

**GLOSSARY**

Community Assistance Funds	(CAF)
Finance and Operational Performance Committee	(FOP)
Community Wellbeing Fund	(CWF)
Accommodation Assistance Fund	(AAF)
Out of School Care Fund	(OSCF)
Youth Programme Fund	(YPF)
Fee Waivers Fund	(FWF)
Community Halls Fund and Capital Work Fund	(CHF&CWF)

**EXECUTIVE SUMMARY**

The purpose of this report is to provide the Finance and Operational Performance Committee (FOP) with information regarding the Community Assistance Funds (CAF) restructure and policy developments.

The CAF restructure could consist of the following funds; Community Wellbeing Fund (CWF); Out of School Care Fund (OSCF); Youth Programme Fund (YPF); Accommodation Assistance Fund (AAF) and Fee Waivers Fund (FWF). The restructure proposes that;

1. An applicant may seek assistance from any of the above listed funds via one application, assessment and allocation process.
2. That the CWF Community Boards Funds are more responsive to local community needs.
3. That the policy development for the CWF involves changes to the following criteria; leisure, religion, individuals, cultural activities and other sources of funding.

Following consultation, a number of options for the restructure of the CAF were investigated. One feasible option has been recommended for further consideration in this report.

**RECOMMENDATIONS**

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Community Assistance Funds Restructure and Policy Development report.
2. **Approve** the recommended option for the Community Assistance Funds restructure and policy development.
3. **Approve** that the Community Sports Fund Allocation Subcommittee be disbanded and the meeting cost funds transferred to the Community Assistance Fund Subcommittee.

**BACKGROUND**

1. In 1998, Council adopted the Community Assistance Policy. Since then a number of changes and developments have been identified by Council officers for the Community Assistance Funds. The 2007 CWF review report to FOP in May 2007 identified that the citywide component of the fund had a significantly high number of applications, the fund did not currently align with the Council's strategic platforms and community outcomes, and that there were only a handful of applicants that identified their services/activities as specifically supporting ethnic organisations. At the FOP meeting held on 7 May 2007 the Committee resolved as follows;

*"1. That the Community Wellbeing Fund 2006/2007 report be received.*

2. *That future applications to the Community Wellbeing Fund be prioritised against the Community Outcomes and Council's strategic platforms be approved.*
3. *That a review of the Community Assistance Policy be undertaken and reported back to the Finance and Operational Performance Committee for approval."*

(839/2007)

2. The new scoring criteria for the CWF was utilised in the 2006/ 2007 allocations which prioritised organisations for funding assistance. In this allocation there was a significantly low number of applicants to some of the Community Board funds and a continued high demand on the citywide funds. The Community Boards requested that a review be undertaken regarding the low number of applications to the CWF and that the remainder of the funds remain with the boards to allocate in another funding round or to specific ward based projects. At the four Community Board meetings in September 2007, the Community Boards resolved:

*"That a review is undertaken regarding the low number of applications to the Community Wellbeing Fund Allocation 2007/2008 and that this review include a representative from each Community Board."*

*(Henderson Community Board 3329/2007;*

*Waitakere Community Board 3402/2007;*

*Massey Community Board 3378/2007;*

*New Lynn Community Board 3343/2007)*

3. In December 2007, a report on the Community Wellbeing Grants Restructure was presented to FOP by the Leisure Services Manager which recommended a consolidation of the YPF OSCF, AAF, CWF and FWF. This consolidation would reduce the number of times an applicant needed to apply to Council within the same financial year. At the FOP meeting 10 December 2007, the Committee resolved:

*"1. That the Community Wellbeing Grants Restructure report be received.*

*2. That the Youth Programmes Assistance, Out of School Care, Accommodation Assistance and Fee Waivers funds be amalgamated into the Community Wellbeing Fund.*

*3. That a workshop be held with Councillors and a representative from each Community Board in February 2008 to set the policy and guidelines for the consolidated Community Wellbeing Fund."*

*(3937/2007)*

4. In December 2007, a report on the Community Sport Fund Review was presented to FOP by the Leisure Services Manager. The change was recommended as there was concern that the grants provided to clubs were not proving as effective as they could be, as the grants were principally used for strategies with little subsequent support or follow up. There was also concern that this fund was duplicating work that was conducted by Sport Waitakere via their sport development officer and the Club Mark Programme. At the FOP meeting held on 10 December 2007, the Committee resolved:

*"1. That the Community Sport Fund Review report be received.*

*2. That the Sports Loan Fund and the Community Sport Fund are no longer available for sports clubs to apply to.*

*3. That the interest from the Sports Loan Fund be used as a direct grant to Sport Waitakere to fund a Sport Development officer to develop the Club Mark Programme capped at \$50,000."*

*(3938/2007)*

5. A CWF restructure and CAF policy development workshop was held in February 2008 by the Council grants officer for Councillors and Community Board representatives. The following recommendations were made:

### **CWF policy recommendations:**

433-438

- That an overriding policy/guidelines is created to cover all funds and called the Community Assistance Fund Policy and Guidelines (see attachments at pages A33 to A38).
- Community Boards: To design separate criteria for the CWF Community Boards. To base these criteria on the same principles as the CAF. To enable the funds to be open throughout the year. The criteria to be expanded to include applications from individuals. For every applicant to present to the Community Board on their application.
- Catering and cultural activities: To enable organisations to apply for cultural activities. For catering costs to only be accepted as part of a larger programme/ project/ activity (a maximum of \$250 to be available per project for catering).
- Physical leisure activities: Include physical activity applications to the citywide CWF and include Push Play budget (\$15,000).

