with the Celebrating Communities Fund to create the Community-Led Initiatives fund. As noted above, guidelines of the Community-Led Initiatives fund are in development; in the meantime, any applications which officers believe would have been in alignment with the purpose of the Local Initiatives fund will be assessed using the Celebrating Communities application process, with staff drawing on the intent expressed in the old Local Initiatives fund guidelines and the proposed support and funding policy to guide decisions.

3.14 Community Development Small Grants Fund

Purpose: The purpose of this grants programme is to provide funding for essential administration expenses to enable local not-for-profit community groups to operate. Groups may apply for grants up to \$5000 to cover costs



related to audit or financial review, communication, energy, insurance, volunteer expenses, rent or stationery. Organisations seeking funding must contribute to either Goal 2, 3 or 4.

Budget 20/21: \$183,293.00

Allocation process: Grants are allocated through a contestable process once a year, administered by the Palmerston North Community Services Council (based on an annual administration agreement between PNCC and PNCSC). PNCSC appoint a community panel to meet with all applicants and make allocation decisions.

2020-2021 Year: 69 applications were received in total, and 64 of these were successful in receiving an allocation of funding. Of the 64 approved applications, the average amount requested was \$4,461.05, and the average amount allocated was \$2,707.70. Of the 64 approved applications, 25 were also Strategic Priority Grant recipients.

Future of the fund: As it stands, the contract for administration of Small Grants fund is to be confirmed annually with PNCSC.

### 3.15 Creative Communities Scheme

Purpose: This grants programme is a partnership between Creative New Zealand and the Council. The fund supports local arts projects that create opportunities for the local community to engage with and participate in arts activities. While Creative New Zealand set the priorities for this fund, the local allocation panel has the option to also consider the priorities outlined in Council's Creative and Liveable Strategy (to achieve Goal 2: A creative and exciting city) and the Connected Community Strategy (to achieve Goal 3: A connected and safe community).

Budget 20/21: Council contributed \$33,266.00 and Creative NZ contributed \$68,220.00. In addition, the CCS Committee decided to carry over funding unspent due to Covid-19 from the 2019/20 financial year. Creative New Zealand allows a total of 15% of the funding to be carried over and this totalled \$14,484.56. A further \$15, 577.49 was received from Creative NZ as part of their Covid-19 Phase 2 Response Plan, making a total funding pool for 2020-21 of \$131,548.05

Allocation process: This process is determined by the Creative Communities guidelines. A panel made up of community representatives and Councillors make allocation decisions twice a year.

2020-2021 Year: A total of sixty-two applications were received across the two rounds, with forty-two projects funded. Grants ranged from \$352.50 to support the Manawatū Writers Hub to \$12,218.54 for a 10-week toi whakairo pilot programme.

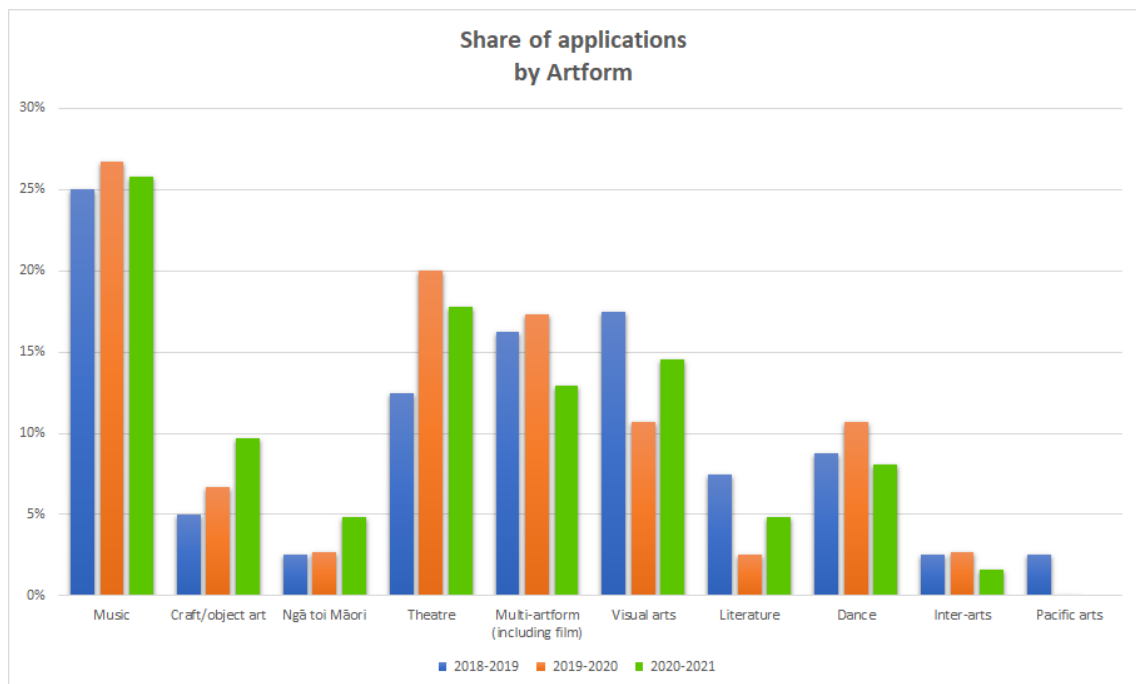
This programme was developed for tāne serving a community-based sentence with the Department of Corrections. Developed by Māori for Māori, the participants learnt operational and theoretical knowledge consistent with tikanga and reo across a range of ngā toi art forms. All developed a stronger connection and a sense of belonging to their whanau, iwi, culture and themselves, helping these men to re-engage back into the community as

positive role models. The aim is to have this programme funded by Corrections and available nationwide.

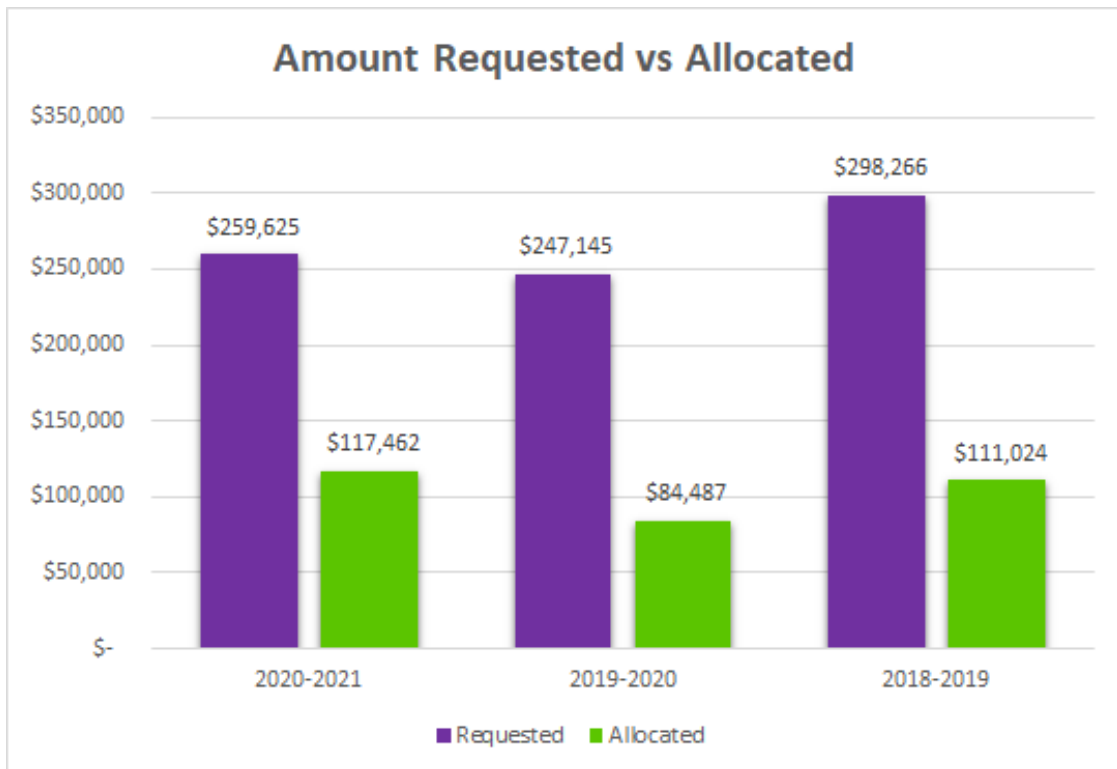
Creative Communities recipients were impacted by the Covid-19 Lockdown and event restrictions. Nine projects were postponed and three were cancelled. Funding was returned from the cancelled events, while postponed event organisers had the same option as Celebrating Communities recipients: to retain their funding with negotiated extensions to their reporting dates, or return their funding and reapply if they faced increased costs.

