

The Chairman and Councillors

Environmental Enhancement Fund Subcommittee

NOTICE IS GIVEN that the next meeting of the **Environmental Enhancement Fund Subcommittee** will be held in the **Conference Room, Princes Gate Hotel, 1057 Arawa Street, Rotorua:**

EMBARGOED

Until 2 working days before meeting on:

Friday, 24 June 2011

commencing at 1.00 p.m.

Members please note lunch will be available at 12.30 p.m.

Mary-Anne Macleod
Acting Chief Executive

17 June 2011



Environmental Enhancement Fund Subcommittee – Terms of Reference

Delegated Function

To oversee the administration of the Council's Environmental Enhancement Fund including approving funding applications.

Membership

Five Councillors.

Term of the Committee

For the period of the 2010/2013 Triennium unless discharged earlier by the Parent Committee or the Regional Council.

Specific Responsibilities and Delegated Authority

The Environmental Enhancement Fund Subcommittee is delegated the power of authority to:

- 1 Approve and allocate grants of \$5,000 or more as provided for annually in the Ten Year Plan and Annual Plan and any unspent funds from the previous financial year.
- 2 Receive reports on outcomes as a result of allocating funds including grants under \$5,000.
- 3 Review the Environmental Enhancement Fund Policy Manual annually and recommend alterations if necessary.

Note:

The Environmental Enhancement Fund Subcommittee reports to the Operational Monitoring and Regulation Committee.

Public Forum

1. A period of up to 15 minutes shall be set aside near the beginning of the meeting to enable members of the public to make statements about any matter on the agenda of that meeting which is open to the public, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow.
2. The time allowed for each speaker will normally be up to 5 minutes but will be up to the discretion of the chair. A maximum of 3 public participants will be allowed per meeting.
3. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive (Governance Team) by 12.00 noon of the working day prior to the meeting and the Chair's approval has subsequently been obtained. The application shall include the following:
 - name of participant;
 - organisation represented (if any);
 - meeting at which they wish to participate; and matter on the agenda to be addressed.
4. Members of the meeting may put questions to any public participants, relevant to the matter being raised through the chair. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions.

Committee Membership

Chairman:	I Noble
Deputy Chairman:	P Sherry
Councillors:	R Bennett, N Oppatt, M Whitaker
Secretary:	S Cubbon

Recommendations in reports are not to be construed as Council policy until adopted by Council.

Agenda

1 **Apologies**

2 **General Business and Tabled Items**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be delayed until a subsequent meeting.

3 **Report**

3.1 **Environmental Enhancement Fund Assessment Process 2011/12
Funding Round**

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4 **Consideration of General Business**

Report

File Reference: 1.00398
Significance of Decision: Low



Report To: Environmental Enhancement Fund Subcommittee
Meeting Date: 24 June 2011
Report From: Brian Trott, Group Manager Corporate Services

Environmental Enhancement Fund Assessment Process 2011/12 Funding Round

Executive Summary

The purpose of this report is to present the Environmental Enhancement Fund Subcommittee with the 2011/2012 Environmental Enhancement Fund Assessment Report (including the 2011/2012 He Matapuna Akoranga a Hawea Vercoe Fund) for decisions on funding for the programme this year.

1 Recommendations

That the Environmental Enhancement Fund Subcommittee under its delegated authority:

- 1 Receives the report, Environmental Enhancement Fund Assessment Process 2011/12 Funding Round.**
- 2 Confirms that the significance of the decision has been assessed as LOW, and under Section 79 of the Local Government Act 2002 (LGA) confirms that in light of the level of significance of the decision it does not require: (a) Further identification and assessment of different options under section 77 LGA; (b) Further investigation or consideration of community views under section 78 LGA; (c) Any further written record of the manner in which section 77 and section 78 matters have been addressed.**
- 3 The Environmental Enhancement Fund Subcommittee agrees to funding grants to applicants as decided at this meeting.**

2 Introduction

The Environmental Enhancement Fund (EEF) was established in 2000 as a proactive way for the Bay of Plenty Regional Council to work with communities for a better environment. To date more than \$7 million has been distributed to more than 400 environmental enhancement projects within the region.