### **CAF policy recommendations:**

- Religious promotion: In general, support will not be provided to organisations that request assistance for activities that promote religious/ political thought, unless they are proven to have community benefit.
- Significant other sources of funding: To decline applicants that receive significant other sources of funding for the same project. To make this decision applicants will need to provide the following information: net operating surplus, assets, bank accounts, for what purpose is the surplus intended and whether the organisation can cover the cost of the project themselves.

### **CAF application and management procedures:**

- Application procedure:
  - The CAF consists of the following funds; Community Wellbeing Fund (CWF) citywide fund; Out of School Care Fund (OSCF); Youth Programme Fund (YPF); Accommodation Assistance Fund (AAF); Community Halls Fund and Capital Work Fund (CHF&CWF) and Fee Waivers Fund (FWF).
  - Two rounds of funding to occur per financial year, closing at the end of August and February.
  - That an organisation may only apply twice per financial year, and once per financial year to each fund.
- Ongoing assistance: Organisations may only apply once every two years for funding assistance to reduce the demand on the funds and enable new organisations the opportunity to apply for assistance.
- Incomplete applications: To decline applicants that fail to include more than two relevant documents without sufficient explanation. To chase up two documents with one letter/ email/ phone call, if no response then the applicant may be declined. Organisations that are new, have not applied for assistance before, will receive more assistance with their application.
- Simplify the application process: That the application process, form, guidelines and relevant policies are simplified.
- Accountability: To request a project report form from organisations that receive funding from Council and for the grants officer to report to the Committee on the success and failure of projects, with measurable outcomes and how these align to the policy and Council's strategic direction.
- Financial reviews and qualitative standards: Adopt the NZ Chartered Institute of Accountants quality assurance standards for varying sized organisations and funding assistance.
- Subcommittee:

- o That the Community Sports Club Fund Allocation Subcommittee meeting costs be utilised to establish a CAF subcommittee that meets twice a year (depending on the number of rounds of funds) and reviews the fund structure, policy, applications and allocations. (Chairs from Te Taumata Runanga, Waitakere Pacific Board and Waitakere Ethnic Board, Social Cultural Manager, Community Waitakere manager, FOP Councillors, two lead social service agency representatives elected on a rotating basis).
- o To establish an official protocol for committee members with regards to conflict of interest.

## **DECISION MAKING**

### **Issues**

6. The criteria for the CWF does not currently support innovative local initiatives as most community groups/organisations are funded year after year.
7. The application assessment and allocation process of the CWF has been identified by Council and the community as complex and time consuming as it has taken up to three months before an applicant is informed whether they are successful or not with their funding.
8. Community groups/ organisations have made complaints that they must provide the same financial and organisation details several times during the same financial year if applying to more than one fund and that the application form and guidelines are too complex for the small amount of funds that are allocated.
9. There has been a significant increase in demand on the CWF citywide beyond the amount of funds that are available. A number of community groups/ organisations that are applying for assistance have received several years of funding consecutively, which has meant as new organisations apply to the funds the demand increases as applicants apply for assistance in consecutive years.
10. Currently there are no methods of evaluation which measure how the funds are supporting Council's current Strategic Priorities, Platforms and Community Outcomes.

### **Options Identified**

11. One option has been identified to provide Council with a reasonable CAF restructure with the least resource implications.
12. Status quo.

### **Assessment of Options**

13. The restructure of the CWF was a result of following reports, workshop and Council officer consultation: 2007 CWF review report, 2007 CWF allocations report, 2007 CAF restructure report, CWF/CAF restructure workshop and further consultation with Council Officers from a number of teams (detailed in the consultation section of this report) resulted in the following recommendations (please see appendix attached at pages A39 to A52 for the relevant documents):

A39-A52

### **CWF policy recommendations:**

- CWF policy criteria to include the following:
  - Catering and cultural activities: To enable organisations to apply for cultural activities and for catering costs to only be accepted as part of a larger programme/ project/ activity (a maximum of \$250 to be available per project for catering).
  - Physical leisure activities: Include physical activity applications to the citywide CWF and include Push Play budget (\$15,000).
- CWF Community Board policy to:
  - Utilise the CWF policy
  - Analyse and allocate the ward based local initiatives
  - Expand the criteria to include individuals.
  - Keep the funds open throughout the financial year.

