

Report No:	RFN11-06-04
File No:	C797
Date:	
<b>Decision Required</b>	

## REPORT SUMMARY

**Report to:** Communications Subcommittee  
**Meeting Date:** 7 June 2011  
**Report Author:** Susan Edwards, Strategic Development Manager  
**Subject:** **Community Consultation Fund Report RFN11-06-04**

### EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Communications Subcommittee for the Community Consultation Fund budget and administration responsibility to transfer from Corporate Services to Community Services and for the Fund to be allocated by the Grants and Community Facilities Subcommittee.

The transfer will mean that one part of Council and one Subcommittee will be responsible for administering and allocating grant funding. This situation would reduce the likelihood of double-dipping by groups.

### RECOMMENDATION

That the Subcommittee agrees to the internal transfer of the Community Consultation Fund budget and administration responsibility to the Community Services Department and to the allocation being made by the Grants and Community Facilities Subcommittee.

### DRAFT RESOLUTION

THAT the Communications Subcommittee:

1. Receives the Community Consultation Fund report RFN11-06-04
2. Approves the internal budget transfer of the Community Consultation Fund from the Corporate Services Department to the Community Services Department from the 2011/2012 financial year
3. Agrees that the Grants and Community Facilities Subcommittee becomes responsible for allocating the Community Consultation Fund from the 2011/2012 financial year.

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## **1. Purpose**

- 1.1 The purpose of this report is to seek approval from the Communications Subcommittee for the Community Consultation Fund budget and administration responsibility to transfer from Corporate Services to Community Grants and for the Fund to be allocated by the Grants and Community Facilities Subcommittee.

## **2. Background**

- 2.1 The purpose of the Community Consultation Fund is to provide funding assistance to ratepayer and community associations to assist consultation with their respective communities.
- 2.2 The budget for the Fund has been held in Corporate Services, which is where the communications budget has historically been held. With the transfer of the communications function to the Strategic Development Department, we have re-assessed how this Fund should be administered and allocated. In the past the Fund has been allocated through the Communications Subcommittee.

## **3. Present Situation/Matters to be Considered**

- 3.1 The present situation enables ratepayer and community associations to apply to the Communications Subcommittee for funding under the Community Consultation Fund and to the Grants and Community Facilities Subcommittee for funding from Grants from Rates.
- 3.2 Officers are of the view that it is more sensible for all grants to be administered by one part of Council and for one Subcommittee to be responsible for allocating the funding.
- 3.3 The transfer of the Community Consultation Fund to the Community Grants section of the Community Services Department for administration purposes and to the Grants and Community Facilities Subcommittee for allocation, would ensure more transparency and reduce the potential for “double-dipping” by organisations. The change could be made effective in the 2011/2012 financial year.

#### **4. Financial/Budgetary Considerations**

- 4.1 The proposed budget for the Community Consultation Fund in the Draft Annual Plan 2011/2012 is \$25,000. The proposal is to transfer this amount from the Corporate Services budget into the Community Services Department budget for community grants, but as a separate line item.
- 4.2 There will be no change to the amount of funding.

#### **5. Options**

- 5.1 The options are either to:
- a) retain the status quo
  - b) transfer the budget for and administration of the Community Consultation Fund to the Community Services Department and responsibility for allocating the Fund to the Grants and Community Facilities Subcommittee.

#### **6. Pros and Cons of Options**

- 6.1 Retaining the status quo, option a), enables the Communications Subcommittee to retain responsibility for allocating funding to ratepayer and community associations. The purpose of the Fund is to provide funding to these groups to assist their consultation with their respective communities, which is a communications related funding to community organisations and this runs the risk of double-dipping.
- 6.2 Option b) enables one Subcommittee to allocate funding to community organisations ensuring better transparency and a reduced risk of double-dipping.

#### **7. Evaluation of Options**

- 7.1 Officers are of the view that Option b) provides the most efficient and effective mechanism for allocating the Fund.

#### **8. Significance**

- 8.1 This is not a significant decision according to the Council's Significance Policy because it is only an internal budget transfer and a change in the Subcommittee allocating the Fund.

#### **9. Recommendation**

- 9.1 That the Subcommittee approves option b.

**10. Draft Resolution**

**THAT the Communications Subcommittee:**

- 1. Receives the Community Consultation Fund report RFN11-06-04**
- 2. Approves the internal budget transfer of the Community Consultation Fund from the Corporate Services Department to the Community Services Department from the 2011/2012 financial year**
- 3. Agrees that the Grants and Community Facilities Subcommittee becomes responsible for allocating the Community Consultation Fund from the 2011/2012 financial year.**

Report prepared by:

Susan Edwards  
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