Three-year trend:

As demonstrated in Graph 4 below, while applications to support Nga toi Māori are increasing, there is a need to reach out to the Pasifika communities to encourage them to apply. Building a close relationship with the Pasifika Reference Group may assist this. Music, theatre, and the visual arts remain the basis of the majority of applications for project funding, with growth in craft/object art possibly encouraged by many people taking up the opportunity to create during Lockdown.



Graph 4



Graph 5

Future of the fund: As one of the most accessible community funds (available to individuals and groups whether they are formal trust or not) this fund is continually over-subscribed, as demonstrated in Graph 5. Restoration of the Arts Event Fund (\$50,000 annually) in the 2021/22 year will help by funding larger arts events requiring \$10,000 or more in support; the Creative Communities Committee are able to refer CCS applicants directly to this fund. The CCS fund has also benefited from extra the Covid-19 response funding provided by Creative New Zealand.

3.16 Major Events Fund

Purpose: This grants programme is designed to support the attraction, development and growth of events in Palmerston North. The objective of the Major Events Fund is to support Event Producers to deliver world class events that drive sustainable growth in domestic visitation and promote Palmerston North's unique identity to a wider audience. A specific focus on events that increase visitor nights, increased tourism spend and economic activity is targeted.

Budget 20/21: \$206,444.00

Allocation process: A cross section assessment panel consisting of two staff and a CEDA representative receive applications throughout the financial year until funds are fully allocated. Multi-year funding can be approved by the panel if this will assist in event growth and economic benefit.

2020-2021 Year: Four applicants received grant funding. NZ Young Performers, Manawatu Jazz and Blues Festival, Gravel and Tar (Manawatu Cycling Spree) and NZ Rural Games.

Three-year trend: This fund has been oversubscribed year on year. Many applicants do not meet the specific criteria to drive additional visitation to Palmerston North and many event organisers need help to increase visitation to the city with specific marketing guidance.

Future of the fund: Maintaining a targeted focus on economic benefit and events that help promote the city to a national audience. Locally focussed events will be asked to apply to more appropriate funding avenues.

3.17 Natural and Cultural Heritage Incentive Fund (NCHIF)

Purpose: The NCHIF has four categories to help with protecting and promoting the City's heritage:

- a) Strengthening Palmy history: targeted at earthquake prone heritage buildings and street character buildings that require strengthening;
- b) Protecting Palmy history: to help owners look after our most significant heritage buildings and sites, with funding for conservation, maintenance, repair, and restoration of scheduled heritage buildings and sites;
- c) Promoting Palmy history: to support community-led heritage education, research or promotion projects; and
- d) Notable Palmy trees: to help notable tree owners with the costs of minor maintenance and trimming.

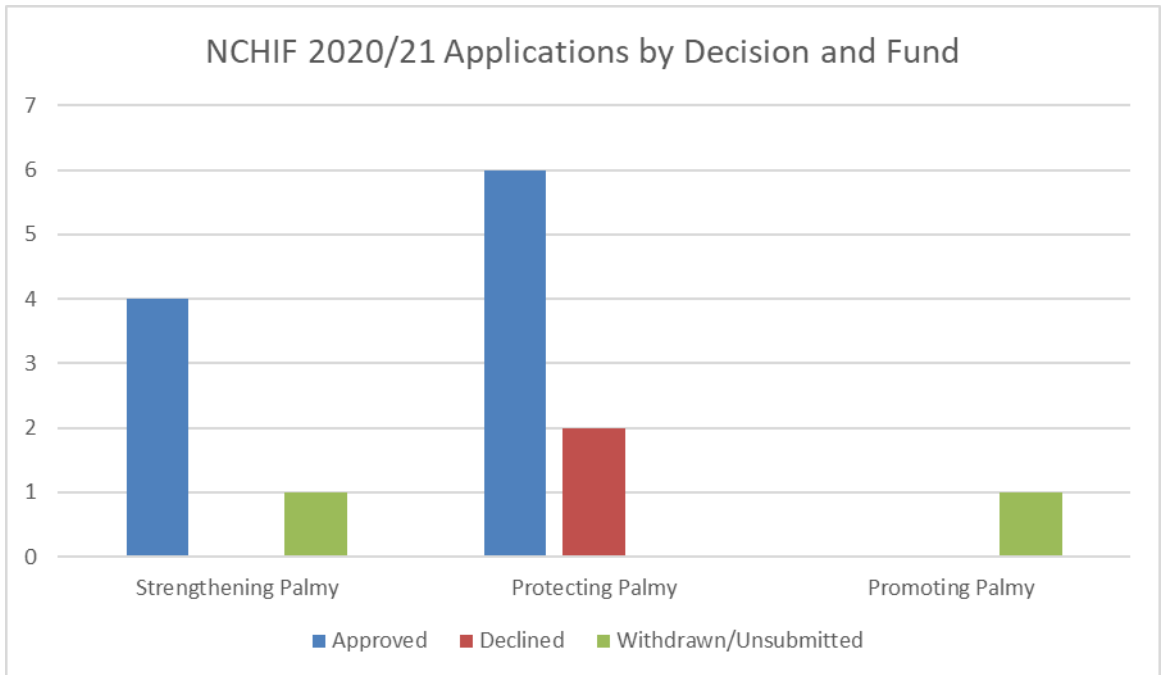
Given the requirements of the Building (Earthquake-prone Buildings) Amendment Act 2016, the priority for this fund is earthquake strengthening listed heritage buildings.

Budget 20/21: \$44,100 to support funding categories b-d above. \$151,050 to support funding the Strengthening Palmy history category.

Allocation process: For fund categories a-c, applications are assessed by one officer and peer-reviewed by another officer. For Notable Trees Palmy an eligibility check is undertaken prior to approving the application.

2020-2021 Year: See Graph 6. Note that Notable Palmy trees had not been set up into the Smartygrants system until this year. Key insights include:

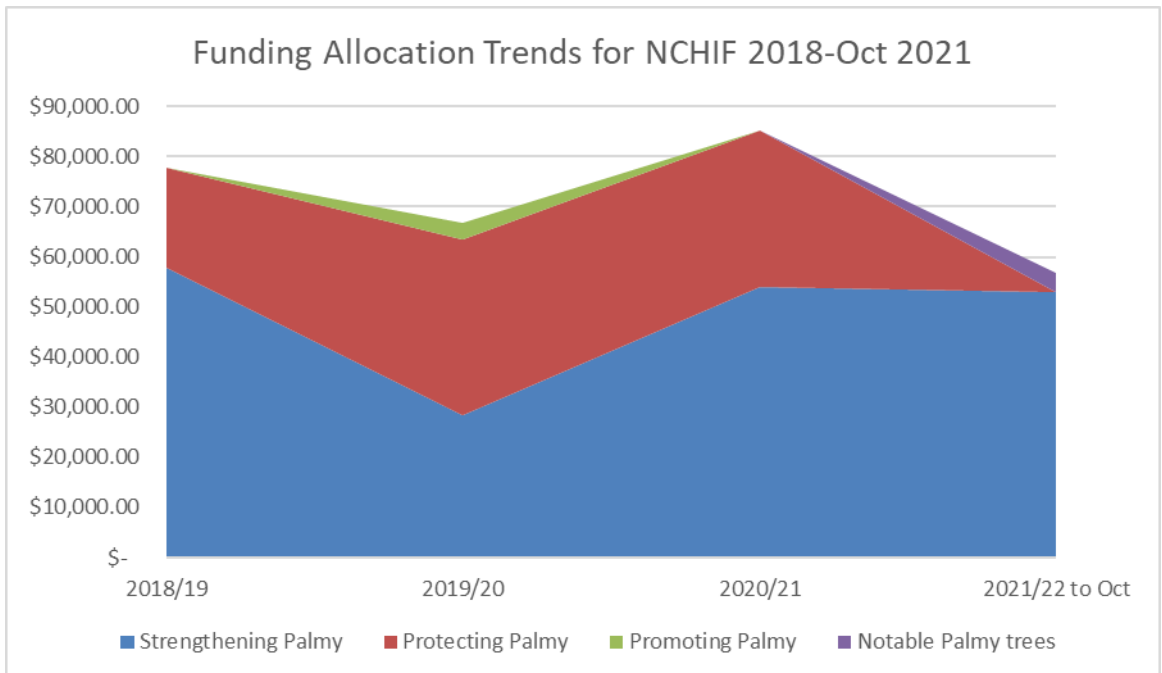
- There were no applications for Promoting Palmy history, but the historical average has been one application submitted per year.
- Applications for Strengthening Palmy history were consistent with trends from 2018/19 and 2019/20.
- Applications for Protecting Palmy history have been steadily increasing over the past three years.