### **CAF policy recommendations:**

- That an overriding policy/guidelines is created to cover all funds and called the Community Assistance Fund Policy and Guidelines (see appendix attached at pages A33 to A38);
- Religious promotion: That the criteria that excludes activities that promote religious activities in the CWF, CAAF and YPF policy/guidelines that have proven community benefit is taken out and replaced with:  
*"Activities that can be supported by the Community Assistance Funds, are those that have community benefit"*
- Current Strategic Priorities: That the YPF, OSCF, FWF, AAF and CWF are assessed with regards to the current Councils Strategic Priorities, Strategic Platforms and Community Outcomes.
- Significant other sources of funding: Applicants with sufficient funding to cover the costs of the project will not be accepted. To include a section in the application form that requests detailed information about the organisations financial situation.

### **CAF application and management procedure:**

- Application procedure:
  - The CAF consist of the following funds; CWF citywide fund; OSCF; YPF; AAF and FWF.
  - Two rounds of funding occur per financial year, closing at the end of August and February.
  - That an organisation may only apply once per round per financial year, and once per financial year to each fund.
- Ongoing assistance: That innovative projects or initiatives that support Waitakere residents are provided a higher priority. This could encourage a double up of services to the community, therefore it is recommended that the criteria from the Wellbeing Fund stating that applicants that are recognised at providing similar services will be encouraged to collaborate.
- Incomplete applications: Applicants that fail to include two or more requested documents along with their application are declined, and those that fail to include one or two required documents in their application will be followed up and provided with one opportunity to submit the necessary documents.
- Simplify the application process: That the application process, form, guidelines and relevant policies are simplified.
- Accountability:

A33-A38

- That all applicants must complete project report forms including certificates of expenditure.
- That the Council grants officer evaluates the project report forms and reports back to the Committee once a year on the success/ failure of the funded projects/ services.
- Financial reviews and qualitative standards: Adopt the NZ Chartered Institute of Accountants quality assurance standards once a protocol is established for smaller grants by the National Forum for Council Grants Officers.
- CAF Subcommittee: A FOP subcommittee is created that is representative of the community and has delegated authority to allocate funds, monitor the policy and application, feedback into Councils policy process and enhance Councils funding policies.
  - The subcommittee is to be called the Community Assistance Funds Subcommittee.
  - The subcommittee is to meet three times a year for each of the two funding rounds and for one policy review per financial year.
  - That this committee consists of; one invited representative from each of the following committees; Te Taumata Runanga, Waitakere Pacific Board and Waitakere Ethnic Board. One invited representative from; Community Waitakere and Sport Waitakere. Two invited Councillors and two Community Board members which are representative of all the wards.
  - That a Conflict of Interest protocol is implemented by the Community Boards and CAF Subcommittee.
  - That the Community Sports Club Fund Allocation Subcommittee meeting costs be utilised for the CAF Subcommittee.

14. The following table highlights the benefits, costs, risks and social/ cultural/ economic and environmental implications:

Major policy/ procedure developments:	Benefits	Costs	Risks	Implications
CWF Community Board more responsive to local community needs	Increase in: Ability to respond more quickly to community needs. Local community benefit. Number of applications Innovative projects/ initiatives	No associated costs.	As the number of applications increase so does the demand on Community Board and Council resources. The funds should be monitored and increased appropriately.	The local community benefits from improved services.
CAF application form and assessment processes simplified	Increase in: • Community groups/ organisation benefit from a combined reduction in application processes. • Council benefit by a reduction in processing	Decrease in costs for the community and Council resources for administration, processing, allocation of funds.	No risks	The community and Council benefit from simplified application processes for CAF.

	and analysing applications.			
Increased evaluation measures	Increase in alignment with Council's and the community's strategic direction for improved services to Waitakere residents.	Increase in Council and community resources.	No risks.	Higher level of alignment with supporting innovative, strategic community services.
Creation of a CAF Subcommittee	Increase in community groups/organisation benefit as applications are provided with a more strategic assessment committee.	Increase in Council resource for the paid meeting times of Committee members. However, the Sports Club Subcommittee has recently been closed and the money for this subcommittee can be utilised for the CAF Subcommittee.	Risk of conflict of interest with committee members that could be involved applicants projects. Therefore a conflict of interest policy and protocol has been proposed.	Representative committee that are specialised in the community service sector and provide strategic advise.

### Consideration of Community Views

15. All of the CAF restructure and policy developments are in response to suggestions made by the general community, past successful and unsuccessful applicants, Council officers, Community Board members and Councillors.

### Communications Plan

16. Information will be mailed/ emailed out to the community via the community fund database and Council officers' networks. The internet/intranet will be updated with all relevant information including policies/guidelines and application forms. Leaflets will go out with the next rates letters and advertisements in the Western Leader and community newsletters.

