

2 April 2019

[REDACTED]

Dear [REDACTED]

**Local Government Official Information and Meetings Act 1987 (LGOIMA) request for information on the Saddle Hill Community Trust Place Based Community Grant Funding**

I refer to your e-mail of 8 February 2019 requesting information on the Saddle Hill Community Trust Place Based Community Grant Funding. I apologise for the delay in responding to you.

Please find attached the information requested. Pursuant to section 7(2)(a) of the LGOIMA to protect the privacy of natural persons some information has been redacted.

As we have withheld some information you are advised that you have the right to seek a review by the Office of the Ombudsman.

Yours faithfully



Rebecca Murray  
Governance Support Officer

## **Placed Based Community Grant Criteria:**

**The Place Based Community Grant was established as part of the Council's 10 Year Plan in July 2018. The grant scheme is additional to existing Community Grants and created to invest in place-based groups with an overall goal of establishing thriving and connected communities across Dunedin. It recognises the value of place-based groups generating solutions to local issues in line with the DCC's strategic city framework.**

**The Place Based Community Grant Scheme is an annual grant process available for three years (2018 – 2021).**

### **What is a place based community group?**

A place based community group works in a defined, localised geographic area (suburb or group of suburbs). Place based groups do not represent one particular age group, religion, cultural or ethnic group, but all members of the geographical location they cover.

A place based group is one which works in and for the whole community to improve liveability and quality of the defined geographical area. It takes a broad approach in its aims, being open to any resident, group or business within its area. It operates in a collaborative manner with one of its aims to build the capability of all local people.

Place based groups can be formally structured, legal entities which may also act as an umbrella organisation supporting a number of smaller initiatives in its immediate community. Groups may also operate under the umbrella of an established formal entity (in the case of a small, informal group). Premises (if any) should be based within the community it is representing.

A place based group will be able to provide evidence of community engagement to demonstrate there is both community need and support for its projects or activities. The group will have a set of rules or operating procedures with a separate bank account for its operation. Any membership or other fee structure will be such that it does not exclude membership.

### **What will be funded:**

Costs including a contribution to core operating costs i.e. wages, overheads, rent, and power and which contribute to the Place Based Community Group's annual activity will be considered for funding. Without offering primary funding for any group, the Place Based Community Grants Scheme aims to support a group's ability to contribute to community wellbeing, identified through the Council's key strategies.

### **Priority will be given to organisations whose:**

- Activities contribute to achieving the priorities of at least two of the Council's key strategies. (see <http://www.dunedin.govt.nz/your-council/strategic-framework>)
- Undertake activities that:
  - take place in a defined localised area (not Dunedin City as a whole). If the group has aspects of its work across the whole city, these are demonstrably not funded by the place based grant fund.
  - strengthen participation across diverse communities in the identified area
  - work collaboratively across sectors to enhance connections with existing and emerging networks and activities e.g. community, arts, cultures, environmental, business.

- support the city's Community Outcomes outlined within the DCC Strategic Framework.
- grow community leadership
- Applications will evidence a specific plan for the group's initiatives and activities which will take place in the coming year to achieve progress towards the long-term outcomes envisaged. Support from the community, and collaborative ways of working and building partnerships with other organisations will also be evidenced in the proposal with supporting information.
- History of project delivery with demonstrable community benefit is clearly evident.
- Structure - the management /governance structure of the group, and its financial requirements are appropriately met relative to the size and complexity of the group's projects or activities.

### **Procedural matters:**

Community Boards are not eligible for funding from the grant scheme.

Applications for these funds will be considered by the Grants Subcommittee once a year. The grants are paid following the Committee's decisions and signing of a funding agreement with Council.

No maximum application grant amount is set. Applications will be evaluated in the context of available funds, range and scope of current applications and the stage of development of Place-based groups in the city as well as the availability of alternative support in any given community.

Multi-year funding can be approved by the Grants Subcommittee, detailing the annual contribution to be made. In these situations, an annual report on activity is required from the recipient group. Where one year only funding is allocated, a report on activity is required within 12 months of the grant being received.

If a place based group or other organisation acts as an umbrella organisation or fund holder for wider activities, separate applications may be accepted for Community Events and Community Arts grants in the same year as receiving a place based grant for activities (which must be led by its subsidiary groups). However, Community Grants cannot be accessed. Separate accounting and accountability will be expected for such projects.

Adjacent place-based groups may elect to make a collaborative application to achieve efficiencies of scale and any such applications will be considered on their merit. Where different applications from nearby groups are proposed, the DCC's Community Advisors may work with groups to explore common ground, or identify any barriers to collaboration.

The size of the community and its identified needs will be considered when assessing an application. This will not limit applications from small communities within a larger geographical area to make an application in its own right (e.g. St Kilda within South Dunedin)

### **Accountability**

At the end of grant period, or each year, successful applicants will be required to provide accountability reports (as specified below) before being approved any further grants. Not less than two monitoring visits will be held with each group per year.

## Evaluation considerations:

- Contribution to Strategic Priorities, especially
  - Social Wellbeing Strategy
  - Ara Toi, the Arts And Culture Strategy
  - Te Ao Tūroa, the Environment Strategy
  - Parks and Recreation Strategy
  - Economic Development Strategy
- The broad representation of the group within its community
- That the group does not have a single focus of activity i.e. specific interest-, faith- or culture-based communities
- Evidence of wide community engagement and consultation /community support
- Stage of development, history and status of group in its community
- Other support received or pending.
- Application amount relative to group activity/ capacity/ staffing etc, demand on the Place Based Community Grant fund
- Other groups in same or nearby locations (options for partnerships/ collaboration/ interaction, avoidance of duplication, economies of scale etc may be considered)
- Group's sustainability and ability to deliver agreed outcomes

## **General Criteria (for all DCC grants)**

- **3.1** As the DCC is a complementary rather than a primary funder, priority is given to organisations that can demonstrate they are seeking other sources of funding.
- **3.2** Organisations must be able to demonstrate there is both community need and support for their project or activity.
- **3.3** Organisations must demonstrate the ability to plan and deliver projects in an efficient manner.
- **3.4** Priority will be given to groups whose current assets minus current liabilities are less than two years running costs. Exceptions may be made for tagged funds.
- **3.5** A proportion of overhead costs (salaries, rent, etc.) relating directly to the project may be included in total project costs (refer to application form).
- **3.6** For equipment grants, preference is given to organisations demonstrating that they share equipment with other community groups.
- **3.7** Grants for the purchase of land will be considered if they achieve a greater community good as opposed to serving the needs of individuals, but are not likely to be in the scope of this fund.

- **3.8** For indoor recreation facility development, priority will be given to requests for support which meet identified shortfalls on consideration of the organisation's strategic plan, membership trends, proposed management structure and promotional plan.
- **3.9** Where an organisation is already in receipt of a grant or loan listed in this document or any other type of funding from the DCC, then these should be disclosed as part of the application. These other funding sources will form part of the consideration by the Grants Subcommittee.
- **3.10** The Council has a desire to encourage organisations to work together to achieve common goals. Joint applications will be considered by the Grants Subcommittee without prejudicing other applications from the individual organisations.

**Projects which do not qualify:**

- **3.11** Those run by and for the benefit of commercial or profit-orientated organisations, excepting such organisations registered with Charities Commission.
- **3.12** Programmes or events with a primarily religious, political or fundraising purpose.
- **3.13** Uniforms or costumes.
- **3.14** Rents or other overhead costs, except as a proportion of total project costs or when the application is for Rates Relief or a City Service Grant.
- **3.15** One off events such as tournaments, conferences or championships, except in the case of Community Event Grants.
- **3.16** Travel for meetings, events or conference attendance, except where volunteer training is the primary purpose.
- **3.17** The application process, from the deadline until notification, takes a maximum of nine weeks. Projects that have commenced or equipment that has been purchased before a decision has been made do not qualify.
- **3.18** The DCC will not fund operations and activities of health and education organisations which are predominantly funded by Central Government or its subsidiary and agent. However, it does not exclude organisations or partnerships that receive central government funding (including health and education related) from applying for a grant for other purposes that have a wider community benefit and which the Government does not specifically fund as part of its contracted activities.

### **Accountability**

- **3.19** *Expenditure Returns are due from all organisations receiving funding either:
  - as soon as the funds are spent, or
  - within one calendar year of receipt of funds, whether spent or not.*
- **3.20** *Any unspent funds must be returned within one year of receipt unless there is prior agreement to carry over such funds.*
- **3.21** *Any discrepancies in funding (e.g. funds spent on other than the intended project) will result in an audit of the organisation's accounts.*
- **3.22** *Annual random audits of 10% of funding recipients will be carried out by the DCC.*

**2018-19**  
**Place-based Community Grant Agreement**  
**Between Dunedin City Council and**  
**Saddle Hill Foundation Trust (Encouraging Safety Project)**

**1. Introduction**

- 1.1 The Dunedin City Council (DCC) wishes to form partnerships with a variety of organisations whose goals align and enhance Council's various strategies.
- 1.2 The Saddle Hill Foundation Trust has applied to and been approved a Place Based Grant by the DCC Grants Subcommittee, and this agreement sets out the criteria in which this grant funding is made by Council.
- 1.3 This agreement is created with the understanding that all activities associated with the negotiation, implementation and review of this arrangement will be undertaken in an ethical, professional and responsible manner between the Dunedin City Council and Saddle Hill Foundation Trust.

**2. Purpose of the Grant**

- 2.1 The DCC Place based Community Grant assists the Saddle Hill Foundation Trust to help fund Encouraging Safety Project: to build community connectedness, safety and resilience through the introduction of a community safety and development role, operating out of the Mosgiel Police Station. This collaborative project involves partnering with Neighbourhood Support and NZ Police to employ community development workers.

**3.1 Dunedin City Council Undertakes to:**

- 3.2 To provide the approved Place Based Community Grant of \$34605.00 to assist Saddle Hill Foundation Trust with provision of the purpose of the grant as outlined in Clause 2.1 of this Agreement. Provision of this Grant is subject to receiving a signed copy of this Agreement by 30 October 2018.
- 3.3 Funding will be provided to Saddle Hill Foundation Trust within two working weeks of both organisations signing this Agreement to the bank account designated by Saddle Hill Foundation Trust.
- 3.4 Provide advice and information to Saddle Hill Foundation Trust, including holding with Saddle Hill Foundation Trust no less than two monitoring visits during the year, to review progress of the project and achievement of objectives.
- 3.5 To provide \$33,405.00 in each of the two following financial years, subject to satisfactory progress towards agreed objectives and reporting as detailed in clause 4, and approval by the Grants Subcommittee in September each year.
- 3.6 Audit the information provided by Saddle Hill Foundation Trust and raise any queries with Saddle Hill Foundation Trust by 30 August 2019.

**4 Saddle Hill Foundation Trust Undertakes to:**

- 4.1 Use the grant funding approved for the purpose outlined in Clause 2.1 of this Agreement.