Graph 6

Three-year trend:

The key Annual Plan Performance Measure is an “Increase in investment in earthquake-prone heritage buildings.” Three-year trends in Graph 7 below show that support for earthquake strengthening is on track to meet this performance measure this year. There has been a stronger level of investment to support restoration of heritage buildings in recent years.



Graph 7

Future of the fund: Priority routes identified in 2018 will have increased the imperative and eligibility of buildings that could be supported by this fund.

3.18 Palmy Unleashed (discontinued from 21/22)

Purpose: The Palmy Unleashed Fund supported events with the following outcomes:

- Unique and a little bit unexpected
- Community initiated, planned and managed
- New, or new to Palmy
- Small to medium sized
- Musical, arty, recreational, sporty, leisure focused
- Open to everyone
- Located somewhere in the city centre
- Makes use of public places like the Square, footpaths, laneways, carparks etc
- Helps boost off-peak periods and encourages people to stay longer and do more in the CBD
- One-off events, or keen to grow and become self-sustainable

Budget 20/21: \$ 50,000

Allocation process: Applications were assessed by a panel of two officers, including a first full assessment and a peer review assessment.

2020-2021 Year: \$12,00 of possible grant funding was not allocated due to lack of appropriate applications. The remaining was allocated to a variety of events within the city in a range of disciplines including cultural, performance, visual arts, crafts and sporting.

Three-year trend: It is noted that youth-targeted, agile events, including graffiti art, electronic music and food trucks, featured in most applications.

Future of the fund: As the grants component of this programme has been removed in the long-term plan, no community grants will be allocated going forward.

3.19 Palmerston North Youth Council Scholarships and Grants Fund:

Purpose: Celebrate the contribution made by young people in our city through active participation and leadership in their given field. Inspire young people to take up growth opportunities and enable access to these opportunities. Also provides a development opportunity for the Youth Council who learn about financial transparency and sound decision making. Funding categories include sports, arts, academic excellence and community contribution. Applicants must be aged 12-24.

Budget 20/21: \$6000.00

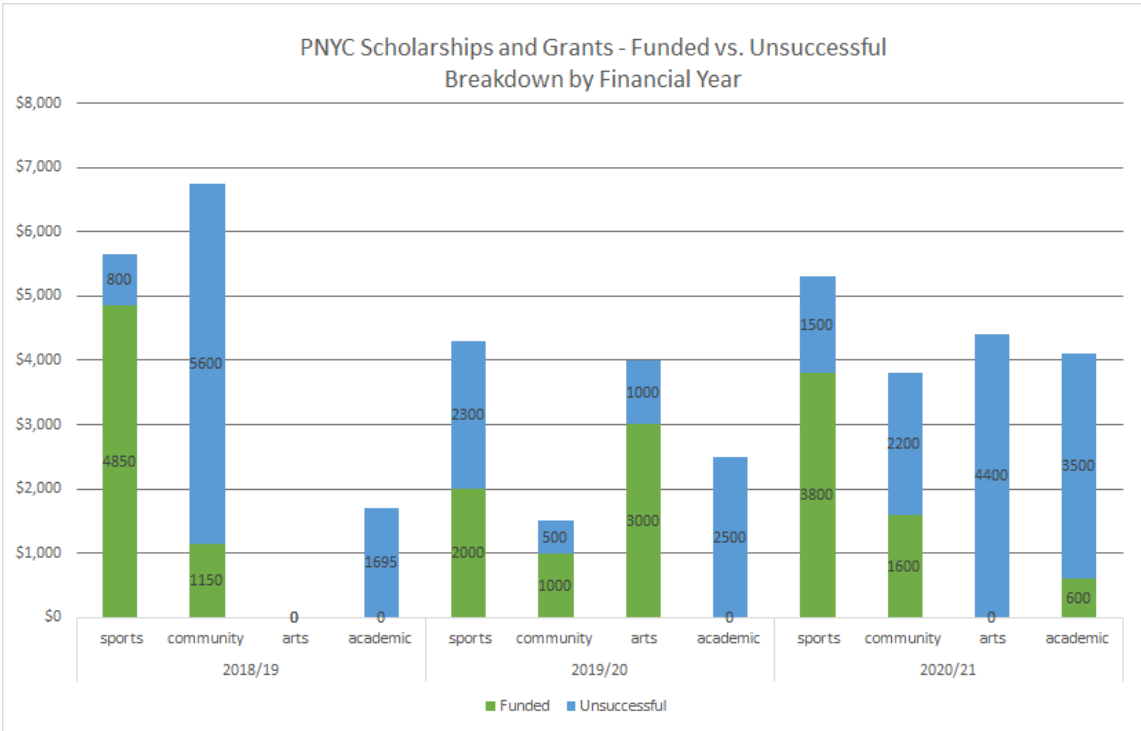
Allocation process: Once a year, allocation decisions are made by a scholarships committee, which consists of 5 to 7 youth councillors (who represent a range of schools, ages and interests) plus a council officer who

oversees the process. The amount awarded to successful applications is variable based on the amount requested but is between \$500 (minimum) and \$1150 (maximum) per applicant. The assessment process includes an initial application review, an interview with shortlisted applicants and a moderation session.

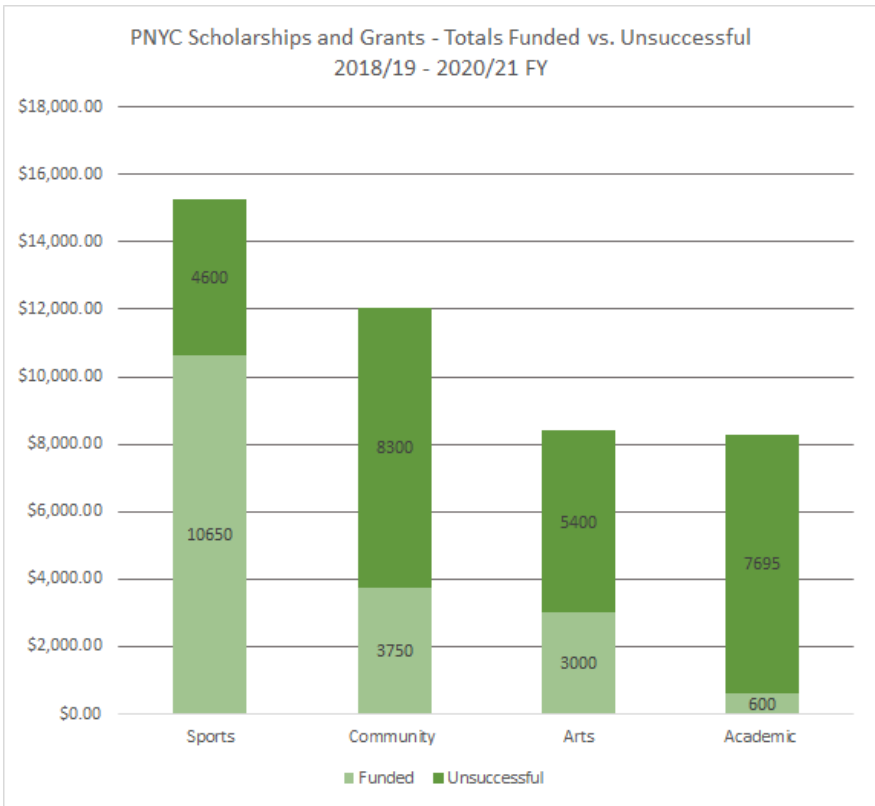
2020-2021 Year: 18 Applications were received. Of these, 7 applications were successful. A total of \$17,600 was applied for, and \$6000.00 allocated from the fund. On average, \$1600.00 was requested per application and \$857.00 was awarded.

Of these, four young people were enabled to attend national and international sports events representing the city/nation, totalling \$3800.00 in the total fund allocation. Two were awarded grants for youth led community projects totalling \$1600.00. One was awarded under the academic excellence category and the funding went towards continued school related costs of \$600.00.