### STRATEGIC CONTEXT

17. The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan a set of community outcomes must be identified for the City. Council takes these into account in the formulation of its strategic direction and budgeting and provides a mandated set of strategic outcomes to assess grants against. A number of Council's Community Outcomes and Council's Strategic Platforms priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platforms priorities are proposed to be the key areas for which the CWF would be assessed against. The key Community Outcomes include; Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Platforms are Strong Communities and Urban and Rural Villages. As part of the prioritisation process, applications to the CAF will be assessed against the contribution for achieving the social wellbeing oriented Community Outcomes and Council's Strategic Platforms priorities.

### Preferred Option

18. Implement the Community Wellbeing Fund and Community Assistance Funds restructure and policy developments as outlined in the assessment for the reasons that:

- Community Assistance Funds can meet Council's and the community's current strategic direction.
  - Increased evaluative measures will enable more efficient and sustainable use of Council and community services resources.
  - Efficient use of community and council time and resource.
19. For these reasons the resource implications are justified by increased quality assessments by Council that are strategic, sustainable and innovative.

### **CONSULTATION**

20. Consultation has been undertaken with Community Boards, Councillors and with Council Officers from the following teams: Strategy, Maori Relationships, Leisure, Rates, Quality Assurance and Legal.

### **RESOURCES**

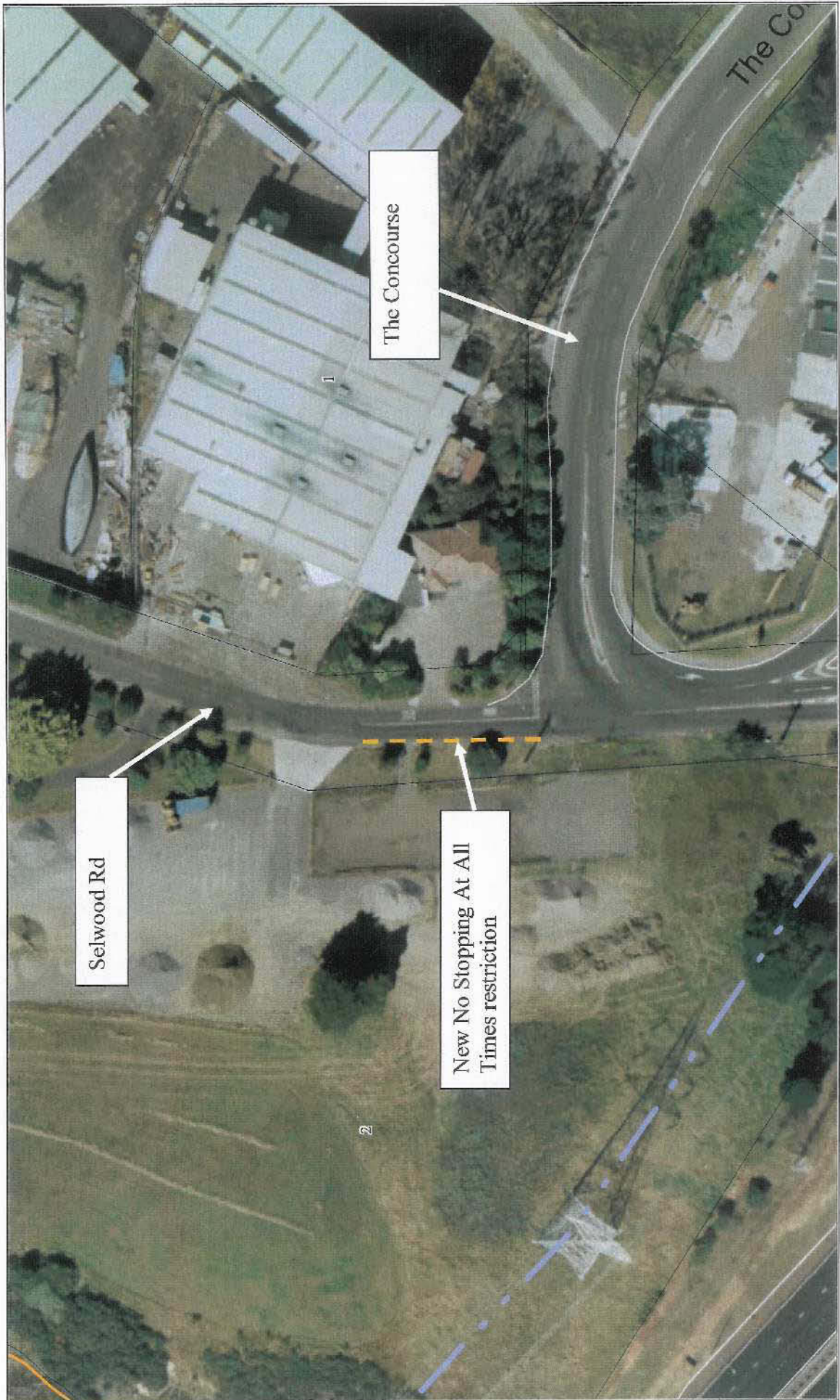
21. Administration resources and meeting costs associated with the Community Sports Club Allocation Subcommittee to be transferred over to the Community Assistance Funds Subcommittee.