- 4.2 Work with the DCC Community Advisors as needed and be involved in no less than two monitoring visits during the year, to review progress of the project and achievement of objectives.
- 4.3 As Encouraging Safety Project does not have a charitable status or incorporated body, Encouraging Safety Project is required to have a recognized organisation to act as a fund holder on its behalf.
- 4.4 Encouraging Safety Project must have a written and signed Memorandum of Understanding (MoU) / Agreement with the agreed fund holder. This MoU / Agreement should cover respective responsibilities, information sharing and reporting, dispute resolution and additional matters as needed, and should be agreed as fit for purpose by Dunedin City Council staff.
- 4.5 Keep good records and a clear audit trail of financial transactions related to this expenditure.
- 4.6 Publicly acknowledge the grant by the following methods:
  - 4.6.1 In Annual Report and accounts which is mandatory.
  - 4.6.2 In publicity material, as agreed with the DCC such as the newsletters etc
- 4.7 Complete the DCC's Grants Report Back Form before 1 August 2019 and provide this to the DCC. This is available on the DCC website.
- 4.8 Supply the Council with a copy of its latest reviewed or audited Annual Report/Accounts
- 4.9 Saddle Hill Foundation Trust must tell the DCC if its financial position changes materially:
  - a) for worse, to the extent that its ability to deliver the programme is at risk or;
  - b) for better, to the extent that it no longer needs the grant for the purposes awarded.In either case, Council may require a return of funding.

## **5 Dispute Resolution**

- 5.1 Where there is a dispute on any matter between the Council and Saddle Hill Foundation Trust, a disputes resolution and escalation process shall be executed. The disputes resolution process is outlined in Appendix One.

## **6 Term of this Agreement**

- 6.1 The Term of this Agreement is from October 2018 through to August 2019.
- 6.2 Any funding allocated in 2019-20 is based on funding being available within the Annual Plan, and a satisfactory report being provided to the DCC by Saddle Hill Foundation Trust before 1 August 2019.

## **7.1 Dunedin City Council's Representative**

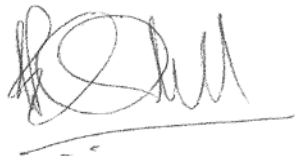
- 7.1 Nick Orbell within the Community Development and Events Department, or another delegated Council employee, will administer all aspects of the Place Based Grant Agreement and will liaise with Saddle Hill Foundation Trust.



**8. Saddle Hill Foundation Trust Representative**

8.1 Martin Macaulay is the official representative who will liaise with the Dunedin City Council.

**Agreement prepared by:**



Nick Orbell  
Community Adviser  
**Dunedin City Council**



**Approved by:**

Joy Gunn  
Manager  
Community Development and Events  
**Dunedin City Council**

Martin Macaulay

**Saddle Hill Foundation Trust**

**Date agreement prepared: 5 October 2018**

**Date agreement signed:**

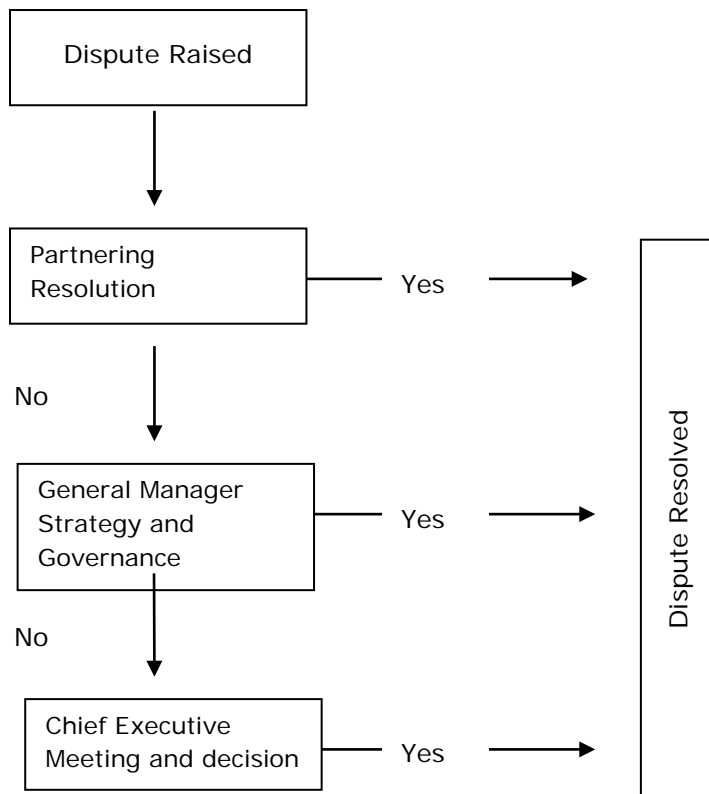
If your bank account details change, please let us know in the first instance.

## APPENDIX ONE DISPUTES RESOLUTION PROCEDURE

If there is a dispute between the parties in relationship to this agreement or any matter arising from it, the parties will in good faith in the first instance use their best endeavours to resolve the dispute themselves.

If the Parties themselves cannot resolve the dispute, then the flow chart below is to be used to resolve the dispute.

The dispute resolution process is shown in the following flow chart.



No dispute arising gives either Party the right to suspend their obligations under the terms of this agreement.

**From:** [Martin Macaulay](#)  
**To:** [Nick Orbell](#)  
**Subject:** RE: Place Based Community Grants  
**Date:** Wednesday, 26 September 2018 02:06:54 p.m.  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)

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Kia Ora Nick,

Wonderful news thank you. We look forward to getting underway!

Nga mihi,

**Martin Macaulay**

Saddle Hill Foundation Trust, 12a Cemetery Road, Mosgiel 9024, Dunedin, New Zealand

Phone 64 3 489 6308 Ext 702 [REDACTED]

[www.etchurch.co.nz](http://www.etchurch.co.nz)

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**From:** Nick Orbell [mailto:[Nick.Orbell@dcc.govt.nz](mailto:Nick.Orbell@dcc.govt.nz)]

**Sent:** Wednesday, 26 September 2018 1:56 p.m.

**To:** Martin Macaulay <[martin@etchurch.co.nz](mailto:martin@etchurch.co.nz)>

**Subject:** Place Based Community Grants

Place Based Community Grants

Kia ora Martin

The DCC Grants Committee met today to consider applications to the new Place Based Community Grants fund. You are aware there has been some interest in this public meeting and we thought it best to advise groups of the results directly and at the earliest opportunity, in case there is publicity following the meeting.

I wish to advise that the Grants Committee have approved your application to the sum of \$34605 this year. Three year funding was also conditionally approved. Details of an agreement covering this funding will be finalised shortly and presented to you for signing, prior to the release of funds.

We look forward to working with you on the development of your projects. Congratulations!

Nga mihi

Nick

Nick Orbell  
Community Advisor  
Community Development and Events  
**Dunedin City Council**

5 October 2018

Saddle Hill Foundation Charitable Trust  
12a Cemetery Road  
Mosgiel  
Dunedin 9024  
[martin@etchurch.co.nz](mailto:martin@etchurch.co.nz)

Dear Sir/Madam

**APPLICATION TO DCC PLACE BASED COMMUNITY GRANT SCHEME**

The Dunedin City Council 's Grants Subcommittee considered your application for a Place Based Community Grant on 26 September 2018. This letter is to confirm an earlier email that the Subcommittee has granted funding for your work.

The funding amount approved, and terms and conditions of the Place Based Community Grant are outlined within the attached Agreement. Please read the Agreement, sign, initial each page and return to us by **30 October 2018** at the latest.

Following receipt of a signed copy of the Grant Agreement, Council will be pay the full grant approved into the bank account you provided in your application. If this bank account has changed, please advise us immediately by contacting Janine Hunt-Ross on 477 4000 or email [Janine.Hunt-Ross@dcc.govt.nz](mailto:Janine.Hunt-Ross@dcc.govt.nz)

If you have any questions pertaining to the Agreement, please contact Community Advisor Nick Orbell on 477 4000 or email [Nick.Orbell@dcc.govt.nz](mailto:Nick.Orbell@dcc.govt.nz)

Grants approved by Council do not contain GST. A report is required by your organisation to the DCC by 1 August 2019 detailing how the approved Place Based Community Grant funding was used. A copy of this form is available on the DCC website.

Thank you for your application, which the DCC is pleased to support.

Nga mihi



Joy Gunn  
**Manager Community Development and Events**

Encl

**From:** [Otago Neighbourhood Support Charitable Trust](#)  
**To:** [Joy Gunn](#); [Nick Orbell](#)  
**Subject:** Thank you both  
**Date:** Thursday, 30 August 2018 12:50:31 p.m.

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Hi Joy & Nick,

Thank you for your words of wisdom and guidance around our P/based funding application. I am feeling less demented now.

After speaking to you both, I had a meeting with Martin Macauley from the Saddle Hill Foundation Trust and Martin is going to talk to his Board about being the fund holder and will contact you Nick, to go over the funding component of the application.

We have a couple of things to add to it but I know we will get it to you on time.

Regards,

Lois Scott-Muir  
Otago Neighbourhood Support Charitable Trust  
North Dunedin Police Station  
111 North Road, North Dunedin  
PO Box 2472  
South Dunedin  
DUNEDIN 9010  
Phone: 03 456 0857  
Facebook: <https://www.facebook.com/otago.neighbourhood.support>

***Otago Neighbourhood Support Charitable Trust wishes to acknowledge the support received from community funding bodies and trusts: Lottery Community Grants, COGS, Dunedin City Council, United Way, Bendigo Sports and Charity Foundation, Trustpower, Otago Community Trust and also the donations received from our communities. It is with this support and that of our communities that we are able to continue our work.***

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Please consider the environment - do you really need to print this email?

# Place-based Community Grants Fund: Information

This new fund was confirmed as part of the 2018-2027 10-Year Plan by Dunedin City Council in June 2018. It will support place-based community development work.

\$300,000 has been set aside annually for the next three years, with funding aimed at enabling place-based communities to undertake work to develop and improve the liveability and quality of their communities and contributes to building thriving and connected communities across the city.

The fund is open to groups from any neighbourhood or community in the city, from larger areas to compact villages. Applications are expected to vary in scope accordingly, to mirror the stage of development of the group and the complexity of the activities planned. Activities supported can range from work to engage more widely with the local community and find out what the community wants, to running activities and events, to building the group's capacity to deliver. Some groups may wish to have paid staff time. For more information on the grants which are eligible see Place Based Community Grant Criteria ([link](#))

This fund is *additional* to the DCC's existing Community and Events grants, and as such is not intended to support interest-based groups or any particular age group, religion, cultural or ethnic group but rather all members of a geographic (or place-based) community. This fund will also relieve some of the pressure on existing Council grant pools which face increasing demand from community groups looking for support. The new fund has been established to be the main source of DCC grant support for place based groups, rather than other DCC community grant rounds.

The Place Based Community Grant will be in place for a three-year period while Council staff further explore ways of supporting community partnerships and fostering community-led initiatives. These kinds of projects are recognised to have made significant differences in some of our city's neighbourhoods.

Grants are planned to be distributed annually with the first round of applications invited during **August 2018 (open 6<sup>th</sup>, close 31<sup>st</sup>)**.

As this is a new grant, it is essential that any group considering application get in touch and discuss their thinking **before** submitting an application. Groups do not need to be formally incorporated if there is a suitable agency\* who will act as fund-holder for the group.