Three-year trend: Across three years, \$43,995.00 has been applied for, and \$18,000.00 awarded to 23 successful applicants. As depicted in Graph 8 and 9 below, sporting endeavours have been allocated \$10,650, from the \$15,250 applied for. In community initiatives, \$3750.00 has been allocated out of \$12,050 applied for. Examples of successful applications have been youth-led music classes for former refugee young people, and a short film production for raising awareness for young people affected by diabetes. In the Arts, \$3000.00 has been allocated, out of \$8400 applied for. Successful applicants have included access to national dance conferences and youth directed play recitals. Lastly, \$600.00 has been allocated towards recognising and enabling continued academic success, out of \$8294.00 applied for.



Graph 8



Graph 9



Future of the fund: Applications for the 21/22 year have just closed at the date of writing this report. Applications for the 22/23 year will be processed through SmartyGrants. There is an intent by staff to better promote the stories of success that young people of the city have been enabled to achieve through this fund, which may include tracking scholarship alumni to demonstrate how this fund is a pathway to further success. Staff also note an intent to improve the diversity of applications, particularly in the arts and academics categories.

**4. CONCLUSION**

This report has provided a summary of the performance of Council's grant funding in the year 2021/2022. It has demonstrated the significant role grant funding plays in our community, with over two million dollars allocated annually to support the community sector, who in turn support thousands of individuals, as well as providing funding for numerous events and activities to help our city be more vibrant and creative.

In future, by moving more funds on to SmartyGrants for administration, and with an increased staff focus on data collection, particularly in terms of impact evaluation and achievement against intended outcomes, there will be increased opportunities (including in subsequent iterations of this report) to gain insight and tell the stories of what this investment is achieving for our city.

**5. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the outcomes of the Connected Community Strategy	
The recommendations contribute to the achievement of action/actions in the Community Support Plan	
The action is: Administer grants in line with the community funding policy.	
Note due to the range of funds included this report relates to outcomes and actions under multiple plans across Goals 2, 3 and 4.	

<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>Providing funding to community helps Council deliver its strategic objectives in a range of areas and provides critical support to the local for-purpose sector.</p>
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**ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Community Reference Groups - Terms of Reference

**PRESENTED BY:** Stephanie Velvin, Acting Community Development Manager

**APPROVED BY:** Chris Dyhrberg, Chief Customer Officer

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### RECOMMENDATIONS TO COUNCIL

1. That the Terms of Reference for Community Reference Groups, including the Disability Reference Group, Seniors Reference Group and the Pasifika Reference Group, be approved.
  2. That the Council confirm a liaison Councillor for each Reference Group.
- 

#### 1. ISSUE

- 1.1 On 9 June 2021, as part of 10 Year Plan deliberations, Council resolved that a Seniors Reference Group and a Pasifika Reference Group are to be established.
- 1.2 Each resolution instructed that Terms of Reference were to be developed and reported to the Community Development Committee in the 21/22 year.
- 1.3 This memorandum presents the Terms of Reference (attached) that have been developed for these two new reference groups.
- 1.4 The Terms of Reference presented also covers the Disability Reference Group and would supersede their existing Terms of Reference.

#### 2. DISCUSSION

- 2.1 The Disability Reference Group (DRG) was established in 2018. As noted in the attached Terms of Reference, the Palmerston North disability community is unique, due to a range of historical and contextual factors, and this is reflected in the special character of the DRG. Since its inception, the DRG has successfully provided valuable input into a range of council activities, and the forum has enabled progression of ideas such as the Companion Card programme.
- 2.2 Submissions to the 2021-2031 10 Year Plan earlier this year established a demand for a dedicated forum for both Pasifika and for Seniors, similar to the

Disability Reference Group, to improve liaison and provide better understanding of the impact of council activities on these communities.

- 2.3 In the process of preparing the Terms of Reference, staff have spoken with members of Papaioea Pasifika Community Trust and Age Friendly Palmerston North, whose submissions to the 10 Year Plan supported the establishment of the new reference groups.
- 2.4 Staff also worked with the Disability Reference Group to ensure that the new Terms of Reference document meets their needs and expectations, including carrying over significant clauses from their current Terms of Reference. Their current Terms of Reference has served them well during these first three years and has formed the basis of the proposed Terms of Reference in this memorandum. The new Terms of Reference would enhance the resourcing of the DRG and provide additional clarity on procedures for membership which are silent in their current document.
- 2.5 The Terms of Reference document presented acknowledges the special character, role and significance of each group, whilst also enabling all three groups to be coordinated in a clear and consistent manner by setting out a consistent level of resource and commitment.

**3. NEXT STEPS**

- 3.1 Following approval of the Terms of Reference, staff will commence the selection process for membership of the Seniors Reference Group and Pasifika Reference Group, with a view to having the groups established and operational by 30 June 2022.

**4. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Connected Communities	
The action is: Establish and support a Seniors Reference Group to liaise between	

<p>older people and Council; Establish and support a Pasifika Reference Group to liaise between Pasifika communities and Council</p> <p>Note the Community Reference Groups also contribute to the achievement of actions under Goal 5: Driven and Enabling Council, in particular Active Citizenship.</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>Developing Terms of Reference is part of the process of establishing the Pasifika and Seniors Reference Groups, which is an action in the Connected Communities Plan.</p>

**ATTACHMENTS**

1. Community Reference Groups - Terms of Reference [↓](#) 

Palmerston North City Council

# Community Reference Groups

Terms of Reference



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## 1 Introduction

### 1.1 Background, scope and purpose

Palmerston North City Council (Council) has resolved to establish several Reference Groups to ensure that engagement takes place with specific sectors of the Palmerston North community.

Reference Groups provide Council with a direct channel to hear the voices of those with lived experience in a community or demographic, with the Groups having opportunity to provide feedback on PNCC activities, including what should be considered in planning, developing or implementing activities.

Reference Groups facilitate stronger relationships between Council and community, providing Council with a better understanding of community needs and perspectives, and providing communities with a dedicated forum to have their views and ideas heard by Council.

Part of the scope and purpose of each Reference Group is to provide submissions on Council decision-making processes, including the Long-Term Plan.

### 1.2 Document purpose

The purpose of these Terms of Reference is to guide the operation of each Reference Group.

To have a common Terms of Reference for all included Community Reference Groups provides clarity to Council, council officers and the community as to how the groups will operate and sets clear expectations for Council and Reference Group members.

### 1.3 Groups covered by these Terms of Reference

Groups covered by these Terms of Reference include the following standing groups:

- Disability Reference Group
- Pasifika Reference Group
- Seniors Reference Group

New reference groups may be covered by these Terms of Reference over time.

It is noted that there are many other reference, engagement or advisory mechanisms of PNCC which have different structures and scopes, including working groups stood up for specific projects, which are not covered by these Terms of Reference.

### 1.4 Process for establishment or disestablishment of Reference Groups

Community Reference Groups of Council may be established via a resolution of Council in response to a community request or identification of community need.

Reference Groups may be disestablished via a resolution of Council.

### 1.5 Document review or amendments

These Terms of Reference will be reviewed biennially. Amendments may also be made by Council as and when Reference Groups are established or disestablished.



## 2 Disability Reference Group

At the Community Development Committee meeting on 12 June 2017, it was recommended that Council supports the formation of a Disability Reference Group to advise Council on disability issues. The Disability Reference Group was then formed in 2018.

In November 2020, the Community Development Committee recommended that Council acknowledges the Enabling Good Lives principles and seeks to integrate them into the way Council goes about its work.

The Palmerston North disability community is unique, due to a range of historical and contextual factors, and this is reflected in the special character of the Palmerston North Disability Reference Group.

The Disability Reference Group is also guided by the New Zealand Disability Strategy, which was adopted by central government in 2016:

The New Zealand Disability Strategy 2016 vision is for the Country "to be a nondisabling society – a place where disabled people have an equal opportunity to achieve their goals and aspirations, and all of New Zealand works together to make this happen".

The purpose of the Disability Reference Group is to ensure that the needs of disabled people are appropriately taken into account in the context of Council's roles and priorities. This includes:

- Representing in relation to PNCC's activities the interests, perspectives and expertise of people within our community living with impairments.
- Building strong relationships and establishing channels of communication between Council and disabled people living in our community.
- Providing guidance, advice, and support to inform the Council's planning and decision-making processes at a strategic level as well as identifying actual and potential operational gaps in PNCC's activities.

## 3 Pasifika Reference Group

In the 10 Year Plan 2021 – 2031, as a result of community consultation, Council resolved to establish a Pasifika Reference Group and a Seniors Reference Group commencing 2021/2022.