### **IMPLEMENTATION ISSUES**

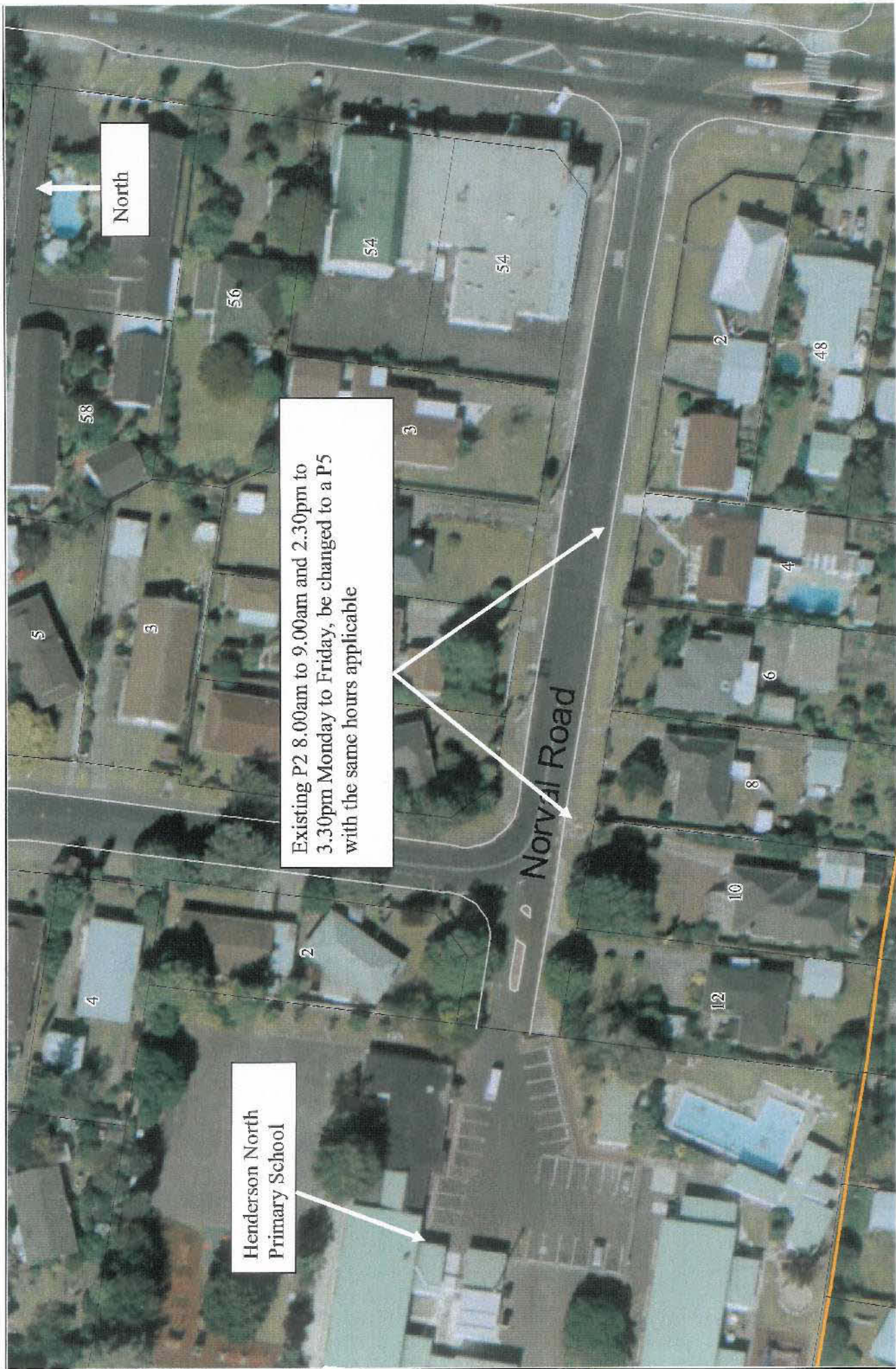
22. A part-time administrator has recently been assigned to the Council grants officer, however, their hours may need to be increased during closing dates of the two rounds of funding. The administrator's hours will be monitored over the following year and adjusted appropriately. A team of Council officers have been selected to assist with the analysis of related projects services. The Council grants officer will analyse all organisational information and the administrator will provide the project information to each relevant Council officer to review. The Council grants officer will present all officers recommendations to the CAF committee.

Report prepared by: Greta Buchanan, Council Grants Officer.