Where different groups are considering work in the same or overlapping areas, DCC staff are keen for the groups to work together, or at the least understand the reasons for not working together. These factors all contribute to the need for good communication with Council staff. Community Advisers are available to provide advice to groups wishing to make applications.

Applications will be online only.

*\* Application size and complexity will be relevant in considering your group's governance and management arrangements and any 'umbrella' arrangements. Applications are expected to range from a few hundred dollars for some groups to much larger for the groups with paid workers.*

# Place-based funding applications: Checklist/ FAQs

## Register as an applicant using online form.

- Enter email address on first page before doing anything else
- Use the 'save progress and exit' to receive an email with your password
- Use the return email for all subsequent updates

## Keep it Simple:

- Bullet points are good
- Form is a summary
- Tell us what you want and why
- Remember who is reading it- Councillors and Community Reps (- and assessing staff!)
- Never write 'see attached' by itself- also put summary information in response to any question
- This is not a test of application writing skills- we want to understand the project and see you have considered the issues to propose an achievable project...
- Give us a call for advice and support

## What is the application for? Why?

- History of application?
- Needs identified? How?
- Research/community consultations etc

## How is this proposal representing 'whole of community'?

- What is the community you are working with?
- Who is involved in developing your proposal? Your group? Other interested parties?
- Indications of support

## Is there a Plan for the year/project?

- Costings? Quotes, we want to make sure your costings are realistic?
- Paid Staff? JD? Consider who will hold the Employer responsibilities
- Do you need a Capacity building/Training component?
- Other things- events etc that could amplify impact?

## Who is making the application?

- Consortium applications- especially relevant for new/unincorporated groups
  - Who are Partners/stakeholders
  - Financial arrangements
  - Governance/ umbrella agreements
  - Rules? NFP guidance- purpose/winding up
- Single body applications
  - Who is on board with - or absent from- your application?
  - Other groups?

## Other grants applied for/funding available?

- Group's 30% contribution: Can be made up of volunteer input, in kind contribution, actual resources in hand...

## Place based Community Grants

### Introductory comments:

Assessing the Place-based Community Grant Applications **necessarily involves a number of considerations, in addition to agreed criteria...**

Applications to the fund are over-subscribed, despite initial fears that there may need to be a second mini-round in February March to allocate uncommitted funds to emerging groups who had not been sufficiently developed to make application to this new fund at short notice.

Existing groups, aware of the likely growth in groups and hence competition for funds in years 2 and 3 have made ambitious (but achievable) applications, initially for 130% of available funds. Adjusting for withdrawn applications and projects not recommended for funding, applications still amount to 128% of pool.

Consequently, no attempt has been made in recommendations to retain an amount for future distribution in year one, except an unallocated sum of \$9620 for committee discretion.

### Population considerations:

Applications do not cover all geographic parts of the city. The proportion of the city's population covered by applications is estimated at 50%, with significant parts of the city remaining without either a Place-based Community Group or a Community Board working to strengthen community.

This can be expected to change over time, but for the current round an attempt has been made to estimate populations served by the groups as part of the assessment information.



## Place-based Community Grant Assessment Sheet Sept. 2018

**Name of Organisation:** Saddle Hill Foundation Trust (partnering with Otago Neighbourhood Support Charitable Trust)

**Category:** Place-based Community Grant

**Purpose of the funding: Salary and overheads:** To build community connectedness, safety and resilience through the introduction of a community safety and development role, operating out of the Mosgiel Police Station. This collaborative project involves a partnership between Neighbourhood Support and NZ Police. Mosgiel/Taieri community is one of the fastest growing suburbs in Dunedin City. More senior people and young families are choosing to live on the Taieri, and there is increasing cultural diversity.

**Group History:** This application is a collaborative initiative, made by Saddle Hill Foundation Trust (SHIFT) as fund-holder, but with major input from Otago Neighbourhood Support and NZ Police, and has arisen out of the long-standing partnership work that has driven Mosgiel Resource Group. SHFT is 24 years old. Both groups have expanded activity significantly in recent times and have worked closely with DCC staff towards increasing community cohesion and engagement.

**Did they receive a DCC grant** 17/18 - \$3,400 (Community Grant - SHFT)  
16/17?

**Organisation's total expenditure:** \$ 164,108.00 (SHFT)  
From last annual accounts

**Amount Requested?** \$ 34,605.00 (\$101,415 over 3 years)

**Budget Comment:** A three year budget is submitted, with slightly higher year one expenditure to enable set up costs. Mostly salary costs (spread between two part time roles) with an allowance for overheads.

**Who benefits and how?** The project widens the scope of work undertaken by the partner agencies to a whole of community approach to whole community. Mosgiel is experiencing a changing demographic with a number of former refugees settling locally, and high occupancy in formerly under-utilised state housing.

**Estimate of city's population served by group (based on 2013 Census):** 12,615 (10.5%)

### Fit with Council's Strategic Framework:

#### Social Wellbeing Strategy

- Connected people: making people feel connected and involved in community and city affairs
- Vibrant and cohesive communities: building better communities both at a local/geographic level and communities of interest
- Healthy and safe people: promoting good health and ensuring people feel safe, and are safe
- Reasonable standard of living: promoting a good work/life balance and full employment
- Affordable and healthy homes: people are living in warm and healthy homes and affordable housing options are available to all

#### Te Au Turoa (Environment Strategy)

- Caring for the natural world / Tiakitaka: enjoying, connecting to, and celebrating the natural environment

#### Spatial Plan

- Liveable city: a healthy and safe environment; quality air and water; a connected community; recreation, leisure & learning, opportunities; healthcare, and warm housing
- Environmentally sustainable and resilient city: resilient ecosystems and communities; actively responding to climate change; reducing dependence on non-renewable resources; seismic-strengthened heritage buildings
- Memorable and distinctive city: protecting significant landscapes; quality architecture and urban design; memorable and engaging public art; celebrating Tangata Whenua and European heritage; actively re-using built heritage
- Accessible and connected city: an urban form that supports accessibility from a range of modes and sustainable transport choices; a safe and efficient road network; affordable and convenient public transport; it is safe and pleasant to walk and cycle
- A vibrant and exciting city: a successful arts and culture scene, vibrant central city and local centres

#### **Parks and Recreation**

- Active people: people are living active lives by participating in formal and informal recreation and sport
- Open spaces and facilities: our parks and facilities are meeting the changing needs of our communities and are increasingly used
- Treasured parks, natural landscapes, flora and fauna: understanding, protecting and restoring our ecosystems and biodiversity, and our parks and landscapes bringing people together to celebrate our cultures and heritage
- We work with others: having strong relationships with tangata whenua, and creating effective local and national partnerships

**Collaboration:** The application embraces collaborative activity between agencies working in the Mosgiel area, with a broader focus than any one of the agencies

**Other local initiatives:** PSO Community Development are currently active mostly in Murray St and are also represented in the Mosgiel Resource Group

**Staff Comments:** DCC staff have been working with the Mosgiel Response Group and other agencies to see the development of more joined-up community development work locally. Communication between active players continues to improve. Recommend funding of current year work, and provisional three year funding (dependant on delivery of programme/ progress towards objectives.)

**Significance of not funding:** Collaborative work is likely to continue (the Mosgiel Taieri Community Response plan is near publication). Other developments will build on momentum but without funding the cohesion is likely to build more slowly. The plan to have two focused workers is likely to deliver broader outcomes than any one constituent agency acting alone.

**Amount recommended?** \$34,605 (3 years funding requested)

The committee may wish to consider funding year 2 & 3 at a reduced level in light of likely increased requests from other communities.

[670090]

Email address

joy@etchurch.co.nz

Organisation

Saddle Hill Foundation Trust (partnering with Otago Neighbourhood Support Charitable Trust)

Project Name

ESP - Encouraging Safety Project Mosgiel/Taieri

Which grant are you applying for?

Dunedin City Council Community Grants – Place Based Communities

1. When does your project or service start and end?

January 2019 - ongoing. We have submitted a budget for 3 years.

2. Where in Dunedin does your project or service take place?

Mosgiel/Taieri community area including Fairfield, Allanton, Henley, Waiholā, Outram, Middlesmarch, and their associated rural communities.

3. Provide a summary of your project or service, explaining how DCC grant funding will be used to make it happen?

Our project aims to build community connectedness, safety and resilience through the introduction of a community safety and development role, operating out of the Mosgiel Police Station. This collaborative project involves us partnering with Neighbourhood Support and NZ Police. Mosgiel/Taieri community is one of the fastest growing suburbs in Dunedin City. More senior people and young families are choosing to live on the Taieri, and there is increasing cultural diversity. These new residents lack local knowledge, family support and can struggle to integrate with their new community. This new, unique, initiative underpins the DCC Social Wellbeing Strategy, providing a community development worker, a Neighbourhood Support Coordinator, and an accessible Police support person. This community-led initiative aims to utilise local resources to address issues around community engagement resulting in stronger, safer community spaces, accessible to all. To enable this to happen we seek funding over 3 years to support 2 part-time positions: 1. One x 20 hours per week role - Police/Neighbourhood Support Coordinator who will be the point of contact for residents, manage and grow NS Street Contacts and join with the Saddle Hill Foundation Trust Community Facilitator, in expanding community development activities across the area. 2. One x 10 hours per week role - SHFT community facilitator providing high level mentoring and networking support to the NS Coordinator. This would include emergency response work and joint community events, enhancing NS networks by connecting them in with already established groups, including the Mosgiel Resource Group. (The current Facilitator's networks, are an asset to the success of this project.)

4. How many people will benefit from your project or use your service?

The whole community will benefit, particularly, new residents such as former refugees, seniors and young families.

5. How will your community benefit from your project or service?

# The facilitation of access to information, the provision of resources and events, encourage neighbours to get to know each other. This is a proven way to reduce crime and create safer, more caring neighbourhoods. # Strengthening collaborations between key organisations operating across Mosgiel and the Taieri will result in a more connected community and safer neighbourhoods. # Increased preparedness in times of emergency, empowers and informs individuals, resulting in a more resilient, self-reliant community. # A neighbourhood Support network that provides reassurance and greater support to our elderly population. # Increased participation by individuals in community groups and activities, Neighbourhood Support networks and emergency response.

6. How will you market or promote your activities and further engage your community?

Through existing Saddle Hill Foundation Trust and Neighbourhood Support networks, along with NZ Police and the Mosgiel - Taieri Community Board. Other avenues include, newsletters, social media, events, Mosgiel Resource Group, Mosgiel Business Assn, Emergency Response Group and "Neighbours Day Aotearoa". We will also promote our activities through undertaking further research and engaging with our communities.

8. Hours per week:

Operational space gifted to project by NZ Police

9. How many volunteers are involved in your project or service?

500 - depending on project/s - Neighbours Day, Community lunches, Community Xmas, Emergency Response etc

9b. How many hours will they contribute in total?

Varies, according to project - We estimate 3,255 hours/year

10. List all the income and costs for your project, event or service.

Total Projects COSTS (A)

\$428,960

Total Project INCOME (B)

\$327,545

Equals (C)

\$101,415

How much are you applying for?