Palmerston North has growing number of Pasifika people and communities, with 5.3% of the population as at the 2018 census. 1.8% of the city were born in the Pacific Islands. At least eleven Pacific Island origin languages are spoken, with Samoan being the fourth most spoken language in the city.

Council and the Pasifika community organisations of the city have longstanding relationships, and Council is one of the only councils in New Zealand with a dedicated officer for Pasifika community development. In 2020, Council demonstrated its dedication to supporting and empowering the Pasifika communities of the city by signing a Memorandum of Understanding with the Ministry for Pacific Peoples.

The Pasifika Reference Group is a significant opportunity to build on these foundations, further strengthening relationships and enhancing Council's strategic and operational activities towards a shared goal of thriving Pacific peoples.

## 4 Seniors Reference Group

In the 10 Year Plan 2021 – 2031, as a result of community consultation, Council resolved to establish a Pasifika Reference Group and a Seniors Reference Group commencing 2021/2022.

The over 60 population in Palmerston North is approximately 19% according to the 2018 census. In line with global trends, long term projections for the city show this cohort is expected to increase in terms of proportion of population faster than all other age groups. This demographic shift will have wide ranging implications, including for housing, health, employment, financial and social issues.

While Council has worked alongside organisations who work for or with seniors for many years, including the appointment of a representative to Age Friendly Palmerston North in May 2020, a Seniors Reference Group provides a dedicated regular platform for older people's voices to be heard and considered by Council. This Group will assist Council in responding to current and future opportunities to create a city that is fit-for-purpose for all community members.

## 5 Membership

### 5.1 Group composition

Each group will have between eight and fifteen members.

Members of the Seniors Reference Group will be at least 60 years of age at the time they are appointed.

The Disability Reference Group will include disabled people and may include family members of disabled people and others from the disability sector. Disabled people must make up at least 60% of membership.

The Pasifika Reference Group will include members with a variety of backgrounds and experiences, including members from each Pasifika community in Palmerston North. Members will have connection to and experience working with Pasifika families and communities.

Groups will have at least one member with lived experience in Te Ao Māori. The representation of Māori members may not be applicable to the Pasifika Reference Group.

Groups may be attended by one nominated liaison Councillor for communication purposes. The Councillor is not a member of the group.

### 5.2 Selection process

Membership selection will be guided by the following process.

The selection process of group members will commence with a call for expressions of interest. Expressions of interest will be called for publicly via PNCC's communication channels, which will include promotion via relevant community networks.

Selection decisions will be made by a panel, including: a member of the current group as nominated by the group, the Councillor liaison and the council officer liaison. For new groups with no existing members, the panel will include the Councillor liaison and the

council officer liaison only; the panel may consult relevant community representatives to assist in selection decisions for new groups.

Group members need to:

- live within the boundaries of Palmerston North City Council at the time of selection
- be available to regularly attend (either online or in person) and contribute to meetings as scheduled

Group members need to have:

- lived experience as relevant to the purpose and/or demographic of the group
- a broad knowledge of issues relevant to the group
- good relationships and networks with relevant communities
- the ability to work effectively in a team
- an understanding of Te Tiriti o Waitangi

Subject to the above criteria, during selection the panel will have regard to maintaining an appropriate balance of people, including consideration of gender mix, cultural background, lived experiences, and age.

After the initial establishment of the Reference Group, new members will only be sought if a group drops below minimum numbers. The exception to this is if, as a result of a member exiting, the Group determines that the representative balance of the Group is negatively impacted.

### **5.3 Process for exiting members**

Members may resign from the Group at any time via written notification to the council officer liaison for the Reference Group. Advance notice of one month from the resignation date is preferred.

## **6 Meetings**

### **6.1 Frequency**

Each group will meet at least four times per year. A provisional meeting schedule will be agreed annually. This schedule can be varied throughout the year.

### **6.2 Resourcing**

PNCC will support each Reference Group with a designated council officer, who will provide administrative support and act as liaison for other council officers.

PNCC is responsible for providing Group members with an induction explaining the Council's function and processes, and the role of the Reference Group.

PNCC will provide each new Reference Group member a copy of these Terms of Reference.

PNCC will provide an appropriate venue for meetings.



## MEMORANDUM

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Portfolio Update - People and Community - March-November 2021

**PRESENTED BY:** Councillor Lorna Johnson, Lead Councillor, People and Community Portfolio

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### RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE

1. That the Committee receive the Portfolio Update – People and Community for information.
- 

#### Portfolio membership

Cr Rachel Bowen, Cr Renee Dingwall, Cr Lew Findlay, Cr Pat Handcock, Cr Zulfiqar Butt, Cr Billy Meehan, Cr Lorna Johnson (Lead)

#### Portfolio scope

Community sector, seniors and older persons, youth, multicultural, children and families, arts and culture, Pasifika, Rainbow.

#### Portfolio goals (to achieve over 3 years)

- To support a connected and safe community (Goal 3)
- To engage with the community sector, strengthen relationships and identify opportunities and issues
- To support Palmerston North to be recognised as an Age Friendly City
- To support Palmerston North to be accredited as a Welcoming Community

#### Activity summary

The members of this portfolio have attended a wide range of events and meetings engaging with the community sector over the past 9 months, which includes periods of level 4 and level 3 Covid-19 restrictions. I am grateful for their commitment to the community.

Short description	Stakeholder (group, indiv etc)	Engagement type (event, discussion etc)	Members (note who attended)
Welcoming Communities Advisory Group 2/3, 25/5, 29/6, 10/8, 21/9, 2/11	Multicultural	Meeting	LJ
Meeting with PNCSC Manager 8/3, 4/6, 29/10	Social services sector	Meeting	LJ
Presentation to social work students 12/3	Community	Discussion	LJ
Race Relations Day shared lunch 17/3	Multicultural	Social event	LJ
Community Services Council member meetings 18/3, 8/4, 10/6, 12/8	Social services sector	Meeting	LJ
Afghan cultural celebration 20/3	Multicultural	Social event	LJ
Palmerston North Esplanade Scenic Railway AGM 21/3	Community group	Meeting	LJ
Te Manawa presentation of Alzheimer's certification 22/3	Arts sector	Event	LJ
Welcome for visiting artist 23/3	Arts sector	Social event	LJ
Meeting with Te Whare Koha staff 25/3	Social services	Meeting	LJ
Showing of Rurangi at Te Manawa 26/3	Arts/Rainbow	Event	LJ
Relay For Life Opening	Community	Event	LJ
PNCC Housing summit 30/3	Community	Event	LJ
Opening of Suffrage in Stitches exhibition at Te Manawa 1/4	Arts /Heritage	Event	LJ
Visit to Pass it on Manawatu 8/4	Community group	Meeting	LJ
Glittfab Wellbeing Network 13/4, 8/6, 12/8	Rainbow	Meeting	LJ

LTP presentation to Community sector 15/4	Social services sector	Presentation	LJ
New Zealand Indian Association Conference opening and gala dinner 17/4	Multicultural	Event	LJ
Esplanade Day 18/4	Children and Families	Event	LJ
LTP presentation to Arts sector 22/4	Arts sector	Presentation	LJ
Meeting with Hancock House tenants 23/4	Social services sector	Meeting	LJ
ANZAC Day dawn and civic services	Heritage	Event	LJ
May Day Concert 1/5	Arts/Community	Event	LJ
Hokowhitu Centre AGM 3/5	Community group	Meeting	LJ
Duke of Edinburgh awards ceremony 6/5	Youth	Event	LJ
Bhutanese School opening at Milson School 7/5	Multicultural	Event	LJ
Shared meal during Ramadan with Manawatu Muslims Associations 9/5	Multicultural	Social event	LJ
Eid celebration at IPU 16/5	Multicultural	Social event	LJ
Launch of Safety Advisory Board strategy 20/5	Community	Event	LJ
Massey Creative Writing celebration 21/5	Arts sector	Event	LJ
PNCS network event 31/5	Social services sector	Event	LJ
Opening of WAI exhibition at Square Edge 4/6	Arts sector	Event	LJ
Drag Bingo 5/6, 23/10	Rainbow	Social event	LJ
Ibrahim Omer MP and Welcoming Communities 17/6	Multicultural	Meeting	LJ

