



Waitakere City Council  
*Te Taiao o Waitakere*

## NOTICE OF MEETING

# FINANCE AND OPERATIONAL PERFORMANCE COMMITTEE

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

**DATE:**            **Monday,            10 December 2007**            **TIME:**            **9.30 am**

**VENUE:**        **Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere**

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

5 December 2007

Audrey Chan  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8603

### MEMBERSHIP:

Councillors	RI	Clow (Chairman)
	JM	Clews, QSO, JP (Deputy Chairman)
	DQ	Battersby, JP
	BA	Brady, JP
	MFP	Chan, JP
	LA	Cooper, JP
	AK	Corban, OBE, JP
	RP	Dallow, QPM, JP
	WW	Flaunty, QSM, JP
	PA	Hulse
	MM	Jolley
	JP	Lawley, JP
	PG	Mitchell
	VS	Neeson, JP

Mayor RA Harvey, QSO, JP (ex officio)

(Quorum 5 members)

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

(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.)

**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE  
COMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY  
ROAD, HENDERSON, WAITAKERE, ON MONDAY, 10 DECEMBER 2007  
COMMENCING AT 9.30 AM**

---

**TABLE OF CONTENTS**

<b><u>ITEM</u></b>	<b><u>PAGE NO.</u></b>
<b><u>PART A - OPENING OF MEETING</u></b>	<b>1</b>
1 APOLOGIES	1
2 URGENT BUSINESS	1
3 CONFLICTS OF INTEREST	1
4 CONFIRMATION OF MINUTES	1
<b><u>PART B - PRESENTATION</u></b>	<b>2</b>
5 WAITAKERE CITY HOLDINGS LIMITED AND SUBSIDIARIES 2006/2007 ANNUAL REPORTS AND FIRST QUARTER REPORTS	2
<b><u>PART C - PROPERTY</u></b>	<b>3</b>
6 REVISION OF WAITAKERE PROPERTY VALUATIONS	3
7 CITY-WIDE PROPERTY REVALUATIONS 2007 AND ANALYSIS OF IMPACT ON RATES	4
<b><u>PART D - LEGAL AND CONSTITUTIONAL</u></b>	<b>12</b>
8 AFFIXATION OF COMMON SEAL	12
<b><u>PART E - FINANCE</u></b>	<b>13</b>
9 OPERATING AND EXPENDITURE SUMMARIES	13
10 STATUS OF SPECIAL FUNDS	14
11 PERFORMANCE REPORT FOR THE PERIOD 1 JULY 2007 TO 30 SEPTEMBER 2007	14
12 BORROWING AND INVESTMENT REPORT	15
13 PAYMENTS FOR APPROVAL	17
<b><u>PART F - GENERAL</u></b>	<b>18</b>
14 QUARTERLY PERFORMANCE REVIEW OF ZEAL	18
15 ROAD NAMING WITHIN THE HENDERSON VINEYARDS BUSINESS CAMPUS	21
16 WASTE-NOT FUND DEVELOPMENT	25
17 COMMUNITY HALLS (MARAES) FUNDS ALLOCATION 2007/2008	27
18 OUT OF SCHOOL CARE FUND ALLOCATION 2007/2008	32
19 COMMUNITY ACCOMMODATION ASSISTANCE FUND ALLOCATION 2007/2008	36
20 COMMUNITY WELLBEING GRANTS RESTRUCTURE	40
21 COMMUNITY SPORT FUND REVIEW	43
22 WAITAKERE CITIZENS ADVICE BUREAU FINAL REPORT 2006/2007	46
23 WAITAKERE CITIZENS ADVICE BUREAU - FUTURE CHALLENGES	52
<b><u>PART G - REPORTS FROM THE SUBCOMMITTEES</u></b>	<b>58</b>
24 TENDERS SUBCOMMITTEE	58

**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE  
COMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY  
ROAD, HENDERSON, WAITAKERE, ON MONDAY, 10 DECEMBER 2007  
COMMENCING AT 9.30 AM**

---

**PART A - OPENING OF MEETING**

**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) 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 Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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



**3 CONFLICTS OF INTEREST**

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



**4 CONFIRMATION OF MINUTES**

Meeting Minutes - Monday, 12 November 2007

**RECOMMENDATION**

That the minutes of the Meeting of the Finance and Operational Performance Committee held on Monday, 12 November 2007, as circulated, be taken as read and now be confirmed.