\$101,415

11. What kind of fundraising do you plan to do and how much do you expect to raise?

Saddle Hill Foundation Trust: Donations from individuals, Annual application to Lottery Community,

Neighbourhood Support has planned: Applications to Alexander McMillan Trust, Lottery Community & Southern Trust to net \$45,000 over the three year period.

Organisation

Lottery Community

How much are you applying for?

Successful / Unsuccessful

\$5,750

Decision Date

Organisation

How much are you applying for?

Successful / Unsuccessful

Decision Date

Organisation

How much are you applying for?

Successful / Unsuccessful

Decision Date

Organisation

How much are you applying for?

Successful / Unsuccessful

Decision Date

Organisation

The Southern Trust

How much are you applying for?

\$5,000

Successful / Unsuccessful

Decision Date

October 2018

Name of Bank:

[REDACTED]

Account Name:

[REDACTED]

Bank

[REDACTED]

Branch

[REDACTED]

Account Number

[REDACTED]

Suffix

[REDACTED]

16. Charities Commission Registration Number

CC34400

17. Name of organisation:

Saddle Hill Foundation Charitable Trust

18. Postal address:

[REDACTED]

Suburb

[REDACTED]

Town/City

[REDACTED]

Postcode

[REDACTED]

19. Physical address:

[REDACTED]

20. Web address:

www.neighbourhoodsupport.co.nz and www.etchurch.co.nz

First name:

Martin

Last name:

Macaulay

Phone (day):

[REDACTED]

Phone (evening):

[REDACTED]

Email:

[REDACTED]

First name:

Lois

Last name:

Scott-Muir

Phone (day):

[REDACTED]

Phone (evening):

[REDACTED]

Email:

[REDACTED]

23. What are your organisation's goals?

Saddle Hill Foundation Trust: To respond to our community by offering resources, expertise and programmes that help people develop healthy, positive, meaningful and fulfilling lives. To network and partner with local agencies, fostering development by finding local solutions to local needs.

Neighbourhood Support: We aim to make our homes, streets, neighbourhoods and communities safer and more caring places in which to live by increasing community resilience and preparedness, reducing anti-social behaviours, whilst encouraging neighbourly communication to enhance safety and well-being.

24. What are some of your organisation's achievements from the last year?

SHFT Community Facilitator: # Networking, referrals and information sharing with a range of community groups, including leading the Mosgiel Resource Group. # Organised a range of community events partnering with other organisations: Neighbours Day, mid winter seniors lunch, internet safety for teenagers, Christmas lunch at RSA, # Involved with Taieri and Southern and Coastal Community Emergency Response planning.

Neighbourhood Support: # Increased the number of groups/members involved in the Neighbourhood Support to 7900 members. # Workshops and training sessions for street contacts. # Assisted Mosgiel-Taieri Community Patrols with fundraising for replacement vehicle. # Community initiatives alongside Police, Housing NZ, community board.

25. What is the governance structure of your organisation? Is your organisation not-for profit, or for profit?

Saddle Hill Foundation Charitable Trust is an incorporated society and registered Charity - Registration Number CC34400 SHFT will be the fund holder for this project which is in partnership with Otago Neighbourhood Support is a registered Charitable Trust - Registration Number CC25282

26. List the names of your organisation's trustees, executive committee or key people:

SHFT: Alan Shanks (chair) Pam Hall (treasurer), Martin Macaulay (trustee) Nick Muirhead (trustee) Rene Aarsen (trustee), Esther Byslma (trustee) Graham Weir (trustee) Neighbourhood Support: Pat Tutty (Chair), Paul Hooper (Deputy Chair), Andrew Borthwick (Treasurer), Marie Sutherland (Trustee), Colin Lind (Trustee), Andy Redfearn (Trustee) Paul Coffey (DCC Rep), Snr Constable Brendan Thomson (NZ Police Rep)

27. How long has your organisation or group been operating?

Twenty Four Years

28. What proportion of the people who will take part in your project or use your service live in the area you've defined as your place based location?

100%

Evidence of community support (Q7)

Police-ESP-Project-support-letter.pdf, type application/pdf, 53.6 KB

Evidence of community support (Q7)

Community-Board-Support-Letter.pdf, type application/pdf, 416.1 KB

Project Costs and Income Worksheet (Q10)

Saddle-Hill-Foundation-Trust-ESP-Project-Budget.xlsx, type application/vnd.openxmlformats-officedocument.spreadsheetml.sheet, 12.8 KB

The job description, if your budget includes salary or wages (Q10)

No file uploaded

Written quotes for major goods or services you will buy (Q13)

No file uploaded

Written quotes for major goods or services you will buy (Q13)

No file uploaded

Your organisation's latest accounts (Q14)

UNREVIEWED-SHFTAnnual-Accounts-F2018.xlsx, type application/vnd.openxmlformats-officedocument.spreadsheetml.sheet, 391.2 KB

Your bank deposit slip (Q15)

Deposit-Slip-SHFT.pdf, type application/pdf, 179.8 KB

Your organisation's information (Q25)

SHFT-Objects-and-Vision.docx, type application/vnd.openxmlformats-officedocument.wordprocessingml.document, 48.1 KB

Additional information

Mosgiel-Research-Reports-Place-based-application.docx, type application/vnd.openxmlformats-officedocument.wordprocessingml.document, 64.1 KB

Additional information

Emergency-Response-Support-Letter.pdf, type application/pdf, 361.6 KB

Please check:

Have you answered all the questions?, Have you contacted us before you send us your application?, Does your budget add up?, Do your primary and alternative contact people know about this application?, Have you sent us links or attached more information which supports your application?

29. I declare that the above information is correct. If my application is successful, my organisation agrees that:

Yes

**Topic: S18 - Saddle Hill Foundation Trust - Community Development & Events**



## MOSGIEL-TAIERI COMMUNITY BOARD

50 The Octagon | Dunedin 9015 | PO Box 5045 | Dunedin 9058 | New Zealand  
E [dec@dec.govt.nz](mailto:dec@dec.govt.nz) P +64 3 477 4000 [www.dunedin.govt.nz](http://www.dunedin.govt.nz)

Otago Neighbourhood Support  
PO Box 2472  
South Dunedin  
DUNEDIN 9010

Attention Lois Scott-Muir

The Mosgiel-Taieri Community Board, wishes to express support for the community safety project being undertaken by Otago Neighbourhood Support in partnership with The Police and the Saddle Hill Foundation Trust.

A unique opportunity exists to bring together these three organisations to form a partnership that will encourage safety across Mosgiel and the Taieri through the introduction of a community safety and development role based at the Mosgiel Police Station.

The Board understands key tasks of the role would include:

- Customer service and administrative support at the Mosgiel Police Station
- Managing and growing the database of Neighbourhood Support Street Contacts in the area
- Supporting the Saddle Hill Foundation Trust in organising community development activities across the area

The Board also understands the proposed outcomes of this project include:

- Improved accessibility at the Mosgiel Police Station
- Administrative support for police officers of the Mosgiel Police Station
- A strong robust neighbourhood support network across the area
- A neighbourhood support network that
  - supports the emergency response efforts of the area
  - provides reassurance and support to elderly living independently
  - can be mobilised to run localised community development activities for causes such as 'Keep NZ Beautiful clean-up week'

Members of the Mosgiel-Taieri Community Board believe this project has the potential to make a serious difference, ensuring our residents feel connected and safe. We will watch the development of this project with interest over the coming months.

Warm regards

Sarah Nitis, Chair  
On behalf of the Mosgiel-Taieri Community Board





22/8/2018

Otago Neighbourhood Support  
PO Box 2472  
South Dunedin  
DUNEDIN 9010

Attention Lois Scott-Muir  
RE The Encouraging Safety Partnership (ESP) Project

I write on behalf of the Mosgiel –Taieri Community Response Group in support of the community safety project being undertaken by Otago Neighbourhood Support in partnership with The Police and the Saddle Hill Foundation Trust.

Our organisation is encouraged by this initiative that will promote safety and community resilience/connectedness across Mosgiel and the Taieri - through the introduction of a community safety and development role based at the Mosgiel Police Station.

We believe this project has the potential to strengthen the emergency response capability of our communities via the development of a robust network of neighbourhood support coordinators. The partnership with Police, and other local groups, will undoubtedly ensure the projects success.

On behalf of our group, and our community, I wish you success in fundraising efforts and look forward to working closely with Otago Neighbourhood Support in the future.

Yours sincerely

Sarah Nitis  
Chairperson  
Mosgiel-Taieri Community Response Group

**Mosgiel – Taieri Community Response Group**  
**C/- Emergency Management Otago, Level C 54 Moray Place. Dunedin**  
**Email: [taieriresponse@outlook.com](mailto:taieriresponse@outlook.com)**



## **Mosgiel Research 2016 & Mosgiel Resource Group Workshop Findings -2017**

**(Place Based Funding Application 2018**

**Supporting information – Otago Neighbourhood Support & SHFT – Saddle Hill Foundation Trust)**

A number of community research projects have been conducted in Mosgiel over the last eight years to identify the needs of Mosgiel–Taieri Community. In 2016 research was conducted by two Otago Polytechnic Occupational Therapy Students, Molly Ngatai and Jasmine Keen, followed by a Mosgiel Resource Group Workshop in 2017. Extracts from this research is as follows:

### **The 2016 research summarised previous research as below:**

“The 2008 Family Survey conducted by two 3<sup>rd</sup> year Occupational Therapy Students surveyed approx 100 Mosgiel residents with the aim of identifying the specific needs of younger families. Results from this survey concluded:

- There was a need for low cost activities which promote social interaction and engagement for stay at home, solo parents.
- Lastly, a common theme from this research was the need and desire for a Community Hub in Mosgiel to act as **a central place for community members for information, guidance, support and community groups.**”

**The 2012 Mosgiel Community Survey** was conducted by Joy Davis, Community Facilitator at East Taieri Church, by distributing survey postcards to the community asking two qualitative questions around what the local community liked and disliked about Mosgiel.

- Although the general consensus was positive it was evident that many viewed the lack of activities for local teenagers as an issue.
- In addition the need for low cost family activities and for some, **a feeling of lack of connectedness and access to a range of facilities.**

**The 2012 Mosgiel Scoping Project – A Look into The Needs Of Families** was another research project undertaken by a third year Social Work Student in which interviews were carried out with professionals involved in working with families, as well as surveys in local schools and early childhood centres.

- **Results found that connectedness was a challenge and families had to ‘put themselves out there’ in order to feel connected.** The community requested that information be readily available in terms of what is available in Mosgiel. Lastly, a group that linked seniors’ knowledge and passing down skills to families and youth to promote intergenerational connections.

**In 2014 a Social Work student conducted a Profile of Senior People from Mosgiel-Taieri areas.** 47% responded that they faced significant challenges in their lives living in Mosgiel-Taieri area – socialisation and intergenerational contact were the two main areas of concern, stemming from challenges related to health, transport, finances and their living situation.