2014



AA



North

Existing P2 8.00am to 9.00am and 2.30pm to 3.30pm Monday to Friday, be changed to a P5 with the same hours applicable

Henderson North Primary School

Norval Road

A10



North

P60 8.00am to  
5.00pm Monday to  
Saturday

118

086

# Speed Summary Report

**Road Name:** Wilsher Crescent  
**Location:** Approx 150m north of Smythe Rd-outside no.10  
**Council:** Waitakere City Council  
**Data for Week Ending:** Mon 30/05/05  
**Direction:** North Bound

Date	Speed Range											Daily Total		
	< 10 kph	11-20 kph	21-30 kph	31-40 kph	41-50 kph	51-60 kph	61-70 kph	71-80 kph	81-90 kph	91-100 kph	101-110 kph		111-120 kph	121+ kph
Mon 30-May-05	0	2	19	39	62	28	2	0	0	0	0	0	0	152
Tue 24-May-05	0	8	36	56	106	36	5	1	0	0	0	0	0	248
Wed 25-May-05	0	17	23	57	77	23	5	0	0	0	0	0	0	202
Thu 26-May-05	1	7	30	76	103	47	8	2	0	1	0	0	0	275
Fri 27-May-05	0	12	23	67	68	22	1	0	0	0	0	0	0	193
Sat 28-May-05	1	11	37	78	134	59	13	0	0	0	0	0	0	333
Sun 29-May-05	5	12	25	41	63	22	1	0	0	0	0	0	0	169
<b>Total</b>	<b>7</b>	<b>69</b>	<b>193</b>	<b>414</b>	<b>613</b>	<b>237</b>	<b>35</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1572</b>

## <<< SPEED STATISTICS SUMMARY >>>

Direction: North Bound

Posted Speed	50 kph	Total Vehicles Surveyed	1572
Mean Speed	40.53 kph	Vehicles Exceeding Posted Speed	276
Standard Deviation	10.96 kph	Percentage Exceeding Posted Speed	17.6%
85th Percentile Speed	50 kph	5/Day (Av) =	214
		7/Day (Av) =	225

# Speed Summary Report

**Road Name:** Wilsher Crescent  
**Location:** Approx 150m north of Smythe Rd-outside no.10  
**Council:** Waitakere City Council  
**Data for Week Ending:** Mon 30/05/05  
**Direction:** South Bound

Date	Speed Range											Daily Total		
	< 10 kph	11-20 kph	21-30 kph	31-40 kph	41-50 kph	51-60 kph	61-70 kph	71-80 kph	81-90 kph	91-100 kph	101-110 kph		111-120 kph	121+ kph
Mon 30-May-05	1	13	27	61	60	7	2	0	0	0	0	0	0	171
Tue 24-May-05	1	25	35	73	102	30	2	1	0	0	0	0	0	269
Wed 25-May-05	0	25	40	88	69	8	4	0	0	0	0	0	0	234
Thu 26-May-05	4	29	41	94	98	32	6	0	0	0	0	0	0	304
Fri 27-May-05	2	26	38	90	65	10	2	0	0	0	0	0	0	233
Sat 28-May-05	4	19	47	139	128	18	4	0	0	0	0	0	0	359
Sun 29-May-05	5	13	37	69	52	10	0	0	0	0	0	0	0	186
<b>Total</b>	<b>17</b>	<b>150</b>	<b>265</b>	<b>614</b>	<b>574</b>	<b>115</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1756</b>

<<< SPEED STATISTICS SUMMARY >>>

Direction:	South Bound
Posted Speed	50 kph
Mean Speed	36.38 kph
Standard Deviation	10.82 kph
85th Percentile Speed	46 kph

Total Vehicles Surveyed	1756
Vehicles Exceeding Posted Speed	136
Percentage Exceeding Posted Speed	7.7%
5/Day (Av) =	242
7/Day (Av) =	251

A13

68

# Speed Summary Report

Willsher Cres  
 Approx 150m north of Smythe Rd - outside no.10  
 Waitakere City Council

Mon 30/10/06  
 North bound

Road Name:  
 Location:  
 Council:  
 Data for Week Ending:  
 Direction:

Date	< 10 kph	11-20 kph	21-30 kph	Speed Range							121 + kph	Daily Total		
				31-40 kph	41-50 kph	51-60 kph	61-70 kph	71-80 kph	81-90 kph	91-100 kph			101-110 kph	111-120 kph
Mon 30-Oct-06	0	4	14	67	69	13	3	0	0	0	0	0	0	170
Tue 24-Oct-06	0	5	22	83	75	12	1	1	0	0	0	0	0	199
Wed 25-Oct-06	0	5	20	103	79	15	3	0	0	0	0	0	0	225
Thu 26-Oct-06	0	6	20	95	89	21	2	1	0	0	0	0	0	234
Fri 27-Oct-06	0	5	14	83	78	20	2	0	0	0	0	0	0	202
Sat 28-Oct-06	1	4	17	83	86	15	2	0	0	0	0	0	0	208
Sun 29-Oct-06	0	1	11	61	53	12	2	1	0	0	0	0	0	141
<b>Total</b>	<b>1</b>	<b>30</b>	<b>118</b>	<b>575</b>	<b>529</b>	<b>108</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1379</b>
2006	0%		9%	42%	38%	8%	1%	0%	0%	0%	0%	0%	0%	0%
2005	0%		12%	26%	39%	15%	2%	0%	0%	0%	0%	0%	0%	0%