## **PART B - PRESENTATION**

### **5 WAITAKERE CITY HOLDINGS LIMITED AND SUBSIDIARIES 2006/2007 ANNUAL REPORTS AND FIRST QUARTER REPORTS**

#### **PURPOSE OF THE REPORT**

The purpose of this report is to present to the Finance and Operational Performance Committee the 2006/2007 Annual Reports and the First Quarter reports (3 months ended 31 September 2007) for Waitakere City Holdings Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board.

#### **BACKGROUND**

Council has a 100% shareholding in Waitakere City Holdings Limited which in turn has a 100% shareholding in Waitakere Properties Limited. Waitakere Properties Limited has a 40% shareholding in Prime West Management Limited. Waitakere City Holdings Limited is tasked, by Council, with overseeing the operations of its subsidiaries and the Waitakere Enterprise Trust Board. Waitakere Properties Limited manages commercial property projects on behalf of Council. These projects are usually managed through a "deed of trust" individually set up for each project. Prime West Management Limited is responsible for managing the operations of the film studio facility located on Henderson Valley Road. On behalf of Council, the Waitakere Enterprise Trust is tasked with undertaking initiatives which accelerate the sustainable economic growth of the City.

Council, through the respective statements of intent, requires that Waitakere City Holdings Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board, present to Council quarterly performance reports. The preparation of the Annual Report is a statutory requirement and, as such, is subject to a full comprehensive audit by Audit New Zealand on behalf of the Office of the Auditor General. Prime West Management Limited is not classed as a "council-controlled organisation" within the meaning of the Local Government Act 2002, and, as such, is not required to report formerly through to Council. Comment on the progress of that Company will be included in the commentary presented by the management of Waitakere Properties Limited.

#### **STRATEGIC CONTEXT**

Council has a financial investment in Waitakere City Holdings Limited and subsidiaries. These companies assist the Council in meeting its strategic outcomes through a return on investment, involvement in strategic projects, economic development and in the support of service delivery.

#### **ISSUES**

*A1-A127* The 2006/2007 Annual Reports, for Waitakere City Holdings Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board are attached at pages A1 to A127.

*A128-A196* The First Quarter financial reports and the First Quarter overview reports for Waitakere Properties Limited and the Waitakere Enterprise Trust Board are attached at pages A128 to A196.

Presentations will be made at this meeting by the boards and management of these organisations.

Copies of financial statements, in respect of each of the Trust accounts administered by Waitakere Properties Limited, are available in the Councillors lounge.

Waitakere City Holdings Limited does not prepare formal, quarterly, reports as the company merely operates as a consolidating entity for its subsidiaries.

### **CONCLUSION**

The 2006/2007 Annual Reports and First Quarter reports for Waitakere City Holdings Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board are attached for this Committee's information and consideration. Board members and management from the respective organisations will be present at this meeting to present their reports and to field any questions regarding the performance and operations of the organisations that they represent.

### **RECOMMENDATION**

That the Waitakere City Holdings Limited and Subsidiaries 2006/2007 Annual Reports and First Quarter reports be received.

Report prepared by: Alec Third, Group Manager; Financial Operations.



## **PART C - PROPERTY**

### **6 REVISION OF WAITAKERE PROPERTY VALUATIONS**

#### **PURPOSE OF THE REPORT**

The purpose of the report is to advise the Finance and Operational Performance Committee of the issue of the new city-wide property valuations by Council's Valuation Service Provider, Quotable Value New Zealand.

#### **BACKGROUND**

Every three years the values of all properties in Waitakere City are revised and updated in accordance with the provisions of the Rating Valuations Act 1998. The revised property values will be used for levying of rates from 1 July 2008.