From these surveys common themes emerged:

- **The need for central space, point of contact, information centre with access to information about services.**
- **Need for amenities, groups and activities for local youth.**
- **Intergenerational connectedness.**
- **Low cost activities/events which facilitate connectedness.**

## **Mosgiel Resource Group Community Workshop 2017**

In 2017, a Community Workshop involving a large number of organisations representing the wider Mosgiel/Taieri community and business sectors came together as a 'think tank' to identify:

**“What is needed to make Mosgiel a better place to live? What are the challenges? What needs would a Community Hub meet?” The following is a brief summary of the workshop:**

### **Why we like living here:**

- Mosgiel – Taieri area growing rapidly. Population currently over 21,000. Exciting place to live now
- Marked increase in the number of young families choosing to live here
- Elderly/retirees love warmer climate and flat, easy access to shops and medical centres
- A easier way to make connections
- Good sporting community
- New subdivisions

### **Negatives:**

- Main road too busy
- Limited retail capacity
- No 'connectedness' – people hard to get to know
- “Over the hill” mind-set
- Mosgiel lacks its own identity
- Nothing for young people
- Unfair distribution of rates and resources despite having a large number of ratepayers living on the Taieri
- Rental accommodation going up in price
- No central location for elderly to gather

### **What purpose/need would a Hub meet?**

- Centralisation of information and resources
- A place for new residents to familiarise themselves with our community
- Cater for all ages/ethnicity/socio-economic
- One stop shop, a focal point
- Bring together combined activities and events
- Immigrants – support or to refer on
- Needs to have the 'right' person running it

### **Challenges to 'getting something started'**

- Costs/funding
- Not reliant on volunteers
- Do it properly – professional
- Start from scratch
- Venue? Central location



**SOUTHERN DISTRICT HEADQUARTERS**  
25 GREAT KING STREET, DUNEDIN.  
PRIVATE BAG 1924  
TELEPHONE 03 471 4800 FAX 03 479 9367

Otago Neighbourhood Support  
PO Box 2472  
South Dunedin  
DUNEDIN 9010

Attention Lois Scott-Muir  
RE Expression of support for ESP Project on the Taieri

The Otago Coastal Area of the New Zealand Police hereby offers support for the 'Encouraging Safety Partnership (ESP)' project being undertaken by Otago Neighbourhood Support in collaboration with the Saddle Hill Foundation Trust.

This community safety project is a unique opportunity to build on our existing partnership with Otago Neighbourhood Support and strengthen collaborations between key organisations operating across Mosgiel and the Taieri, including the Saddle Hill Foundation Trust, the Mosgiel-Taieri Community Board, Community Patrol and the likes.

The Otago Coastal Area of the New Zealand Police is committed to this ESP project and supports developing a co-location model with Police for a 'Community Safety Development Coordinator' position.

We also agree that the outcomes of this partnership, will include:

- Broad customer service support to assist Police in enhancing service delivery and accessibility
- A strong robust neighbourhood support network across the area
- A neighbourhood support network that supports the emergency response efforts of the area
- A neighbourhood support network that provides reassurance and support to elderly living independently
- A neighbourhood support network that can mobilised to run localised community development activities for causes such as Keep NZ Beautiful clean-up week, Neighbours Day Aotearoa, Community Safety Days, and Civil Defence Preparedness

This project has the potential to make a difference to residents across the Taieri, facilitating connectedness and safe communities. We look forward to working together on this project.

Warm regards

  
Inspector Matenga Gray  
Area Commander  
Otago Coastal

## Job Descriptions for the two roles of the Encouraging Safety Project:

1. 20 hours/wk Police/Neighbourhood Support Coordinator
2. 10 hours/wk of the SHFT Community Facilitator Role.



## Otago Neighbourhood Support Charitable Trust

### POSITION DESCRIPTION – Coordinator ESP (Encouraging Safety Project), Mosgiel

#### Role

To coordinate, develop and research a new position in Mosgiel/Taieri for **Otago Neighbourhood Support Charitable Trust in partnership with NZ Police and the Saddle Hill Foundation Trust.**

The position includes reception service as well as engagement with the community, key stakeholders and groups and administrative support to the Station Support Officer, Mosgiel Police.

The position is for **20 hours per week**. While standard hours are Monday to Friday **10am – 2pm**, this position does include an element of some weekend and evening attendance for meetings, events and new membership recruitment.

(This time will be taken as time in lieu at a mutually convenient time within the month this is accrued).

Employed by Otago Neighbourhood Support Charitable Trust, the position is based at Mosgiel Police Station, 1 Cargill Street however, the location may be subject to change as the office accommodation provided is presently determined by New Zealand Police.

#### Responsibilities

- Reception service and administrative support to Mosgiel Police
- Maintain existing and establish new Neighbourhood Support networks that can be mobilised to assist in Civil Emergencies and community safety initiatives
- Management of Neighbourhood Support membership database
- Organise/participate in community events – to celebrate “Neighbours Day Aotearoa”, “Festival of the Plain”, volunteer training workshops and information sharing evenings
- Ongoing Volunteer management
- Media management
- Facebook and newsletter development
- Develop and maintain strategic partnerships with aligned organisations, agencies, local bodies, government representatives with an interest in community safety and development
- Regular meetings with ONS Regional Coordinator & Saddle Hill Foundation Trust Coordinator
- Attend Civil Defence and Emergency Management meetings in Mosgiel.
- Liaise with Dunedin City Council Community Development Mosgiel representative

- Deliver professional presentations promoting Neighbourhood Support to groups, organisations and businesses
- Maintain regular contact with Mosgiel Community Constable
- Monthly report to ONS & Saddle Hill Foundation Trust

PO Box 2472 DUNEDIN 9044  
[www.neighbourhoodsupport.co.nz](http://www.neighbourhoodsupport.co.nz)

#### Skills

- Well organised 'multi-tasker'
- Excellent communication and administration skills
- Knowledge of Microsoft Office with Excel skills
- Fundraising knowledge
- Facebook, social networking skills

I \_\_\_\_\_ have read and agree to this position description.

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

Signed on behalf of Otago Neighbourhood Support Charitable Trust:

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name

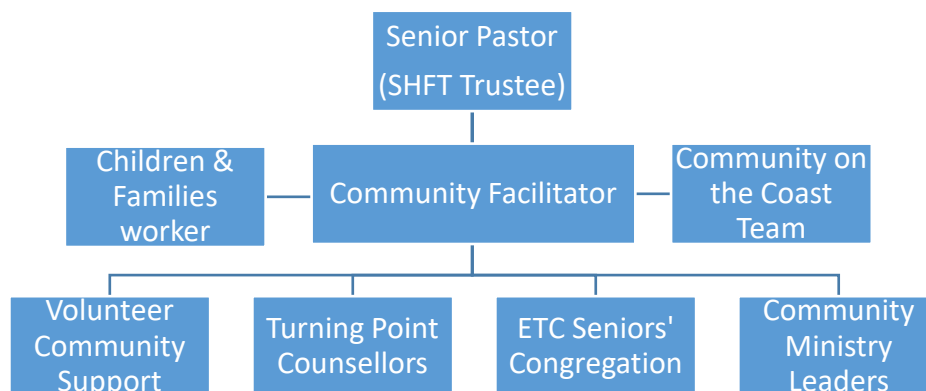
\_\_\_\_\_  
 Position Held



## Job Description: Joy Davis

Job Title:	<b>Community Facilitator</b>
Accountable to:	The Saddle Hill Foundation Trust (SHFT)
Responsible to:	The East Taieri Church Senior Pastor as a trustee of SHFT.
Responsible for:	Engagement with Mosgiel Community, & Seniors Congregation at East Taieri Church (ETC)
Purpose of this Job:	This full-time job exists to champion the community engagement of SHFT, coordinating and overseeing partnerships, networks and projects and services in the community, and overseeing the Turning Point Christian Counselling service. East Taieri Church contracts some of the Community Facilitators time to link the church and its members with community activity, and to give leadership to the ETC 2pm seniors' congregation.
Date:	August 2018

### Organisation Context: - Where I fit



The ETC Senior Pastor (as a trustee of SHFT) is responsible for monitoring this role, ensuring responsibilities are clear, and providing feedback. Fortnightly verbal reports and input into the Leadership Team meeting and monthly written reports to Leadership team/SHFT. Annual reports given in the SHFT report.

### Functional Relationships: Who I need to relate to

#### **External**

Health Providers (Well South, SDHB, etc)  
MP's, and Local Government/Councils.  
Govt Agencies (WINZ, Housing NZ, etc)  
Local Businesses  
Community agencies & service organisations (churches, Foodbank, Presb Support Otago, Lions, Rotary, etc.)  
Mosgiel Resource Group  
Taieri College and Primary Schools  
Funding Agencies  
Emergency Services, Neighbourhood Support, Police, etc.

#### **Internal**

East Taieri Church Staff Team  
East Taieri Cares Team  
The 2pm Service Team and congregation  
Turning Point  
Alpha Team  
Church leaders & volunteers  
Community on the Coast  
Shop on Taieri staff

### Key Result Areas: What success looks like

Person in this role is accountable for	What Success Looks Like
<b>1 <u>Identifying community needs and prioritising responses</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organises community surveys and accesses other research to identify community needs.</li> <li><input type="checkbox"/> Seeks to connect needs with agencies or services which can assist.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identifies and coordinates projects which meet identified needs.</li> </ul>
<b>2 <u>Networking of Community Agencies, building partnerships, and fostering community development</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visits community groups and identifies mutual interests.</li> <li><input type="checkbox"/> Brings together individuals and groups facing a common need to help them communicate together and develop strategies and solutions</li> <li><input type="checkbox"/> Organises and chairs the Mosgiel Resource Group</li> <li><input type="checkbox"/> Provides advocacy.</li> <li><input type="checkbox"/> Helps avoid duplication of effort by different community groups.</li> <li><input type="checkbox"/> As responses to community needs are identified, these are developed into collaborative community development work.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative Strategies are developed and are communicated among community agencies.</li> <li><input type="checkbox"/> Individuals are empowered in their dealings with government agencies through links established by the community facilitator.</li> <li><input type="checkbox"/> Facilitates/attends existing networking meetings to identify potential for collaboration and avoiding duplication</li> <li><input type="checkbox"/> Works effectively with colleagues in similar roles to enable sharing of opportunities</li> </ul>



	<input type="checkbox"/> Working partnerships are formed to deliver sustainable projects
<p><b>3 <u>Organising, Facilitating and promoting community building events</u></b></p> <p>(Not necessarily leading all these events, but assists with advice, scheduling, planning and promotion of these events in church and community.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly Business Breakfast (currently at Aurora Café)</li> <li><input type="checkbox"/> Community Expos</li> <li><input type="checkbox"/> Advising on FUEL Community Events</li> <li><input type="checkbox"/> Seniors Mid-Winter Lunch</li> <li><input type="checkbox"/> Christmas Day Lunch @ RSA</li> <li><input type="checkbox"/> Christmas Eve community celebration at ET Church</li> <li><input type="checkbox"/> Community Engaging Easter Event</li> <li><input type="checkbox"/> Emergency Response/Neighbourhood Support Events</li> <li><input type="checkbox"/> The Festival of the Plain events</li> </ul>	<input type="checkbox"/> These community building events are well promoted and coordinated with other community agencies and churches.
<p><b>4 <u>Overseeing the Turning Point Christian Counselling Service</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develops the profile of Turning Point so wide community use of the services occurs and referrals are received from community agencies.</li> <li><input type="checkbox"/> Supervises the volunteer who manages the finances of Turning Point, and liaises with accounts staff.</li> <li><input type="checkbox"/> Meets with Counsellors regularly to ensure smooth professional operation according to the business plan developed.</li> <li><input type="checkbox"/> Assists with applying for grants to subsidise Turning Point operations.</li> <li><input type="checkbox"/> Explores the development of the range of services offered (e.g. budget advice, spiritual direction...)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A good awareness of Turning Point as professional, affordable counselling in our community and among community agencies.</li> <li><input type="checkbox"/> Turning Point breaks even financially.</li> </ul>
<p><b>5 <u>Encouraging and equipping individuals and groups in their community engagement</u></b> (This is particularly ETC members and leaders, but also people from other groups in the community).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Through workshops and speaking in various settings, helps people understand the community development concept of working alongside others “doing with” people in the community, not just “doing for”.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Individuals are encouraged and inspired to be a part of their community.</li> <li><input type="checkbox"/> The staff and ministries of ETC are assisted to become more effective in the community.</li> <li><input type="checkbox"/> Promotional material for ETC events reaches a wide community audience.</li> </ul>
<p><b>6 <u>Fostering the establishment of new projects or community service that meet identified needs</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using the networks already established by this community facilitator role – helps people with new community service ideas link with related community resources and identify a develop a plan for their project or community service.</li> </ul>	<input type="checkbox"/> People with new community ideas feel supported and assisted in developing their ideas.

