

Community Assistance Policy Licence to Occupy Review

Meeting: Kaipara District Council
Date of meeting: 29 April 2020
Reporting officer: Jenny Rooney, Community Funding Coordinator

Purpose/Ngā whāinga

To approve amendments to the Community Assistance Policy.

Executive summary/Whakarāpopototanga

This report seeks approval of amendments to the Community Assistance Policy, as recommended by the Community Grants Committee.

Recommendation/Ngā tūtohunga

That the Kaipara District Council:

- a) Approves the amendments to the Community Assistance Policy as provided in Attachment A of this report.
- b) Delegates to the Mayor and Chief Executive the authority to make minor editorial changes that do not alter the intent of the Kaipara District Council Community Assistance Policy.

Context/Horopaki

The objective of this report is to seek approval of Council of the proposed changes to the Community Assistance Policy as recommended by the Community Grants Committee. The amendments to the Policy will ensure it is up to date and easy for Council staff to use when reporting to Council new and renewed Licences to Occupy agreements.

Background

At their November 2017 meeting, the Community Grants Committee requested the following:

- A review of all Licences to Occupy; and
- All Licences to Occupy are to be audited to ensure payments for rates are acknowledged as costs but no payment is made.

From this resolution, the Community Grants Committee requested the Licence to Occupy Policy be amended to ensure a consistent process when considering rental costs for new applications and the renewing of current Licence to Occupy agreements. The Licence to Occupy process sits within the Community Assistance Policy, therefore the Policy will be referred to as this.

In August 2019, a report was presented to the Community Grants Committee to request the changes be made to the Community Assistance Policy **Attachment A**. The Committee recommended the following changes to the Community Assistance Policy:

That the Community Grants Committee:

- a) *Recommends to Council to approve the amendments to the Community Assistance Policy as outlined in the Community Funding co-ordinator's report "Community Assistance Policy – Licence to Occupy Review – recommendation to Council and below:*
 - *Page 5, table row "Licence to Occupy" new paragraphs (no 5 and no 8):*

“When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council includes factors such as the financial position of the Community Group and the benefits to the community. The Policy sets out the framework and staff will create guidelines to allow a more consistent application of the Policy.”

- Page 4, new number 5:

“All recipients under this Policy are required to comply with the Smokefree Kaipara Policy”

The reason for the recommended changes to rental was to enable staff to review the current Licence to Occupy rental charges and to adjust these according to the organisation’s circumstances.

The changes to the policy allow staff to develop standardised guidelines for Licence to Occupy agreements. There have been inconsistent processes in the past regarding rental payments, with organisations extremely limited in their ability to pay. However, their benefit to the social fabric of our district is important. Once the Community Assistance Policy amendments are approved, this will allow consistent approach.

The second recommended update is to reflect the Smokefree Kaipara Policy that was adopted in 2018.

At the Council briefing, held on 4 March 2020, the report provided information on the proposed changes to the Community Assistance Policy and feedback has been incorporated. Elected Members requested an overview of the proposed guidelines to be created after approval to the policy has been received. The criteria would be based on the organisations Not for Profit status, commitment to the community, volunteer component, and benefit to the community. Organisations will provide financial information annually for council staff to assess to ensure they was no change in circumstances or any profit generated.

Discussion/Ngā kōrerorero

Options

Option 1: Approve the amendments to the Community Assistance Policy

Option 2: Not approve the amendments to the Community Assistance Policy.

The recommended option is **option 1**.

Policy and planning implications

The recommended amendments to the Community Assistance Policy will ensure the Policy is up to date and is easy for staff to use when reporting to Council for new and renewed Licence to Occupy agreements in the future.

When determining the rental components of a Licence to Occupy, the Policy sets the framework. Assuming approval of the Policy changes, staff will then create a guidance document that makes an assessment on the organisation and the various aspects of the operating environment such as financial position, benefits etc. This will ensure better consistency for decision-making on future Licence to Occupy agreements.

Financial implications

The amendment to the Community Assistance Policy will provide the framework for Staff to make changes to the rental costs of Licence to Occupy agreements and ensure financial information is accurate.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council’s Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Staff will develop guidelines for reviewing current and/or new Licence to Occupy Agreements and review current agreements to standardise rental to peppercorn.

Attachments/Ngā tapiritanga

| | Title |
|---|-----------------------------------|
| A | Community Assistance Policy draft |