#### **PRESENTATION**

Representatives from Quotable Value New Zealand will be in attendance to make a presentation on the results of the revaluation.

#### **RECOMMENDATIONS**

That the Revision of Waitakere City Property Valuations report be received.

Report prepared by: John MacKenzie, Group Manager: Rates



7 **CITY-WIDE PROPERTY REVALUATIONS 2007 AND ANALYSIS OF IMPACT ON RATES**

**GLOSSARY**

Department of Internal Affairs	(DIA)
Land Value	(LV)
CV – Capital Value	(CV)
Improvements Value (difference between LV and CV)	(IV)
Valuation Service Provider	(VSP)
Quotable Value New Zealand	(QV)
Office of the Valuer General	(OVG)
Auckland Regional Council	(ARC)
Uniform Annual Charge	(UAC)
Uniform Annual General Charge	(UAGC)
Metropolitan Urban Limit	(MUL)
Long Term Council Community Plan	(LTCCP)

**PURPOSE OF THE REPORT**

The purpose of the report is to advise the Finance and Operational Performance Committee of the results of the recently released city-wide revision of the property values and to provide information on the subsequent impacts on the rates. It is also necessary to address resolutions passed by the previous Council in respect of a possible change to the rating system.

**BACKGROUND**

Property values on which rates are assessed are revised on a three yearly cycle in accordance with the provisions of the Rating Valuations Act 1998 and with the Rating Valuation Rules set out by the Valuer-General. The valuations are independently carried out by a Valuation Service Provider appointed by the Council, currently Quotable Value New Zealand. The values are subsequently audited for conformance to the legislation and rules by the Office of the Valuer General.

A presentation by Quotable Value New Zealand on the results of the revaluation to the Committee has preceded this agenda item.

Quotable Value New Zealand released the new property valuations in October 2007. These property valuations must be used to share the rate requirement between rateable properties in the City from the 2008/2009 financial year, which commences on 1 July 2008.

On 28 February 2007, the Council passed the following resolution:

*“That Council favours moving from a land value rating system to a capital value rating system and requests that further research be undertaken so that the next Council may make a decision as soon as possible after the November 2007 new rating values are received with the key issues needing further information being the:*

- *Level of business differential and small business impact;*
- *Large land holdings, particularly in the heritage area;*
- *Wastewater;*
- *Urban intensification and location.”*

Work to date has focussed on the impacts of the new valuations and the Committee needs to determine whether work is to commence on aspects of the resolution passed at the February 2007 Council meeting.

## **STRATEGIC CONTEXT**

Rates must be levied in accordance with the provisions of the Local Government (Rating) Act 2002 and any changes to the rating system, whether as a result of the new property values or other changes proposed, must be adopted as part of the Long Term Council Community Plan / Annual Plan process.

As the Council currently levies rates based on land values, it is only movements in these values that will impact on rates. Changes in capital values will not affect the Council rates unless Council wishes to implement rating on a capital value basis. The new capital values will, however, be used by the Auckland Regional Council for setting its rates from 1 July 2008. A copy of all the new values has been sent to the ARC.

The revised land values (subject to resolution of objections) are required to be used in the 2008/2009 year for the distribution of rates between ratepayers of their part of the total rate requirement that is to be levied as a rate in the dollar, and in accordance with the Council's Funding Policy.

## **ISSUES**

### **1. Changes to Values in the City**

#### Overall

The City has seen a period of significant growth in property values over the period of the last three years. The total capital values have increased by 37.46% to \$33.65 billion and the land values have increased by 74.97% to \$18.75 billion.

In particular, significant increases have happened to land situated in areas soon to be included within the MUL and subsequently rezoned to open them up for development (Hobsonville and Westgate). Increases in land value of 200% or more are not uncommon in these areas. Also commercial and industrial land within the MUL has seen similar significant increase in values due to high demand.

#### Business

The commercial and industrial sector has seen significant increases in recent years, a trend which is expected to continue as the demand for commercial and industrial property remains high. Within the business sector capital values have increased by an average of 42.34% and land values by 95.33%.