World Refugee Day at Te Manawa 21/6	Multicultural	Event	LJ
Youth Council Meeting 24/6	Youth	Discussion	LJ
Local History Symposium 8/7, 9/7	Heritage	Event	LJ
Meeting with Unions Manawatu 9/7	Community	Meeting	LJ
World on Stage 9/7	Arts/Multicultural	Event	LJ
Matariki Festival 10/7	Community	Event	LJ
Papaioea Place opening 13/7	Community	Event	LJ
Meeting with MMC exec 15/7	Multicultural	Meeting	LJ
Just Zilch 10 <sup>th</sup> Birthday 15/7	Social services	Event	LJ
Meeting with Bruce Maden TANCS 21/7	Social services	Meeting	LJ
Global Parents Festival at Te Manawa 24/7	Multicultural/Children and Families	Event	LJ
Eid celebration IPU 25/7	Multicultural	Event	LJ
Rovers tour of Council 27/7	Youth	Event	LJ
PARS AGM 28/7	Community group	Meeting	LJ
Friends of Ireland event 30/7	Multicultural	Event	LJ
Ministry of Ethnic Communities launch 17/8	Multicultural	Event	LJ
Housing Advice Centre AGM 27/9	Community group	Meeting	LJ
PN CSC AGM 30/9	Social services	Meeting	LJ
MaLGRA morning tea 8/10	Rainbow	Event	LJ
Housing Needs Monitoring Group 19/10	Community group	Meeting	LJ
ARCS AGM 21/10	Community group	Meeting	LJ



Youth Council Scholarships evening	Youth	Event	LJ
Manawatu Multicultural Council AGM 26/10	Multicultural	Meeting	LJ
Manawatu Community Housing Trust AGM 27/10	Community group	Meeting	LJ
Mina McKenzie Lecture 1/11	Heritage	Presentation	LJ
TANCS AGM 7/11	Community Group	Meeting	LJ
Homes for People 10 year celebrations 13/11	Community Group	Event	LJ

Short description	Stakeholder (group, indiv etc)	Engagement type (event, discussion etc)	Members (note who attended)
Caccia Birch Family Day Out	Community/ Performing Arts sector	Concert	RB
What's a Samoan - Papaioea FoA	Performing Arts/multicultural sector	Performance	RB
Children's Holocaust Memorial Exhibition	Museum/Heritage sector	Exhibition opening	RB
Central Region Theatre Awards	Performing Arts sector, stakeholders, sponsors.	Awards ceremony, presenting.	RB
Papaioea FoA closing night	Performing Arts sector, stakeholders, sponsors	Performance	RB
World Fair Day	Multicultural, Performing Arts sector	Performances/market day	RB
Potted Potter	Performing Arts sector, sponsors, stakeholders	Opening Night	RB
Exhibition opening/book launch Karl Maughan	Visual arts/literature, sponsors, stakeholders	Exhibition opening	RB
Exhibition opening/book launch Catherine Daniels	Visual Art, community arts, literature.	Exhibition opening	RB

	Sponsors, stakeholders		
Women Leaders paving the Way: UCOL Women's Day Panel	Community sector	Public talk	RB
A Midsummer Night's Dream	Performing Arts sector, sponsors, stakeholders (Massey, SECA)	Opening Night	RB
Streaking thro the 70s: PNBHS, PNGHS	School/performing Arts sector, sponsors, stakeholders	Opening Night	RB
Race Relations Day lunch	Multicultural, performing arts	Shared lunch	RB
French Film Festival and language week	Multicultural	Opening event	RB
He Kupu Rangatira opening	Multicultural, visual arts/sculpture, sponsors, stakeholders	Opening celebration	RB
Dementia Friendly Status Award at/for Te Manawa	Community/museum sector	Award presentation	RB
Welcome/Opening Night/ for cast of Winding Up	Centrepoin t/performi ng arts sector.	Mihi Whakatau Opening night.	RB
Making your EQ-prone building safe – presentation	Heritage/community	Public presentation	RB
NZ Rural Sculpture Awards	Visual arts/sculpture	Judging competition	RB
Film screening at Te Manawa: Rurangi	Community/ visual arts/MPs	Screening of NZ film directed by ex-local.	RB
Relay for Life	Community	Annual cancer fundraiser	RB
Suffrage in Stitches – collaboration with Wellington Museum, Vinnies ReSew and the community	Visual Arts sector, community, sponsors, stakeholders	Exhibition opening	RB
Act Three Productions: Chicago	Performing Arts sector, sponsors, stakeholders	Opening Night	RB
Short film screening at Globe Theatre	Visual Arts sector, CCNZ, sponsors,	Screening, discussion	RB

	stakeholders		
Wildlife Photographer of the Year Exhibition at Te Manawa	Visual Arts/museum sector, sponsors, stakeholders	Exhibition opening	RB
Code-switch performance at Globe Theatre	Performing/visual/school Art sector, CCNZ.	Performance	RB
So You Think You Can Drag, Palmy – The Darkroom (x2)	Community/Performing Arts sector, sponsors, stakeholders	Judging performance, presenting awards	RB
Up Down Girl – Circa, Wellington	Community/performing arts/sector support	Opening night of a production that was developed and funded with funding from PNCC	RB
Palmy Arts Clash	Visual arts sector, community	Art competition and auction	RB
Act Three Productions AGM	Performing Arts sector	AGM	RB
Operation Grapple at Te Manawa	Visual Arts/museum sector, sponsors, stakeholders	Exhibition opening	RB
Raw Comedy Quest Globe Theatre	Performing Arts sector, sponsors, stakeholders	Judging performance, presenting awards	RB
Massey University Drama Society presentation	Performing Arts sector, stakeholders	Opening Night	RB
PACANZ AGM	Performing Arts sector, stakeholders	AGM	RB
Muse, SECA	Visual Arts sector, sponsors, stakeholders	Exhibition opening	RB
Manawatu Sinfonia Autumn Concert	Performing Arts sector, sponsors, stakeholders	Performance	RB
Untitled Creative Futures Conference	Arts sector, stakeholders	Opened conference on behalf of the Mayor	RB
Manawatu International Jazz and Blues Festival	Performing Arts sector, sponsors, stakeholders	Performance	RB
WAI Women's Art Initiative	Community/visual arts sector, CCNZ,	Exhibition opening	RB

	stakeholders		
Complete History of PN Abridged to Centrepont	Performing Arts /heritage sector, sponsors, stakeholders	Mihi Whakatau Opening night. Volunteers Night PN150 event	RB
Memorial Park blessing	Community/ stakeholders/sponsors	Dawn Blessing	RB
Opening of Curious Contraptions at Te Manawa	Visual Arts/museum sector, sponsors, stakeholders	Exhibition opening	RB
Cornerstone School production of Esther The Musical	Performing arts sector, sponsors, stakeholders	Opening night	RB
PN 150: Papaioea exhibition SECA	Visual Arts/heritage sector, sponsors, stakeholders	Exhibition opening	RB
Heritage Symposium	Heritage, sponsors, stakeholders	Public talk	RB
World on Stage 2021	Community/ performing arts sector, sponsors, stakeholders	Performance	RB
Manawatu Art Expo 2021	Visual Arts/ sponsors, stakeholders	Exhibition opening	RB
Aladdin – Manawatu Youth Theatre	Performing Arts sector, sponsors, stakeholders	Opening night	RB
Calendar Girls – Globe Theatre	Performing arts sector, regional support	Opening night	RB
Tina White celebration	Heritage/stakeholders	Private function	RB
Back to the 80s – Awatapu College	Performing arts sector, sponsors, stakeholders	Opening night	RB
Validate: SECA	Visual Arts/schools/CCNZ	Exhibition opening	RB
Act Three Productions: We Will Rock You	Community/performing arts sector, sponsors, stakeholders	Opening Night	RB
Lauren Lysaght at Te Manawa	Visual Arts/museum sector, sponsors,	Exhibition opening	RB

	stakeholders		
Palmy Companion Card launch	Community/arts sector	Event	RB
Regent on Broadway AGM	Heritage sector, CCO	AGM	RB
PNDA Gala	Performing arts/community sector, sponsors, stakeholders	Gala event	RB
Malgra welcome to Community House	Community sector	Morning tea	RB
Art Trail Manawatu – Trail Mix	Visual Arts/CCNZ, sponsors, stakeholders	Exhibition opening	RB
Palmy Drag Fest	Performing Arts/community sector/ CCNZ sponsors, stakeholders	Performance	RB
Cringeworthy – 80s edition at Centrepont	Performing arts sector, sponsors, stakeholders	Opening Night	RB
PN150: Who are We, Globe Theatre	Performing arts/community sector, sponsors, stakeholders	Performance	RB
Local History Awards	Heritage/community sector	Reading citations, presenting awards	RB
Armistice Day/Poppy Places Trust presentation	Heritage/community sectors/stakeholders	Commemorative event	RB
Homes for People birthday celebration	Community	Event	RB