<p><b>7 <u>Provides line management for: the ETC Community Children &amp; Families Woker, Shop on Taieri staff, and Taieri Foodbank staff</u></b> (Shop on Taieri is a social enterprise opportunity shop run by SHFT)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meets with these staff regularly in a management function, ensuring agreed goals and plans are being met.</li> <li><input type="checkbox"/> Also responsible for the manager's annual review.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff are well managed and the meet agreed goals and plans.</li> </ul>
<p><b>8 <u>Leads the Community on the Coast Team</u></b></p> <p>(This team of people who live in the Ocean View/Brighton area are aiming to carry out the vision of thriving church, thriving communities on the coast.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The team meets every two weeks to build teamwork, care for each other, and plan ways they will engage and serve their community. (e.g. The team is establishing "Kai on the Coast" a monthly shared community meal.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A good culture is built within the team, where people are able to contribute, and are cared for.</li> <li><input type="checkbox"/> Appropriate events are organised which connect with and meet identified community needs.</li> </ul>
<p><b>9 <u>Gives Leadership to the ETC Seniors' Congregation</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contributes to thriving church/thriving communities through the seniors' congregation</li> <li><input type="checkbox"/> Organises special church services to which the community are invited such as: The annual Hope Service (for those facing loss of various kinds), the visit of the Royal Dunedin Male Choir, Favourite Hymn Service, Christmas Carol Service.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This group of seniors experience close community and support so they can live healthy lives physically, socially, mentally and spiritually.</li> <li><input type="checkbox"/> These seniors grow in their understanding and connection with their wider community.</li> <li><input type="checkbox"/> Contributes to the spiritual needs of the wider community through special church services.</li> </ul>
<p><b>10 <u>Leads the Alpha Course and other resourcing that helps people explore questions of life and spiritual need</u></b> (see <a href="http://www.alpha.org.nz/">http://www.alpha.org.nz/</a> )</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinates Alpha courses.</li> <li><input type="checkbox"/> Leads events in community spaces where people can explore spirituality and questions of life.</li> <li><input type="checkbox"/> Supports and encourages training to help people in speaking about and living out their faith.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Regular Alpha courses and training sessions are held each year.</li> <li><input type="checkbox"/> ETC people and others are increasingly confident in speaking about and living out their faith in the community.</li> </ul>
<p><b>11 <u>Contributes information and reports for grant funding applications</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accurate research, and reporting on outcomes is given to the staff completing funding applications.</li> <li><input type="checkbox"/> Some funding applications are completed as part of this role. (e.g. for Turning Point)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Funding applications are made with accurate information and accurate accountability.</li> </ul>
<p><b>12 <u>Personal Wellbeing and Development</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Engage in external supervision with an approved supervisor</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervision is undertaken on regular basis</li> </ul>

<input type="checkbox"/> Maintain personal professional development in community work including attendance at appropriate training events	<input type="checkbox"/> Take up opportunities for study and courses
---	--

### Work Complexity:

#### Most challenging duties typically undertaken:

- Networking with a wide variety of community agencies.
- Developing and prioritizing new strategies and fostering the establishment of new community ministries
- Communicating and coordinating with a wide range of community ministries, including people developing new fresh expressions of church.
- Given limited hours, managing expectations of 2pm congregation & managing key relationships around them.
- Working with volunteers: managing expectations and providing inspiration and coaching.

### Limitations of Authority:

You will refrain from making negative public statements concerning SHFT or East Taieri Church, including via blogs, media and social media;

You must treat all confidential information with respect;

You cannot make financial commitments beyond the scope of authority delegated to this position;

Any significant new developments/initiatives are to be developed in consultation with the Senior Pastor and approved by the SHFT Trustees before proceeding.

### Performance Appraisals

An Annual Performance Appraisal will be conducted.

### Person Specification: Qualifications & Gifts, Knowledge and Experience

#### Qualifications & Gifts

Essential:	Desirable:
------------	------------

<ul style="list-style-type: none"> <li>• Strong Christian faith and character, well respected in church and community.</li> <li>• Committed to the vision and mission of SHFT and ETC.</li> <li>• Ability to inspire, lead and develop a wide variety of staff and volunteers involved in community ministry</li> <li>• Demonstrated self-starter able to manage own time and priorities, and organize and manage projects.</li> <li>• Leadership, communication and caring gifts that help people develop healthy, positive, meaningful, and fulfilling lives.</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in applied theology or community development, or social services.</li> <li>• Able to recruit new people into various areas of service.</li> <li>• Understanding of financial accounts and management of specific budgets.</li> </ul>
--	--

### Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of and commitment to team ministry</li> <li>• Strong interpersonal skills.</li> <li>• Understanding of Community Development models of Community Ministry.</li> <li>• Strong Administrative skills</li> <li>• Knowledge of existing training resources and community services.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong up-front presentation skills.</li> <li>• Good reporting and communication skills</li> <li>• Experience of what makes good publicity and promotional material.</li> </ul>

### Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Networking with a wide variety of people in church and community. Clarifying and communicating vision.
Advanced level	Evangelism skills
Working Knowledge	Applying for community grants and assistance. Computer and technical gear (sound system, data projector, etc) Preaching and service leading
Awareness	Procedures with Church Council and leadership.

### Key Behaviours

*All ministry staff are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise

- Teamwork
- Serving those involved in the ministry
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

#### **Personal Attributes**

- Communicates well and clearly
- Personal growth and development

#### **Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the incumbent or the supervisor. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

#### **Approved:**

---

Supervisor

---

Date

---

Employee

---

Date

**PROJECT COSTS****\$****PEOPLE COSTS**

Budget for Three Years

*If your budget includes salary or wages, please send us the job description. You can attach this on the last page of this form.*

Wages	\$	131,040.00
Training	\$	4,620.00
Facilitator fees		
Travel		
Volunteer expenses	\$	1,800.00
Other (specify)		
Volunteer Hours (255 hrs/yr SHFT + 200NS volunteers x 15hrs/yr) x 3 years	\$	273,420.00

**FOR COMMUNITY GRANTS ONLY: OVERHEAD COSTS**

Rent	\$	-
Telephone/internet	\$	1,260.00
Stationery/photocopying	\$	900.00
Advertising/promotion/marketing	\$	5,000.00
Other (specify)		

**PROJECT OR EVENT COSTS**

Venue hire  
Lighting  
Sound equipment  
Marketing and promotion  
Materials (eg craft supplies, books)  
Other (specify)

**OTHER COSTS (SPECIFY)**

Laptop/computer	\$	1,200.00
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<b>TOTAL PROJECT COSTS (A)</b>	\$	419,240.00
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<b>PROJECT INCOME</b>	\$	
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Donated materials/services (ie professional services, paint, wood, lighting, etc)

Cash in hand for the project

Earned income

Cash sponsorship

Approved grants (see Q. 13)

Other income (specify)

Applications to Alexander McMillan Trust, Lottery Community & Southern Trust to net

\$45,000 over the three year period. Accommodation, internet, stationery, postage,

copying, printing and power will be provided by NZ Police	\$	45,000.00
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Volunteer time donated (as above)	\$	273,420.00
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<b>TOTAL PROJECT INCOME (B)</b>	\$	318,420.00
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<b>TOTAL PROJECT COSTS (A)</b>	\$	419,240.00
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MINUS

<b>TOTAL PROJECT INCOME (B)</b>	\$	318,420.00
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<b>EQUALS ( C)</b>	\$	100,820.00
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## Objects and Vision

The SHFT annual report and reviewed accounts for the previous financial year are available on request, but the file was larger than the 2MB limit of the online application process. Consequently this summary is provided.

SHFT is a trust commissioned by East Taieri Church to be the resourcing, funding and visioning body for its community work. SHFT partners with many community organisations, and it is important to us to show respect for their culture and beliefs.

### **The charitable objects from the SHFT Trust Deed:**

- 2.1 To express the love of Jesus Christ through practically addressing social concerns in the community without discrimination of race, sex, nationality or religion.
- 2.2 To respond to our community by offering resources, expertise and programmes that help people develop healthy, positive, meaningful and fulfilling lives.
- 2.3 To network and partner with local agencies, fostering development by finding local solutions to local needs.
- 2.4 To encourage young people to grow physically, socially, mentally and spiritually within positive peer groups, helping them to make good choices, develop leadership and fulfil their potential.
- 2.5 To do all such other acts and things that are incidental to or will further the attainment of the objects.

SHFT has been particularly strong in community youth work for 24 years, but in recent years has developed a broader community work with all ages in the Mosgiel Taieri area, catalysed by the work of the community facilitator.

### **From the last SHFT Annual Report:**

It has been a privilege to be leading our Community engagement over the past year. Another full year, joining with others in our area to make Mosgiel, Taieri and beyond a better place to live for us all. Some of the year's highlights are:

The Community Christmas lunch at the RSA was enjoyed by 95 people. An excellent meal in partnership with the Mosgiel Memorial RSA, Acts of Kindness Charitable Trust, East Taieri Church and Mosgiel Lions. Planning is well underway for the next one (number 8!).

Mid-winter Seniors Lunch and Sing along held in Oak Hall in July saw 72 guests gather from Mosgiel, Fairfield and the Coast.

Along with the lunches we have hosted three Business Breakfasts in partnership with Aurora Cafe. March's guest was Jade Te Uri Karaka, speaking about her passion for young people and community. In July Taieri College Principal David Hunter spoke about how the community and College must partner together in developing our young people. Then in October Richard Roberts CEO of Dunedin Airport enlightened many with his most informative talk about our airport and how it impacts our community and businesses.



