



## NOTICE OF MEETING

# FINANCE AND OPERATIONAL PERFORMANCE COMMITTEE

I hereby give notice that an Ordinary Meeting of the Finance and Operational Performance Committee will be held on:-

**DATE:**        **Thursday, 23 October 2003**                      **TIME:**                **7.30 pm**

**VENUE:**        **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

14 October 2003

Sharon Simiona  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8820

### MEMBERSHIP:

Councillors	JM	Clews, QSO, JP (Chairperson)
	BA	Brady, JP (Deputy Chairperson)
	DQ	Battersby, JP
	RP	Dallow, QPM, JP
	AC	Fenton
	OE	Hoskin, MNZM, JP
	PA	Hulse
	JP	Lawley
	GE	Nash, JP
	VS	Neeson, JP
	GB	Presland
	GW	Russell, JP
	CA	Stone
	DA	Yates, JP

Mayor Bob Harvey, QSO, JP (ex officio)

(Quorum 5 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

# WAITAKERE CITY COUNCIL



AGENDA FOR AN ORDINARY MEETING OF THE FINANCE AND OPERATIONAL  
PERFORMANCE COMMITTEE TO BE HELD IN THE CIVIC CENTRE,  
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON THURSDAY, 23 OCTOBER 2003,  
COMMENCING AT 7.30 PM.

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# WAITAKERE CITY COUNCIL



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PERFORMANCE COMMITTEE TO BE HELD IN THE CIVIC CENTRE,  
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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



### 3 COMMUNITY WELLBEING FUND ALLOCATION 2003/2004

#### PURPOSE OF THE REPORT

The purpose of the report is to inform the Finance and Operational Performance Committee on the process of assessing applications to the Community Wellbeing Fund.

#### BACKGROUND

At its meeting on 23 February 2000, Council resolved the following in relation to the allocation process of the Community Wellbeing Fund:

- “1. That Council delegate authority to the Community Facilities and Recreation Committee to consider all citywide applications to the Community Wellbeing Fund.
2. That the Community Wellbeing Fund be split by assigning \$40,000 to the Community Boards to allocate to local applications and \$40,000 be retained for allocation of city-wide and across ward boundary applications.
3. That the \$40,000 assigned to the Community Boards be distributed on a pro-rata population basis.
4. That Clause P of the Community Board’s Scope and Delegations be amended to read “Assess all applications for assistance, other than city wide applications, from the Community Wellbeing Fund and determine the allocations according to their eligibility and priorities for support”.

373/2000

Following the 2001 election, the delegated authority to consider and make allocations in respect of citywide applications to the Community Wellbeing Fund lies within the jurisdiction of the Finance and Operation Performance Committee, as a result, all citywide applications are heard before this Committee.

Each application can be made only once. Each application indicates that the majority of participants for their project/activity come from more than one area and therefore it was not relevant to apply to one Community Board.

In the 2003/2004 Annual Plan process Council resolved to increase the amount of funding to \$82,000 of which the citywide fund has \$42,000 to allocate in this round.

#### STRATEGIC CONTEXT

The Community Wellbeing Fund aligns with Council’s Community Assistance Policy adopted in 1998. The goal of the Policy is to help strengthen the ability of local community groups to create a strong social base for Waitakere City and to meet local needs. In the Community Wellbeing Fund an applicant must meet one or more of the objectives from the Community Assistance Policy, which helps achieve this strategic goal.

#### ASSESSMENT PROCESS

##### Eligibility

All applications have been screened for eligibility in accordance with the Community Wellbeing Fund policy. All eligible applications have been put forward to this Committee for consideration. Those applications that have been found to be not eligible have been contacted to discuss other funding options.

### Priorities

Each application has been preliminarily assessed against the priorities outlined in the Community Wellbeing Fund policy.

### Application Information

AI-A39

While the original applications are available for inspection prior to and at the meeting, a one-page summary of each application and request as attached at pages A1 to A39. All applications have been sorted from highest to lowest in terms of the number of priorities met. This assessment has been based on the information provided in the application.

It is suggested that the Committee work through the applications in order making a preliminary allocation on each application. The Committee may then wish to go back and revisit any allocation before coming to a final decision.

### FUNDING AVAILABLE

There are 37 applications to consider for financial assistance with the total amount requested being \$95,938.00.

The Finance and Operational Performance Committee has \$42,000 to allocate in this round. Three of the four Community Boards have insufficient applications to allocate from their portion of the fund. It has been recommended that the unallocated portion from the Community Board's fund be given to boost the citywide fund. As this was accepted by the Community Boards, there will be some further money that can be added to the citywide allocation. Detailed information on the amount will be given after the Community Boards' decisions.

### CONCLUSION

There are 37 applications for financial assistance totalling \$95,938.00 with an amount to allocate of \$42,000, plus the unallocated portion donated to the citywide fund from the Community Boards.

In order to streamline the funding allocation process the applications have been sorted from highest to lowest in terms of the number of priorities met. It is recommended that the Committee work through the applications making a preliminary decision on the recommendation, either confirming the recommended amount, or making some other preliminary determination before revisiting each allocation and coming to a final decision.

The Community Assistance Administrator will be present at the meeting to answer questions and assist the Board in the allocation process.

### RECOMMENDATIONS

1. That the information be received.
2. That the Finance and Operational Performance Committee considers applications to the Community Wellbeing Fund and allocates funding as per the process outlined in the report.

Report prepared by: Jan Brown, Community Assistance Administrator.

