

ECONOMIC DEVELOPMENT

PARTNERSHIP PROGRAMME

Adopted on 15 November 2012

1. POLICY OBJECTIVES

- Develop effective relationships with leading community organisations, corporates and individuals.
- Fair and achievable funding of community projects.
- Provide opportunity for community to contribute to community projects.
- Identify Council's role in leading and funding community projects.

2. PRINCIPLES

Council recognises there are people/organisations within the community who wish to contribute to community projects.

Contributions should be based on reason and ability to give, i.e. fair share giving by investment partners and Council.

Council recognises it has various roles in the development of facilities and amenities in Greymouth and the District.

3. DEFINITIONS

Partnership Programme is a schedule of community projects for which at least one of the funding sources is secured by Council through an agreement under this Partnership Programme Policy.

Community Projects are projects identified by Council to acquire, construct or develop reserves or community infrastructure and includes programmes that add benefit to the District.

4. BACKGROUND

Council, in conjunction with the community, is developing an Economic Development Strategy which will identify actions and projects to stimulate growth in the District. Reliance on traditional funding sources alone will be insufficient to fund the investment needed.

There are a number of organisations and individuals within the community who wish to contribute to the development and vibrancy of the District. The Partnership Programme Policy provides an opportunity for such contribution to occur in a

mutually beneficial manner.

5. POLICY STATEMENT

5.1 PROJECT IDENTIFICATION AND SELECTION

Strategies, implementation plans and the Annual Plan (AP) and Long Term Plan (LTP) processes define those projects and initiatives to be pursued to achieve community outcomes.

A project must have strategic fit or be in Council's AP or LTP to be considered for inclusion in the Partnership Programme.

Once a project has been identified, a three step process will apply:

Step 1: Assessment of Project

Step 2: Role of Council

Step 3: Priority of Project

5.1.1 STEP 1 - WHEN A PROJECT WILL BE INCLUDED

A project will only be included in the Partnership Programme where it is assessed that:

- a) It is the "right project in the right place"; and
- b) There is adequate and appropriate capability and capacity to both undertake the project and ensure the project continues to meet community needs over the longer term.

In assessing whether it is the "right project in the right place" consideration will be given to whether the project:

- ✓ Meets a clearly identified need is fit for purpose
- ✓ Is the best overall solution to meet defined need
- ✓ Complements (including being part of a larger network) and doesn't duplicate existing facilities or networks

In assessing whether there is adequate capability and capacity consideration will be given to:

- ✓ Extent of institutional readiness of the organisation leading the project
- ✓ Appropriateness of governance
- ✓ Level of stakeholder support
- ✓ Ongoing operational feasibility including operational funding and appropriateness of ongoing operational management arrangements
- ✓ Completeness and reliability of project budget
- ✓ Clarity and achievability of funding sources and levels

5.1.2 STEP 2 - ROLE

For each potential project on the Partnership Programme, Council will identify its role as either:

- a) Lead – responsible for initiating, leading, partially or fully funding and delivering the project; or
- b) Support – assisting a lead agency to deliver the project by funding and/or other means (e.g. advocacy and facilitation); or
- c) Awareness – raise community awareness about the project; or
- d) None

5.1.3 STEP 3 - PRIORITISATION

Council will prioritise projects where it has identified a lead or support role under 5.1.2 and will take into account:

- a) Defined Community Outcomes
- b) Extent of community need and degree of strategic fit
- c) Nature and quantum of the funding opportunity
- d) Leadership opportunity and expressed willingness of party/parties to lead a project
- e) Overall affordability of the Partnership Programme

5.2 FUNDERS

5.2.1 IDENTIFICATION OF POTENTIAL FUNDERS

In identifying potential funders Council will consider:

- Key community organisations
- Organisations with a strong relationship/"fit" with Council business
- Current community funders with purposes consistent with community enhancement
- Government and other Local Government Authorities
- User groups and individuals
- Corporates and gaming trusts
- Key education organisations
- Iwi
- Commercial investors
- International investors
- Others

5.2.2 FUNDER TYPE AND PROJECT FIT

- a) Council and funder/s will agree appropriate projects by taking into account:

- ✓ Commonality of purpose
 - ✓ Project alignment and geographic relevance
 - ✓ Ability to contribute; fair share
 - ✓ Project inter-relationships
- b) Council and funder/s will agree on appropriate funding mechanism. Possible mechanisms may include:
- Grant
 - Loan
 - Sponsorship
 - Bequest/endowment
 - Donation
 - Contract for services
 - Investment
- c) Council and funder/s will agree on the levels and terms of contribution.
- d) Council and potential funder/s will discuss:

5.2.3 FUNDING AGREEMENT

A written agreement will generally be entered into which details:

- ✓ The reasons for the contribution
- ✓ Project Association(s)
- ✓ Level, type and term of contribution
- ✓ Benefits to funder
- ✓ Payment terms
- ✓ Areas of interest/skill of the funder
- ✓ Relationship Manager/s
- ✓ Where appropriate a statement to the effect that the funding investment being made under this policy is not replacing the level of community funding that the Partnership Programme partner is currently contributing to.

Council reserves the right not to enter into a funding agreement with any potential funder.

5.3 DELIVERY

5.3.1 ROLE OF THE RELATIONSHIP MANAGER

Relationship Managers should be appointed by both Grey District Council and the funder. The primary role of the Relationship Manager is to:

- a) Maintain regular communication (monthly and quarterly meetings/reviews); and
- b) Ensure 'people connections' are at appropriate levels within each

- organisation; and
- c) Identify and address issues/opportunities within each organisation; and
- d) Work on a 'no surprises' basis sharing information freely as appropriate; and
- e) Reconcile business and financial flows; and
- f) Ensure obligations regarding benefits to Grey District Council and the funder are delivered/met; and
- g) Explore opportunities for greater synergy between Grey District Council and the funder.

5.3.2 PROMOTIONS AND COMMUNICATION

An annual communications/involvement plan will be prepared by the Partnership Manager which ensures:

- ✓ Greater understanding by both Council and the community of the funders functions and areas of interest; and
- ✓ Frequent and effective contact between the funder and Council; and
- ✓ The profile of the funder is developed both within the community and within Council; and
- ✓ Early communication of Council planning and activities to be undertaken to ensure there are "no surprises".

5.3.3 SUPPLIER AND CONTRACT ISSUES

Council's Procurement Policy specifies those circumstances under which Council must procure using a tender process. Where a tender process is not required, other relevant requirements of the Procurement Policy, such as having open and fair competition, will apply.

Where Council seeks to procure using the tender process, funders under the Partnership Programme Policy will be advised of the tender opportunity where the procurement relates to their area of business.

5.4 MONITOR AND REPORT

The Partnership Manager will report annually to the Chief Executive on progress of the Partnership Programme.

5.5 DELEGATIONS

The Chief Executive has the authority to enter into the Funder Agreement and approve the annual communications/involvement plan.

The Partnership Manager is responsible for implementing this policy.

5.6 RELEVANT REFERENCES

Procurement Policy

Policy on Partnership with the Private Sector per the 2009/2019 Long Term Community Outcomes Plan.