Direction: North bound

Posted Speed 50 kph  
 Mean Speed 39.40 kph  
 Standard Deviation 8.74 kph  
 85th Percentile Speed 47 kph

Total Vehicles Surveyed 1379  
 Vehicles Exceeding Posted Speed 126  
 Percentage Exceeding Posted Speed 9.1%  
 5/Day (Av) = 206  
 7/Day (Av) = 197

A14

# Speed Summary Report

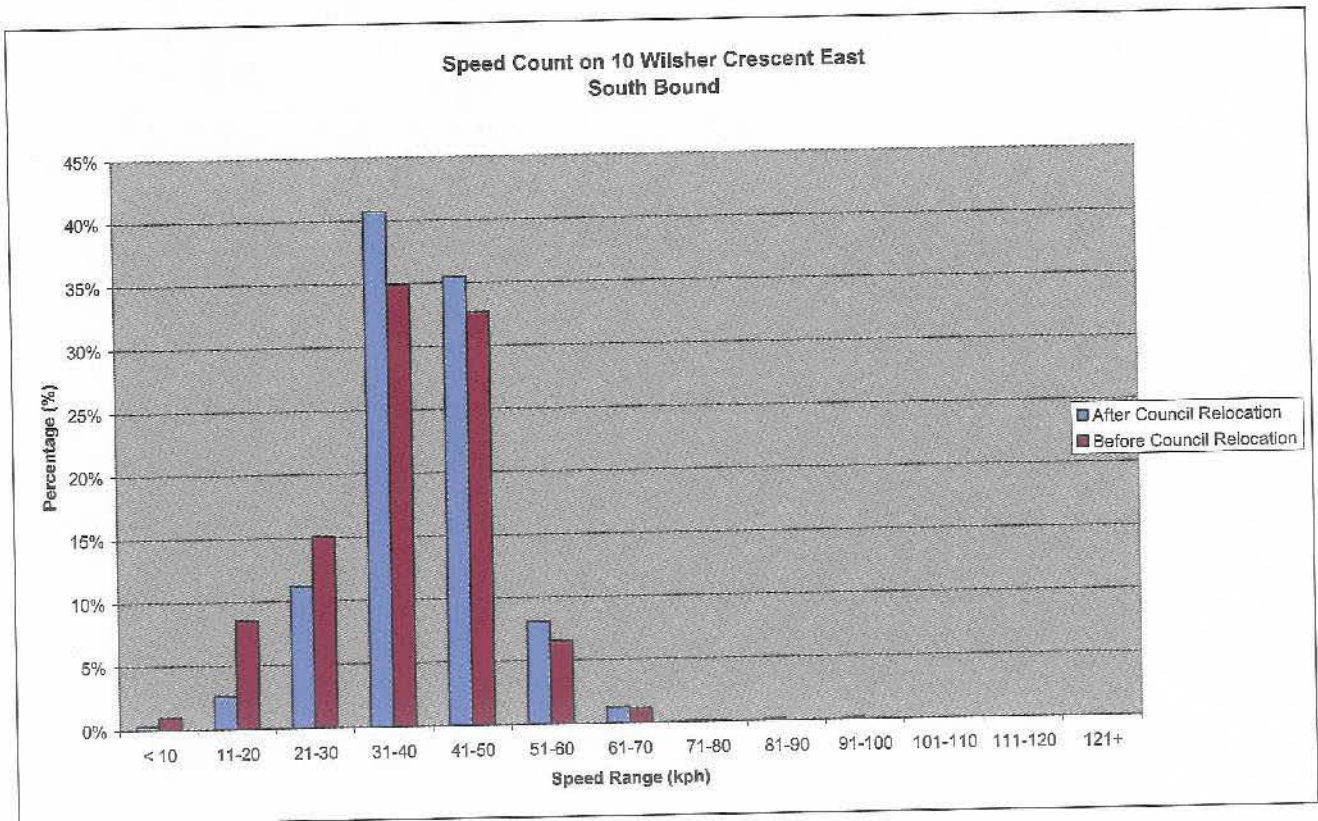
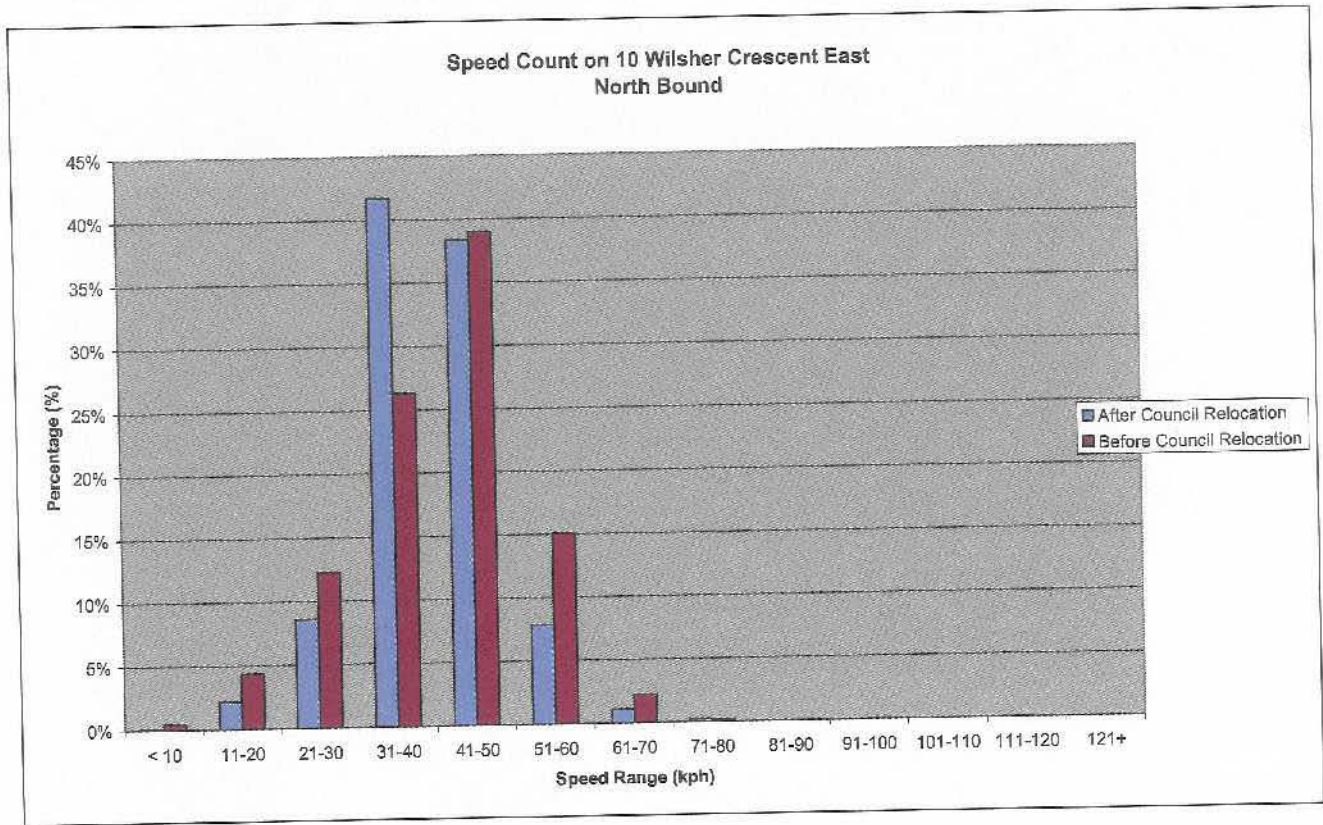
**Road Name:** Wilsher Cres  
**Location:** Approx 150m north of Smythe Rd - outside no.10  
**Council:** Waitakere City Council  
**Data for Week Ending:** Mon 30/10/06  
**Direction:** South bound