The EEF is distributed to community groups through an annual funding round for projects seeking more than \$5,000 and throughout the year for projects seeking

less than \$5,000. The EEF Subcommittee discusses and makes decisions on the annual funding round applications for more than \$5,000. Staff are delegated to make decisions on projects seeking less than \$5,000.

Currently the Community Relations Manager has delegated authority to make decisions on applications for less than \$5,000. The EEF Officer and a technical officer assess each application before presenting a recommendation to the Community Relations Manager.

In 2010, Council decided that up to \$20,000 of the annual EEF budget should be used to fund the He Matapuna Akoranga a Hawea Vercoe Fund, which was set up in remembrance of former Councillor Hawea Vercoe. Kura Kaupapa Māori, Kohanga Reo and Bilingual schools are able to apply to this fund for up to \$5000 and decisions on these applications are to be made by the EEF Subcommittee as part of the annual funding round.

Update on projects already funded

The EEF Policy and contracts with the community state that projects should be completed within three years of receiving funding from Council. There has been significant work done during the past year to try to close the projects that have passed this timeframe.

Currently there are 109 funded projects that are still open, however 67 of these were funded between 2008 and 2011 and therefore are within the timeframes outlined above.

There are 22 projects there were funded before 2008 that are still open. Some of these are awaiting the final report from the applicant, while others still have funds waiting to be used. Council staff have contacted all 22 groups to let them know that the status and to discuss the timeframe for closing these projects.

There has been some success with six of these projects being closed at the moment, while the other 16 have requested extensions to allow them to close their projects as soon as possible.

At this stage, staff have agreed to these extensions but will be closely monitoring the projects to ensure that these new timeframes are met. We need to ensure that we keep on top of these as otherwise it leads to additional staff resources and costs to the fund.

This area will continue to be a focus for staff in the coming year.

EEF Funding Breakdown

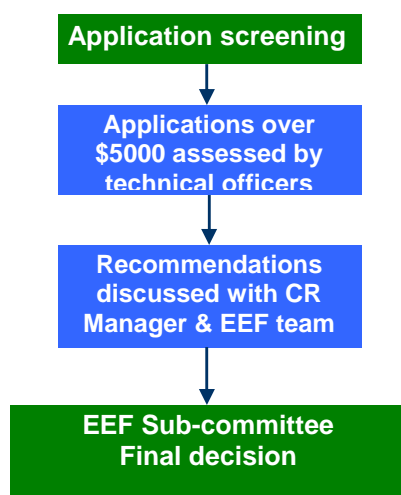
For 2010/2011 year (as at beginning of June 2011)

The \$73,000 surplus from 2010/2011 will be carried forward to this financial year as required under Council's EEF Policy.

Opening balance (including carry forward)	\$373,000
Funds allocated to over \$5,000 projects	-\$187,000
Funds allocated to under \$5,000 projects	-\$ 47,861
Total funds	\$138,139
Budget allocation for the 2011/2012	\$300,000
Total funds available 2011/2012	\$438,139

Assessment Process

The assessment process for annual funding round is shown below:



Each application was assessed by the EEF Team (during screening); at least one suitably qualified staff member in their technical field of expertise; a consents officer and an independent archaeologist (during feedback from technical staff). Council staff undertake the screening and all projects that pass screening then go to the EEF Subcommittee for final decision.

Applications Received

This funding year we received 19 applications, one applicant later withdrew, and one did not pass screening because it requires a resource consent and didn't have one.

This means that 17 applications passed screening and they have requested \$294,000 in funding through EEF.

3 **Significant Plan or Policy Inconsistencies**

There are no significant plans or policy inconsistencies.

4 **Financial Implications**

Current Budget

There is a carry forward of \$138,139 from the current financial year and \$300,000 budgeted in the 2011/2012 year under the Ten Year Plan 2009 – 2019.

Future Implications

There are no future funding implications.

Ten Year / Annual Plan Implications

There are no Ten Year Plan or Annual Plan implications.

Bronwyn Campbell
Community Relations Manager

for Group Manager Corporate Services

09 June 2011