Short description	Stakeholder (group, indiv etc)	Engagement type (event, discussion etc)	Members (note who attended)
Festival of Cultures Lantern Parade	Public / Pasifika	Event	Renee Dingwall
Festival of Cultures World Fair Day	Public / Pasifika	Event	Renee Dingwall

One Billion Rising discussion on raising awareness of violence against women	One Billion Rising Manawatu group	Meeting	Renee Dingwall
Papaeoia Pasifika Community Trust (PPCT) update on recent mahi and future projects	PPCT / Pasifika	Meeting	Renee Dingwall
Regional & Pacific Zoom Fono on Covid vaccinations rollout	Pasifika Leaders / Ministry of Pacific Peoples	Zoom Fono/hui	Renee Dingwall
Introductions at PN Youth Council meeting	PN Youth Council	Meeting	Renee Dingwall
The Secret Keeper Book Launch at Square Edge	Public / Arts	Event: Book Launch	Renee Dingwall
Springsteen Tribute at The Globe	Public / Arts	Event	Renee Dingwall
Women Leaders Paving the Way at UCOL	Public / CEDA	Talk	Renee Dingwall
Spoke at Summer Shakespeare Opening Night	Public / Arts	Event: Launch	Renee Dingwall
Creative City Conversations at The Globe	Public	Talk	Renee Dingwall
Race Relations Pot Luck at PNCC Library	Public / Pasifika	Event	Renee Dingwall
Creative Communities Scheme Funding Panel interviews	Creative Communities NZ / Arts	Funding Panel	Renee Dingwall
Manawatu Reuniting Refugee Families fundraiser at Focal Point	Manawatu Reuniting Refugee Families	Fundraiser	Renee Dingwall
Distancing Movie at The Globe	Public / Arts / CCNZ	Event	Renee Dingwall
LTP Community Sector Meeting at Hancock House	Community Sector	LTP consultation	Renee Dingwall
Wildlife Photographer Exhibition at Te Manawa	Public / Arts	Event: Launch	Renee Dingwall
Code Switch at The Globe	Public / Arts / CCNZ	Event	Renee Dingwall
Lets Talk Van at Esplanade Day	Public	Event	Renee Dingwall
LTP Arts Sector Meeting	Arts Sector	LTP consultation	Renee Dingwall

at Square Edge			
May Day Concert	Public	Event	Renee Dingwall
Spoke at Talanoa with Teanau and Renee	Pasifika	Talk	Renee Dingwall
Presented awards at Massey University Pacific Graduates Celebration	Massey University / Pasifika	Event: Celebration	Renee Dingwall
The Poet: A Song Cycle at Cathedral of Holy Spirit with Renaissance Singers	Public / Arts / CCNZ	Event	Renee Dingwall
Crack Up with the Cuzzies at Globe Theatre	Public / Pasifika	Event	Renee Dingwall
Sista, Stanap Strong Book Launch	Public / Arts / Pasifika	Event: Book Launch	Renee Dingwall
Morning tea with the community sector	Community Sector	Event	Renee Dingwall
PN Youth Council June meeting	PN Youth Council	Meeting	Renee Dingwall
Spoke at PPCT Board Meeting	PPCT / Pasifika	Meeting	Renee Dingwall
Manawatu Tenants Union AGM	Manawatu Tenants Union	AGM	Renee Dingwall
English speeches judge for Pasifika Fusion at The Regent	Pasifika	2 day Event	Renee Dingwall
World on Stage	Public / Pasifika	Event	Renee Dingwall
Matariki Puanga Festival	Public	Event	Renee Dingwall
Interfaith Youth Hui at Youth Space	Interfaith	Hui	Renee Dingwall
Manawatu Home Show at Arena	Public	Event	Renee Dingwall
Dawn Raids Apology in Auckland Town Hall	Pasifika	Event	Renee Dingwall
A Complete History of Palmerston North Abridged at Centrepoint Theatre	Public / Arts	Event	Renee Dingwall
Spoke at Cook Island Language Week Celebration	Pasifika	Event	Renee Dingwall
Citizenship Ceremony at Conference Centre	New citizens and their friends and whanau	Event	Renee Dingwall
GLITTFAB meeting	Rainbow community /	Meeting	Renee Dingwall

	community sector		
Spoke at Unions Manawatu meeting	Unions Manawatu	Meeting	Renee Dingwall
Launch of Companion Card	Mana Whaikaha / disability community	Event: Launch	Renee Dingwall
PN Armageddon Expo at Arena	Public	Event	Renee Dingwall
Regional & Pacific Zoom Fono August	Pasifika Leaders / Ministry of Pacific Peoples	Fono / hui	Renee Dingwall
Creative Communities Scheme September Funding Panel interviews / decision meeting	Creative Communities NZ / Arts	Funding Panel meetings	Renee Dingwall
PN Community Services Council meeting	PNCSC / community sector	Meeting	Renee Dingwall
Environment Network Manawatu AGM	ENM / community sector	AGM	Renee Dingwall
Super Saturday Vaccination Drive at various locations	Public / Pasifika	Event	Renee Dingwall
Squaring Up with Renaissance Singers at St Peters Church	Public / Arts / CCNZ	Event	Renee Dingwall
Palmy Drag Fest at The Globe	Public / Arts / CCNZ / rainbow community	Event	Renee Dingwall
The Globe Theatre AGM	The Globe Theatre	AGM	Renee Dingwall
Interview on Making Palmy Home radio show at Manawatu Peoples Radio	Public / Manawatu Peoples Radio	Interview	Renee Dingwall
Abuse and Rape Crisis Support (ARCS) AGM	ARCS	AGM	Renee Dingwall
PN Youth Council Scholarship Ceremony	PN Youth Council	Event: Celebration	Renee Dingwall
Spoke at Hall opening celebration at Malamalama Moni Aoga Amata EFKS	Malamalama Moni Aoga Amata EFKS / Pasifika	Event	Renee Dingwall
Manawatu Chamber of Commerce AGM	MCoC	AGM	Renee Dingwall
National Council of Women Manawatu meeting	NCW Manawatu	Meeting	Renee Dingwall
MCoC Leaders Series at	MCoC	Talk	Renee Dingwall



The Globe			
PN Neighbourhood Support AGM	PN Neighbourhood Support	AGM	Renee Dingwall

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Short description	Stakeholder (group, indiv etc)	Engagement type (event, discussion etc)	Members who attended (note who)
25/2/21 Palmy Paddle Challenge		Cycling	Councillors and Council Officers
27/2/21 Festival of Cultures			
28/2/21 Palmy Plastic Challenge			
6/3/21 Burmese/Rohingya Community Lunch	Members of the local Burmese/Rohingya and general Muslim Community		
20/3/21 Afghan Community AGM		Meeting/Discussion	
27/3/21 Relay for life			Mayor, Deputy Mayor and councillors
3/4/21 Community Dinner	Pakistani Families		
9/4/21 Dawn Blessings Arena Manawatu			
9/4/21 Climate Strike/School Strike 4 Climate			
16/4/21 Globe Theatre Code-Switch Live Cinema Production			
17/4/21 Central Indian Association's Annual Conference			
18/4/21 Esplanade Day			
20/4/21 Iftar Dinner at Pakistan High Commission in			

Wellington			
28/4/21 Workers Memorial			
1/5/21 Palmy Plastic Challenge		Presentation	
3/5/21 Middle East and Islamic Studies Network Launch		Launch at Wellington Campus of Otago University	
5/5/21 Prize Giving, Bachelor of Resource and Environment Planning		Award Ceremony	
5/5/21 Awapuni Library BPO Drop in session		Meeting/Discussion	Councillors and Council Officers
6/5/21 Citizenship Ceremony			Mayor, Deputy Mayor and councillors
6/5/21 Bhutanese Society function and dinner			
17/5/21 Eid Celebrations in Parliament			
20/5/21 Launch of Safety Advisory Board 5-year strategy			
9/7/21 City Local Heritage Conference			
23/6/21 Homes for People Midyear Xmas dinner			
29/6/21 Peoples Radio-Indian/Punjabi programme			
1/7/21 Ministry for the Ethnic Communities; Inauguration function at the Parliament			