The average capital value of a commercial or industrial property is now at \$1,300,000, with the average land value now at \$492,000. While these figures are the averages across the whole City, there are variations within different areas.

West Harbour, Te Atatu Peninsula and Glendene experienced the highest percentage increases in capital value. Conversely, areas such as Massey and Te Atatu South experienced the lowest percentage increases in capital value.

Again West Harbour, Te Atatu Peninsula and Glendene also rank the highest percentage increases in land value, while areas such as Massey and Kelston experienced the lowest percentage increases in land value.

### Residential

The residential property market has been buoyant in recent years, but has experienced easing growth in recent months. The average capital value of a single unit residential property is now at \$457,000 (excluding chattels), with the average land value now at \$269,000.

Within the residential sector, capital values have increased by an average of 36.89% and land values by 73.57%. Again these figures are the average across the whole City and there are variations within different areas. For example, Piha had increases of 30.20% for CV and 46.40% for LV, and Herald Island had increases of 19.46% for CV and 38.70% for LV. Conversely, the areas such as Te Atatu Peninsula had increases of 36.10% for CV and 106.38% for LV, and Sunnyvale had increases of 43.65% for CV and 76.09% for LV.

### Objections

The objection period was open until 5 December 2007. As a result of objections some values may change, but it is anticipated that there will be no significant changes in the overall impact of values. An analysis of 803 objections processed from the 2004 revaluation shows a net \$15,162,000 decrease in capital value and a net \$5,288,000 decrease in land values. The overall impact of this level of change in land value is negligible (less than 0.05%).

As at 23 November there have been 300 objections received. Indications from Quotable Value New Zealand are that objection numbers have trended down in recent years and it is expected that the Council will receive a lesser number of objections than the 2004 revaluation. The target date for resolution of all objections is 31 March 2008.

## **2. Modelling of Movements in Rates Between Properties**

The budgeting process used to determine next year's rates requirement has not yet been completed. As such, modelling of the impacts on next year's rates cannot be undertaken. Therefore, the modelling produced in this report has been based upon the 2007/2008 rate requirement and current Rating Policy.

In preparing the rates modelled for analysis in this report, the following assumptions have been made:

- The same rate requirement as for the 2007/2008 year;
- A Uniform Annual General Charge of \$628;
- A Uniform Annual Charge of \$373 for Residential Wastewater;
- A Uniform Annual Charge of \$154 for Rural Sewerage;
- A Uniform Annual Charge of \$34 for Environmental Monitoring;
- The same rate requirement from the Business Sector (20% of the total rate requirement);
- Some growth in the rating base between 1 July 2007 and the date on which the new values were assessed.

It should be noted that a small number of properties have not been able to be modelled due to changes in their property structure.

Due to the changes in overall land values, amendments to the stepped differentials have also been necessary. These have been recalculated in the same manner as was used at the previous revaluation. This being the first step for a single residential unit is set at the average value of that group (rounded to the nearest \$10,000). The second step being set at the point at which the rates would double if all other factors were the same but stepped differentials weren't used. The steps for the remainder of the multi-unit differential groups are adjusted accordingly.

The following table shows the suggested new steps. The old steps have been included for comparison.

Differential Group	Step	New Step	Old Step
Residential (1 unit)	Step 1	\$1 to \$270,000	\$1 to \$150,000
	Step 2	\$270,000 to \$950,000	\$150,000 to \$380,000
	Step 3	\$950,000 +	\$380,000 +
Residential (2 units)	Step 1	\$1 to \$540,000	\$1 to \$300,000
	Step 2	\$540,000 to \$1,900,000	\$300,000 to \$760,000
	Step 3	\$1,900,000 +	\$760,000 +
Residential (3 units)	Step 1	\$1 to \$810,000	\$1 to \$450,000
	Step 2	\$810,000 to \$2,850,000	\$450,000 to \$1,140,000
	Step 3	\$2,850,000 +	\$1,140,000 +
Residential (4 units)	Step 1	\$1 to \$1,080,000	\$1 to \$600,000
	Step 2	\$1,080,000+	\$600,000+
Residential (5-9 units)	Step 1	\$1 to \$1,350,000	\$1 to \$750,000
	Step 2	\$1,350,000+	\$750,000+
Residential (10-39 units)	Step 1	\$1 to \$3,000,000	\$1 to \$1,750,000
	Step 2	\$3,000,000+	\$1,750,000+
Residential (40+ units)	Step 1	\$1 to \$12,000,000	\$1 to \$7,000,000
	Step 2	\$12,000,000+	\$7,000,000+

There is currently no stepped differential on land value for the business differential group.