I continue to sit on the Mosgiel Emergency Response Planning Team otherwise known as the Taieri and Southern and Coastal Community Response Group with responsibility for managing Welfare in an emergency. We now come under the Civil Defence Emergency Management team and they are helping us develop a localized plan. This covers all likely emergency /disaster scenarios for our area, with advice for residents. These booklets will be available to the public in 2018

The monthly Mosgiel Resource Group (which I lead) continues to provide local groups, individuals and NGOs a platform to intimation, sharing, and support each other.

We continue to offer support and advice to the many individuals and agencies who contact the office requesting information or support and are often sought out by others because of the local knowledge we have built up.

Numerous opportunities continue to arise for us to partner with other groups, in relation to events, educational programmes and support. Mosgiel/Taieri is the fastest growing area in the city. There is much still to do.

Joy Davis  
Community Facilitator.

SHFT works with many organisations and offers community programmes and engagement with people irrespective of their beliefs. However SHFT does work to achieve its charitable objects under the umbrella vision of East Taieri Church for thriving church and thriving communities.

**We will be a thriving church, responding to God's grace and passionately living out our faith, wherever we live, work and play.**

**Together we will work alongside others to develop thriving communities where people feel connected, known, loved and valued.**

## Saddle Hill Foundation Trust

### Statement of Service Performance

**"What did we do?", When did we do it?"**

**For the year ended  
31 March 2018**

#### Description of the Entity's Outcomes\*:

Networking with other agencies and schools while using best demographic and social studies. Understanding and responding to our community. Promoting volunteering within our community. Serving our community by offering resources, people and programmes that develop healthy, positive, meaningful and fulfilling lives. Encouraging young people to grow physically, socially, mentally and spiritually within positive peer groups. This will be reflected in sound decision making and improved self-esteem, with young people making good choices about their health and bodies. Building positive attitudes and enhancing values and self-esteem by providing opportunities to develop leadership. Partnering with local agencies and fostering development by finding local solutions to local issues.

	Actual*	Budget	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year	This Year	Last Year
Ground Zero - a free eight week programme which is offered to Year 7 students from local schools in terms 2 and 4. Each intake has 20 students and the programme looks at developing confidence, self-esteem, leadership, working as a team and other life skills. Ground Zero has been successful due to the physical/outdoors nature of the course as well as the work and challenges undertaken within teams.	Programme run in term 2 and 4 with a total of 40 students attending. Programme provided training on confidence, self-esteem, leadership and working as a team and life skills. Feedback shows positive changes in participants	Provide Ground Zero programme in terms 2 and 4 for up to 20 student per term.	Programme run in term 2 and 4 with a total of 31 students attending. Programme provided training on confidence, self-esteem, leadership and working as a team and life skills. Feedback shows positive changes in participants
Summit - a free eight week programme which is offered to Year 8 students who have been through the Ground Zero programme. It is run in term 3. Leadership skills are further developed as more responsibility is given to young people as they are pushed out of their comfort zones and taught valuable life skills.	Summit was run in term 3 with 20 students attending each. Students are chosen from those who attended Ground Zero the prior year. Programme builds on skills learnt at Ground Zero such as confidence, self-esteem, leadership and working as a team and life skills. Feedback shows positive changes in participants	Provide Summit programme in term 3 for up to 20 students	Summit was run in term 3 with 17 students attending each. Students are chosen from those who attended Ground Zero the prior year. Programme builds on skills learnt at Ground Zero such as confidence, self-esteem, leadership and working as a team and life skills. Feedback shows positive changes in participants

Challenge - this is an adventure based programme which is available in term 1. This programmes gives the participants skills in working as team, confidence to try new things, leadership, listening and processing skills	The Challenge programme was held in term 1 2018 and 20 youth attended.	Adventure based training for youth to experience new skills, leadership and team work	The Challenge programme was held in term 4 and 14 youth attended.
<p>Random? - a weekly programme for students in Years 9-13 held during school term. Random? Is an exciting, sometimes thrilling, social environment which builds friendships, enhances values and develops life skills. Camps also provide a safe place where youth can have fun with their friends.</p> <p>Dynamite - a fortnightly programme during school terms for Year 7-8 students. Dynamite is an environment which assists in building positive attitudes and enhancing values and friendships. This is done by having a programme which is entertaining, exciting and a whole heap of crazy fun.</p>	<p>Random? - has an average of 163 connections with youth each week, either on a Friday night or during the week.</p> <p>Dynamite - has an average of 16 attending each fortnight.</p>	Provide a safe environment where youth can build friendships and discuss topics that affect them and have fun	Random? - has a role of 94 with an average of 26 youth attending each week. Dynamite - has a role of 24 with an average of 16 attending each fortnight.
Church christian programmes are held on Sunday mornings during term time for Year 5-6 and include bible teachings built around exploring the bible and fun activities.	Plunge has with an average of 12 youth attending. Games, talks and discussions make for a fun but learning environment.	Christian based programmes where youth explore the bible and it's teaching and how it affects their lives.	Plunge has a roll of 14 with an average of 16 youth attending. Games, talks and discussions make for a fun but learning environment.
School Chaplaincy - this service provides mentoring and friendship to students. Our school chaplains are available in times of need within the school setting. The sessions provide students space to share about life and provides them with skills to overcome life's challenges and to be able to make positive life decisions. The students explore issues such as communicating with others, honesty, respect and trust.	Provided care for students at Taieri College and Outram School. Trained Chaplains provide support for 11 hours per school week and connect with an average of 25 students per week.	Provide support to Taieri College and Outram School	Provided care for students at Taieri College and Outram School. Trained Chaplains provide support for 11 hours per school week
Community events and community projects which support the local Taieri community. Includes Business Breakfasts, Mid-Winter lunch for seniors, Christmas lunch at RSA, Stop Talk Listen	Business Breakfasts held at Aurora Cae in July, October and March with 96 people attending. Speakers were local High School Principal, CEO Dunedin Airport and CEO Abacus Bio. Mid Winter Lunch was in partnership with Mosgiel RSA and social agencies provided a free four course meal and entertainment to 77 guests (9 volunteers assisted). The Christmas Day Lunch (9th year) which is also supported by the Mosgiel RSA, Acts of Kindness Charitable Trust and Mosgiel	Also support community based initiatives such as RSA Christmas Lunch, community building events	Support community initiatives such as RSA Christmas Lunch, Business Breakfast and mid-winter Christmas Lunch with 233 people attending these events.

**From:** Joy Gunn  
**To:** [neighbourhoodsupport@gmail.com](mailto:neighbourhoodsupport@gmail.com)  
**Subject:** RE: FW: Place based funding  
**Date:** Wednesday, 15 August 2018 04:19:29 p.m.

---

In the diary! See you then.

Joy

**From:** Otago Neighbourhood Support Charitable Trust <[neighbourhoodsupport@gmail.com](mailto:neighbourhoodsupport@gmail.com)>  
**Sent:** Wednesday, 15 August 2018 4:11 p.m.  
**To:** Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)>  
**Subject:** Re: FW: Place based funding

Hi Joy,

Joy and I can make it at 11 but Sarah is unable to and said to go ahead. See you tomorrow.

Regards,

Lois Scott-Muir  
Otago Neighbourhood Support Charitable Trust  
North Dunedin Police Station  
111 North Road, North Dunedin  
PO Box 2472  
South Dunedin  
DUNEDIN 9010  
Phone: 03 456 0857  
Facebook: <https://www.facebook.com/otago.neighbourhood.support>

***Otago Neighbourhood Support Charitable Trust wishes to acknowledge the support received from community funding bodies and trusts: Lottery Community Grants, COGS, Dunedin City Council, United Way, Bendigo Sports and Charity Foundation, Trustpower, Otago Community Trust and also the donations received from our communities. It is with this support and that of our communities that we are able to continue our work.***

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Please consider the environment - do you really need to print this email?

On Wed, 15 Aug 2018 at 14:05, Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)> wrote:

Sorry – could we meet at 11.00am tomorrow?

---

**From:** Joy Gunn

**Sent:** Wednesday, 15 August 2018 1:50 p.m.

**To:** 'neighbourhoodsupport@gmail.com' <[neighbourhoodsupport@gmail.com](mailto:neighbourhoodsupport@gmail.com)>; Sarah Nitis <[sarah.nitis@gmail.com](mailto:sarah.nitis@gmail.com)>; Joy Davis [REDACTED]

**Subject:** RE: FW: Place based funding

I could meet here tomorrow at DCC at 9.30am if that's not too short a notice?

I'm not here Friday but could meet around 1pm Monday as well if that suited better.

And apologies, I didn't include Joy in my email. Have done so now!

Regards

Joy

---

**From:** Otago Neighbourhood Support Charitable Trust <[neighbourhoodsupport@gmail.com](mailto:neighbourhoodsupport@gmail.com)>

**Sent:** Wednesday, 15 August 2018 1:48 p.m.

**To:** Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)>; Sarah Nitis <[sarah.nitis@gmail.com](mailto:sarah.nitis@gmail.com)>

**Subject:** Re: FW: Place based funding

Hi Joy,

Thank you for getting back to me. Meeting with you will be great. If you would please let us know what day suits we will be there.

(Sarah prefers to meet during school hours).

Please pass on my deepest sympathy to Nick.

Regards,

Lois Scott-Muir

Otago Neighbourhood Support Charitable Trust

North Dunedin Police Station

111 North Road, North Dunedin

PO Box 2472

South Dunedin

DUNEDIN 9010

Phone: 03 456 0857

Facebook: <https://www.facebook.com/otago.neighbourhood.support>

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On Tue, 14 Aug 2018 at 15:09, Alan Muir <[muira@xtra.co.nz](mailto:muira@xtra.co.nz)> wrote:

----- Original Message -----

From: Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)>

To: Lois Scott <[muira@xtra.co.nz](mailto:muira@xtra.co.nz)>, Sarah Nitis <[sarah.nitis@gmail.com](mailto:sarah.nitis@gmail.com)>

Date: 14 August 2018 at 15:05

Subject: FW: Place based funding

Hi Lois and Sarah

Nick is away on bereavement leave. He may be back on Tuesday next week.

Would you like to meet with me in his absence and wait until mid next week?

Regards

Joy

---

**From:** Janine Hunt-Ross **On Behalf Of** Nick Orbell

**Sent:** Tuesday, 14 August 2018 2:57 p.m.

**To:** Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)>

**Subject:** FW: Place based funding

**Janine**

Janine Hunt-Ross

Project Support Coordinator

Community Development and Events

Dunedin City Council

50 The Octagon, Dunedin; P O Box 5045, Moray Place, Dunedin 9058, New Zealand

Telephone: 03 477 4000; Fax: 03 474 3789

Email: [janine.huntross@dcc.govt.nz](mailto:janine.huntross@dcc.govt.nz)

**From:** Otago Neighbourhood Support Charitable Trust  
[<mailto:neighbourhoodsupport@gmail.com>]

**Sent:** Tuesday, 14 August 2018 1:17 p.m.

**To:** Nick Orbell <[Nick.Orbell@dcc.govt.nz](mailto:Nick.Orbell@dcc.govt.nz)>

**Subject:** Place based funding

Hi Nick,

Joy Davis, Sarah Nitis (Mosgiel Taieri Community Board Chair) and I would like to meet with you this week if possible to discuss applying for place based funding for a Mosgiel community safety initiative. Best time for Sarah is early afternoon. We will happily come to you.