9/7/21 World on Stage			
9/7/21 Unions Manawatu meeting			
10/7/21 Matariki event			
13/7/21 Dawn Blessing Papaioea Place			
13/7/21 Opening Papaioea Place			
25/7/21 MMA Eid celebrations			
26/7/21 Manawatu Food Network Hui			
29/7/21 Returning Refugees AGM			
29/7/21 Attended a public event; Black caps visit to Palmy			
8/8/21 Community dinner and 70 <sup>th</sup> birthday party			
12/8/21 Citizenship ceremony			
13/8/21 Victoria Esplanade New Entrance Dawn Blessings			
14/8/21 Pakistan Independence day celebrations- Wellington			
17/8/21 Meeting with the CEO and staff of the new Ministry for Ethnic Communities			
10/9/21 Participated in Community Badminton Tournament			

21/9/21 Attended Welcoming Community Advisory Group meeting online			
14/10/21 Attended ENM AGM (online)			
26/10/21 Attended MMC AGM			
29/10/21 Participated in Dawn Blessings ceremony for the Bunnythrope Community Centre			
2/11/21 Participated in Welcoming Communities Advisory Group Meeting			
11/11/21 Participated in Armistice day service			

N.B. Above list does not include councillors other than the portfolio holders who may have also attended events relevant to the portfolio.

**Opportunities and Issues summary**

Community groups appear to be coping well with Covid-19 challenges this year, with some groups able to access extra external funding in terms of government grants. Cost of leases and needing to expand premises is a challenge.

For residents, cost and availability of housing is still a pressing issue.

Arts sector is still finding it hard to operate successfully with current Covid-19 restrictions, but venues who have been more flexible (such as The Globe and The Regent) have helped with this.

**ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Portfolio Update - Safe City - November 2021

**PRESENTED BY:** Councillor Pat Handcock, Lead Councillor - Safe City Portfolio

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### RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE

1. That the Committee receive the Portfolio Update- Safe City report for information

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#### Portfolio membership

Crs Vaughan Dennison & Renee Dingwall

#### Portfolio scope

Goal 3: A connected and safe community

#### Portfolio goals

- Coordinating and facilitating the work of the Safety Advisory Board
- Building resilience and disaster preparedness for civil defence and emergency situations
- Meeting regulatory responsibilities
- Maintaining Palmerston North’s Safe City Accreditation

#### Activity summary

Short description	Stakeholder (group, individual etc)	Engagement type (event, discussion etc)	Members (note who attended)
19 February: Neighbourhood Support (NHS) Board Meeting	Stakeholder	Discussion/planning	PH
22 February: Meeting with Police District Commander	Stakeholder	Discussion	PH
13 March: Community Patrol (CPNZ) Training Conference (Council representation)	Stakeholder	Conference	PH
16 March: Safety Advisory	Council Officers	Planning	PH

Board (SAB) Agenda Meeting			
19 March: NHS Board meeting	Stakeholder	Discussion/planning	PH
23 March: Meeting with Inspector Ross Grantham (Police)	Individual	Discussion/planning	PH
25 March: SAB Meeting	Stakeholder	Discussion	PH
26 March: Keeping All Workers Safe (KAWS) event planning meeting	Stakeholder	Discussion/planning	PH
30 March: Police 'Awhi' project briefing	Stakeholder briefing	Discussion	PH
16 April: NHS Board Meeting	Stakeholder	Discussion	PH
16 April: KAWS event planning meeting	Stakeholder	Discussion/planning	PH
22 April: KAWS event planning meeting (Zoom)	Stakeholder	Discussion/planning	PH
6 May: SAB Meeting	Stakeholder	Discussion/planning	PH
11 May: Meet residents in Centennial Drive re traffic safety and pedestrian concerns	Resident Concerns	Discussion	PH & LH
20 May: Launch SAB Strategic Outcomes Framework	Stakeholders	Public launch/event	PH, RD
21 May: NHS Board Meeting	Stakeholder	Discussion	PH
24 May: Meet with Tracey Te Huia, Chairperson of Regional Intersectoral Network to discuss alignment of entities/strategies	Stakeholder	Discussion	PH
25 May: Stakeholder meeting re beggar/street people issues within the CBD	Stakeholder	Discussion	PH, LH
18 June: NHS Board Meeting	Stakeholder	Discussion	PH
24 June: SAB Meeting	Stakeholder	Discussion	PH
29 June: Stakeholder meeting re beggar/street people issues within the CBD	Stakeholder	Discussion	PH
5 July: Meeting with WorkSafe re membership of the SAB	Stakeholder	Discussion	PH & Council Officers
6 July: Meeting with Corrections re direction of SAB	Stakeholder	Discussion	PH
9 July: Meeting with Council Officers and Safer Community Foundation, New Zealand	Stakeholder consultation by SCFNZ	Discussion	PH & Council Officers

(SCFNZ) re future of			
16 July: NHS Board Meeting	Stakeholder	Discussion	PH
20 July: Meeting pf SAB Focus Area leads	Stakeholder		PH & Council Officers
21 July: Meeting with NZDF re membership of SAB	Stakeholder	Discussion	PH & Council Officers
2 August: Meeting with Materoa Mar (Te Tihi/Whanau Ora Strategic Innovations Development Group) re alignment of entities and strategies to support safe, cohesive and resilient communities	Stakeholder	Discussion	PH
3 August: Future options for SCFNZ	Stakeholder	Discussion	PH
3 August: Beggars/street people stakeholder group meeting	Stakeholder	Discussion	PH
5 August: SAB Meeting	Stakeholder	Discussion	PH
2 September: Meeting with Chief Infrastructure Officer re Safe Cities and issues around anti-social behaviour	Individual	Discussion	PH
6 October: Stakeholder meeting re rangatahi issues in CBD	Stakeholders	Discussion	PH & Council Officers
15 October: Meet with Council officers re SAB	Internal	Discussion	PH & Council Officers
15 October: NHS Board Meeting	Stakeholders	Discussion	PH
19 October: Stakeholder meeting re rangatahi issues in CBD	Stakeholders	Discussion	PH & Council Officers
26 October: Meeting with Police District Commander re community safety issues and pressure points	Individual	Discussion	PH
28 October: SAB meeting	Stakeholders	Discussion	PH

## Summary

- Safety Advisory Board Strategic Outcomes Plan launched in May. There has been some progress with developing focus areas, however there is some lag due to organisational pressures caused through Covid-19.
- Two stakeholder groups have been working in recent months on Street People/Beggar issues within the CBD and secondly a stakeholder group has been focussing on some anti-social behaviour of rangatahi within the CBD. Subject to ongoing work.
- Council officers have committed to exploring solutions to mitigate 'street racer' issues being experienced on the outskirts of Palmerston North city.
- Exploring opportunities to create better community safety and community development alignment across the Safety Advisory Board, WOSIDG and the Regional Intersectoral Network has commenced with some informal talks.

## Subsequent recommendations for consideration

1. Nil
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## Attachments

Nil



## **COMMITTEE WORK SCHEDULE**

**TO:** Community Development Committee

**MEETING DATE:** 1 December 2021

**TITLE:** Committee Work Schedule

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### **RECOMMENDATION TO COMMUNITY DEVELOPMENT COMMITTEE**

1. That the Committee receive its Work Schedule dated December 2021.

### **ATTACHMENTS**

1. Committee Work Schedule - December 2021 [↓](#) 

## COMMUNITY DEVELOPMENT COMMITTEE

### COMMITTEE WORK SCHEDULE – DECEMBER 2021

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	<del>December 2021</del> TBC	Welcoming Communities Programme Annual Report	Chief Customer Officer		5 August 2020 37.2
2.	<del>December 2021</del> TBC	Feasibility of introducing a Companion Card for those with permanent disabilities – 12 month review	Chief Customer Officer		5 August 2020 Clause 34.4
3.	<del>December 2021</del> 2022	Presentation - Disability Reference Group			Invitation to present annually 4 November 2020 Clause 41-20
4.	2022	Investigate options for a Night Shelter	Chief Customer Officer		Committee of Council 9 June 2021 Clause 31.13-21
5.	2022	<del>Seniors Reference Group Terms of Reference</del>	<del>Chief Customer Officer</del>		<del>Committee of Council 9 June 2021 Clause 31.17-21</del>
6.	2022	<del>Pasifika Reference Group Terms of Reference</del>	<del>Chief Customer Officer</del>		<del>Committee of Council 9 June 2021 Clause 31.20-21</del>

Oasis # 13972409