### 3. The Impacts on Rates

#### Overall

There are 38,176 properties that will have a decrease or no change in rates. This equates to approx 59% of the rating base. The average dollar decrease for this group is \$121.64 and an average percentage decrease of 3.41%. The largest decrease is \$84,100.

There are a further 26,431 properties that will have an increase. This equates to approximately 41% of the rating base. The average dollar increase for this group is \$166.95 and an average percentage increase of 4.70%. The largest increase is \$77,234.

#### Business Sector

There are 1,506 properties that will have a decrease or no change in rates. This equates to approximately 55.5% of the business sector. The average dollar decrease is \$1,745.83 and an average percentage decrease of 13.58%. The largest decrease is \$84,100.

There are a further 1,207 properties that have an increase. This equates to approximately 44.5% of this group. The average dollar increase is \$2,115.37 and an average percentage increase of 28.37%. The largest increase is \$77,234.

### Residential Sector

There are 36,539 properties that will have a decrease or no change in rates. This equates to approximately 59.3% of the residential sector. The average dollar decrease is \$54.77 and an average percentage decrease of 2.97%. The largest decrease is \$10,406.

There are a further 25,058 properties that have an increase. This equates to approximately 40.7% of this group. The average dollar increase is \$72.94 and an average percentage increase of 3.50%. The largest increase is \$46,713.

### Low Income Earners – Rates Rebate Scheme

For the purposes of this report, low income earners have been identified as those ratepayers within the residential group that received a Department of Internal Affairs (DIA) rates rebate in the 2006/2007 year. This group is only representative of those lower income earners who applied for and received a rates rebate. There are close to 4,000 of these, which establishes a fairly representative group. However, there may be other low income earners who, for whatever reason, did not apply or did not receive a rebate.

Analysis of this group shows there are 2,019 properties that will have a decrease or no change in rates. This equates to approximately 50.8% of this group. The average dollar decrease is \$41.48 and an average percentage decrease of 2.46%. The largest decrease is \$413.54.

There are a further 1,954 properties that have an increase. This equates to approximately 49.2% of this group. The average dollar increase is \$47.03 and an average percentage increase of 2.94%. The largest increase is \$554.23.

## **4. Analysis of Impacts**

### Impacts Limited by Rating Policy

Under the current rating policy Council receives a relatively high proportion of its rates revenue from rates set from fixed charges. For the 2007/2008 year this is approximately 51% of the total rates revenue. This is possible due to the exclusion of targeted rates that are set solely for water supply or sewage disposal from the 30% limit imposed on the Uniform Annual General Charge. In Waitakere's case these are the Uniform Annual Charge (UAC) for Wastewater on residential properties and the UAC for Rural Sewerage. This has the effect of reducing the magnitude of the impact of revaluations on the rating base because only 49% of Council's rates revenue comes from rates set as a rate in the dollar.

Furthermore, the current rating policy has a business sector differential which effectively ring-fences both the business and residential sectors. This has the advantage of constraining any changes to within the respective sectors. This means the overall rate requirement from each sector remains the same and that neither the business nor the residential sector are impacted on by changes to non-related properties. This year's revaluation has seen significant increases in business sector properties over the residential sector.

### Overall

In looking at the overall rating base there are a number of properties which receive both decreases and increases due to the revaluations. The results show a slightly larger number of properties with decreases than increases, however, those properties with increases have, on average, slightly larger changes in both dollar and percentage terms. This impact is typical of a smaller number of properties having a significant increase in their values.