Regards,

Lois Scott-Muir

Otago Neighbourhood Support Charitable Trust

North Dunedin Police Station

111 North Road, North Dunedin

PO Box 2472

South Dunedin

DUNEDIN 9010

Phone: 03 456 0857

Facebook: <https://www.facebook.com/otago.neighbourhood.support>

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**From:** [Otago Neighbourhood Support Charitable Trust](#)  
**To:** [Andrew Borthwick](#); [Colin Lind](#); [Marie Sutherland](#); [Pat Tutty](#); [Paul Coffey](#); [Paul Hooper](#); [THOMSON, Brendan](#);  
**Subject:** MOU with Saddle Hill Foundation Trust  
**Date:** Friday, 5 October 2018 02:53:15 p.m.  
**Attachments:** [MOU SHFT ONS.docx](#)

---

Hi there,

Firstly, thank you all for your support and your usual enthusiasm shown at our AGM on Tuesday night. Thanks also from Jill who is extremely excited about her award.

ANDREW: I will finish off the funding schedule and email to you on Monday.

**Place Based funding - Mosgiel Safety Project - MOU between Otago Neighbourhood Support & Saddle Hill Foundation Trust:**

As I indicated at our Trust meeting that I would meet with the SHFT representative Pastor Martin Macaulay - I met with him this morning and we have come up with an MOU between ONS and the Saddle Hill Foundation Trust for your approval. (See attached). This ensures that we are all on the same page before advertising for a part-time NS coordinator based at the Mosgiel Police Station.

**This is how I see the process:**

MOU between ONS & SHFT signed off  
Job Description & Employment Contract for Board approval  
Advertise the position mid-November  
Representatives from ONS Board, SHFT, NZ Police on interview panel  
Police vetting etc carried out prior to Christmas break  
As per the terms of the application, the Mosgiel Coordinator will be starting in the New Year

Please let me know that you have read the MOU and it meets with your approval.

Have a great weekend.

Regards,

Lois Scott-Muir  
Otago Neighbourhood Support Charitable Trust  
North Dunedin Police Station  
111 North Road, North Dunedin  
PO Box 2472  
South Dunedin  
DUNEDIN 9010  
Phone: 03 456 0857  
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*Otago Neighbourhood Support Charitable Trust wishes to acknowledge the support received from community funding bodies and trusts: Lottery Community Grants, COGS, Dunedin City Council, United Way, Bendigo Sports and Charity Foundation, Trustpower, Otago Community Trust and also the*



**From:** [Otago Neighbourhood Support Charitable Trust](#)  
**To:** [Joy Gunn](#)  
**Subject:** Re: Application  
**Date:** Wednesday, 22 August 2018 02:49:44 p.m.  
**Attachments:** [118082210585103367.jpg](#)  
[118082210585103567.jpg](#)  
[118082210585103767.jpg](#)  
[118082210585103967.png](#)  
[118082210585104167.jpg](#)  
[118082210585103967.png](#)

---

Hi Joy,

Thank you for your email. You did mention it to us - good to have it reinforced.

Cheers,

Lois Scott-Muir  
Otago Neighbourhood Support Charitable Trust  
North Dunedin Police Station  
111 North Road, North Dunedin  
PO Box 2472  
South Dunedin  
DUNEDIN 9010  
Phone: 03 456 0857  
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On Wed, 22 Aug 2018 at 12:58, Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)> wrote:

Hi both

Just wanted to confirm, after our conversation last week, that if an organisation is a "fund holder" the application should not be benefiting the fund holder group i.e. the activities / project must be additional. Therefore, it couldn't cover core Neighbourhood Support activity.

I wasn't sure if that was clear during our discussion.

Regards

Joy

Joy Gunn

Manager Community Development & Events

**Dunedin City Council**

50 The Octagon, Dunedin 9016; PO Box 5045, Dunedin 9058, New Zealand

Telephone: 03 477 4000, DDI: 03 474 3540, Mobile: 021 0232 4064

Email: [Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz); [www.CityofDunedin.com](http://www.CityofDunedin.com)



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**From:** Joy Gunn  
**To:** [joy@etchurch.co.nz](mailto:joy@etchurch.co.nz)  
**Subject:** RE: FAQs re Funding  
**Date:** Monday, 20 August 2018 08:51:35 a.m.  
**Attachments:** [Placebased FAQs checklist.docx](#)

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Hi Joy,  
Here are the FAQs

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**From:** Joy Davis <[joy@etchurch.co.nz](mailto:joy@etchurch.co.nz)>  
**Sent:** Friday, 17 August 2018 4:10 p.m.  
**To:** Joy Gunn <[Joy.Gunn@dcc.govt.nz](mailto:Joy.Gunn@dcc.govt.nz)>  
**Subject:** FAQs re Funding

Hi Joy

Thanks so much for your time yesterday.  
I do hope that you get some downtime this weekend.

Lois forward what she thought was the FAQ document but it only had a Facebook logo on it! 😊  
Could you send them to me please?

Many thanks  
Joy D

Joy Davis  
Community Facilitator  
East Taieri Church  
Ph: 4896308 Xtn 703  
[REDACTED]  
Email: [joy@etchurch.co.nz](mailto:joy@etchurch.co.nz)

**From:** Joy Gunn  
**To:** [Joy Davis](#)  
**Subject:** Fwd: Place based Q&A  
**Date:** Friday, 17 August 2018 04:38:01 p.m.  
**Attachments:** [Placebased FAQs checklist.docx](#)

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Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** Joy Gunn <Joy.Gunn@dcc.govt.nz>  
**Date:** 17/08/18 10:08 AM (GMT+12:00)  
**To:** Lois Scott <muiira@xtra.co.nz>, Joy Davis [REDACTED], Sarah Nitis <sarah.nitis@gmail.com>  
**Subject:** Place based Q&A

Morning

Further to our conversation yesterday, please also find attached a Q&A document Nick had prepared.

Nga mihi

Joy

Joy Gunn  
Manager Community Development & Events  
**Dunedin City Council**

50 The Octagon, Dunedin 9016; PO Box 5045, Dunedin 9058, New Zealand  
Telephone: 03 477 4000, DDI: 03 474 3540, Mobile: 021 0232 4064  
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## **Grants Subcommittee**

### **Place Based Community Grants**

### **MINUTES**

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Minutes of an ordinary meeting of the Grants Subcommittee held in the Edinburgh Room, Municipal Chambers, The Octagon, Dunedin on Wednesday 26 September 2018, commencing at 9.00 am

#### **PRESENT**

<b>Chairperson</b>	Cr Aaron Hawkins	
<b>Deputy Chairperson</b>	Cr Andrew Whiley	
<b>Members</b>	Amanda Dyer	Cr Christine Garey
	Cr Marie Laufiso	Hannah Molloy
	Lois Scott	

**IN ATTENDANCE** Joy Gunn (Manager Community Development and Events), Paul Coffey (Senior Community Advisor), Nick Orbell (Community Advisor), Wai Piggott (Financial Analyst)

**Governance Support Officer** Rebecca Murray

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#### **1 PUBLIC FORUM**

There was no Public Forum.

#### **2 APOLOGIES**

Moved (Cr Aaron Hawkins/Cr Marie Laufiso):

That the Subcommittee:

**Accepts** the apology from Ms Desiree Williams.

**Motion carried (GS/2018/020)**

#### **3 CONFIRMATION OF AGENDA**

Moved (Cr Aaron Hawkins/Cr Andrew Whiley):

That the Subcommittee:

**Confirms** the agenda without addition or alteration.

**Motion carried (GS/2018/021)**

#### 4 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Lois Scott declared an interest in the North East Valley Community Development Project.

Hannah Molloy declared an interest in the Otago Museum (employee) and advised that the Fortune Theatre is removed as her previous employer.

Moved (Cr Aaron Hawkins/Cr Andrew Whiley):

That the Subcommittee:

- a) **Amends** the Elected or Independent Members' Interest Register attached as Attachment A; and
- b) **Confirms** the proposed management plan for Elected or Independent Members' Interests.

**Motion carried (GS/2018/022)**

#### PART A REPORTS

#### 5 GRANT APPLICATIONS

The Manager Community Development and Events, the Senior Community Adviser and the Community Advisor provided background information on the Place Based Community Grants applications received, the criteria, and they responded to members questions.

Nick Orbell (DCC Staff) has an interest in the South Dunedin Community therefore Paul Coffey (DCC Staff) will speak to this application.

Lois Scott left the meeting while the Greater Green Island Community Network and Saddle Hill Foundation Trust were discussed at 9.32am and re-entered the meeting at 9.48am.

Lois Scott left the meeting while the North East Valley Community Development Project was discussed at 9.53am and re-entered the meeting at 9.56am.

Moved (Cr Christine Garey/Cr Marie Laufiso):

That the Subcommittee:

- a) **Approves** the funding as follows which includes three year funding for Greater Green Island Community Network Charitable Trust and Saddle Hill Foundation Trust:

App No.	Name	Approved funding
1	Progress of Waikouaiti Area (POWA)	<b>\$22,000.00</b>
2	Greater Green Island Community Network Charitable Trust (GGICN)	<b>\$70,000.00</b>

3	Saddle Hill Foundation Trust (partnering with Otago Neighbourhood Support Charitable Trust)	<b>\$34,605.00</b>
	And \$33,405 each year for the next 2 years to 2020/21	
4	South Dunedin Community Network	<b>\$64,715.00</b>
5	The North East Valley Community Development Project	<b>\$55,000.00</b>
	And \$55,000 each year for the next 2 years to 2020/21	
6	Caversham Community Group	<b>\$22,274.00</b>
	Total	<b>\$268,594.00</b>

All approved grants are subject to an agreement and subsequent year funding will be conditional on performance

**Motion carried (GS/2018/023)**

Moved (Cr Aaron Hawkins/Cr Marie Laufiso):

That the Subcommittee:

- a) **Declines** the Opera House Trust
- b) **Recommends** that those staff working to address housing issues in the city engage with the Opera House Trust on their social housing project.

**Motion carried (GS/2018/024)**

Moved (Cr Andrew Whiley/Cr Christine Garey):

That the Subcommittee:

- a) **Declines** the Waikouaiti District Museum Inc

As the application did not meet the Place Based Community Grants criteria

**Motion carried (GS/2018/025)**

Moved (Cr Aaron Hawkins/Cr Andrew Whiley):

That the Subcommittee:

- a) **Declines** the Blueskin Resilient Communities Trust application. The subcommittee acknowledge the work of the Blueskin Resilient Communities Trust.
- b) **Recommends** that staff engage with the Blueskin area to facilitate a whole of community approach to place based community development with the Runaka and groups within the area.

**Motion carried (GS/2018/026)**

Moved (Cr Marie Laufiso/Cr Christine Garey):

That the Subcommittee:

- a) **Thank** the Community Development and Events staff for the great work carried out with the community groups.

**Motion carried (GS/2018/027)**

The meeting concluded at 11.00am.

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CHAIRPERSON