Date	Speed Range										Daily Total			
	< 10 kph	11-20 kph	21-30 kph	31-40 kph	41-50 kph	51-60 kph	61-70 kph	71-80 kph	81-90 kph	91-100 kph		101-110 kph	111-120 kph	121+ kph
Mon 30-Oct-06	0	8	16	67	68	7	3	0	0	0	0	0	0	169
Tue 24-Oct-06	0	7	24	73	75	15	0	0	0	0	0	0	0	194
Wed 25-Oct-06	0	5	27	88	97	22	4	0	0	0	0	0	0	243
Thu 26-Oct-06	1	4	27	119	78	21	3	0	1	2	0	0	0	256
Fri 27-Oct-06	2	4	21	88	70	20	4	0	0	0	0	0	0	209
Sat 28-Oct-06	1	7	24	96	76	22	4	1	1	0	0	0	0	232
Sun 29-Oct-06	0	3	24	61	52	11	0	0	0	0	0	0	0	151
<b>Total</b>	<b>4</b>	<b>38</b>	<b>163</b>	<b>592</b>	<b>516</b>	<b>118</b>	<b>18</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1454</b>
2006	0%	3%	11%	41%	35%	8%	1%	0%	0%	0%	0%	0%	0%	0%
2005	1%	9%	15%	35%	33%	7%	1%	0%	0%	0%	0%	0%	0%	0%

Direction:	South bound	24/10/2006
Posted Speed	50 kph	Total Vehicles Surveyed
Mean Speed	39.10 kph	Vehicles Exceeding Posted Speed
Standard Deviation	9.54 kph	Percentage Exceeding Posted Speed
85th Percentile Speed	48 kph	5/Day (Av) = 214
		7/Day (Av) = 208



# Wilsheer Crescent Speed Comparison



AL6