Overall impacts are largely representative of the changes that have happened in the residential sector. This is due to the sector making up such a significant proportion of the Council's rating base. Due to the effect of the business sector differential, it is prudent to comment on these sectors independently.

### Business Sector

As stated earlier in this report, there have been significant increases in this sector's land values above the average increase for Council as a whole. However, more importantly, there has been a much more varied impact on rates which has seen a more even distribution of changes. These impacts are very consistent with the actual changes to the land values.

There are two main reasons for this. Firstly, because of the smaller number of properties in this group, any changes have a much more significant impact. The second reason is that in the sector a significantly higher proportion of rates revenue comes from rates in the dollar (91% compared to 39% for Residential).

### Residential Sector

Within this sector there have been a relatively small number of properties that have had a substantial increase in land value. Combined with the relatively high level of rates from fixed charges, this results in only 211 out of 61,600 properties having an increase of 30% or more, which is 0.34% of this group. Alternatively there are 357 that would have an increase of \$400 or more, which is 0.58% of this group.

At the other end of the scale, there are 24 properties having a decrease of 30% or more, which is 0.04% of this group. Alternatively there are 104 properties that would have a decrease of \$400 or more, which is 0.17% of this group.

This means that there is comparatively little impact on the residential sector as a whole due to the revaluations. Those few properties that experience more significant increases are generally in the areas where the MUL boundary is being extended and subsequently opening them up for development.

### Low Income Earners – Rates Rebate Scheme

Out of this group 82.7% have a decrease or an increase of less than \$50 and 92.9% have a decrease or an increase less than \$100. 17 properties have an increase of more than \$200 and only 6 have an increase greater than \$300. Generally speaking there is less of an impact on these properties than the residential sector as a whole.

Any changes in the amount of rates paid by this group may have an impact on the DIA rebate they receive. A decrease in rates could see a subsequent decrease in the DIA rebate, while their overall rates payment is less. The opposite is also true in that increases in rates may mean the ratepayer becomes eligible for an increased rebate, while their overall rate payment is more. Changes in the rebate received would be on a case-by-case basis depending on their individual circumstances.

## **5. Mitigation of Impacts**

Should Council wish to investigate options for mitigating the impacts of the revaluation, the following considerations should be taken into account.

The fixed rate charges are already near the maximum allowed under legislation. This means raising them further is not an available option.

Changes in the differential structure are a blunt tool and regardless of any changes introduced by Council, there would continue to be properties with significant rates increases and decreases in each sector.

There are existing postponement policies in place to deal with impacts on residential and farmland properties affected by rezoning. Rates Postponement Policy 1 has the objective to provide relief to the owners of farmland, where the rateable value of a property that is used for farming purposes is in some significant way attributable to the potential use to which the land may be put. Rates Postponement Policy 2 has the objective to ensure that the owners of residential properties are not penalised because of the increases in the value of property due to the rezoning decisions by Council.

Further to this rates postponement policy 3 has the objective to assist ratepayers who are experiencing severe financial circumstances that affect their ability to pay their rates.

Council also has a wide variety of methods to accept payment of rates. These range from allowing for lump sum payment by 2nd instalment due date, automatic payments and direct debits over the period of rates due and having the rates split into four instalments. Council also allows for telephone or internet banking, payment at any branch of the ANZ, at the council offices, at the drive through, counter service or at the New Lynn, Massey, Te Atatu Peninsula, Titirangi or Glen Eden Libraries and also via post.

## 6. Timing of Review of Rating System

In August 2007 the Local Government Rates Inquiry provided a 277 page report to the Government on the funding of Local Government. This report contained 96 recommendations.

Some of the recommendations from the Local Government Rates Inquiry deal specifically with the tools that Council uses in its Rating Policy. For example, recommendation 8 states "That rating differentials be removed from the Local Government (Rating) Act 2002 from an operative date of 1 July 2012" and recommendation 9 states "That a common rating system based on capital value be promoted across the country for general rates".

Furthermore, the Local Government Rates Inquiry acknowledged that any changes will take time to be developed by councils and recognised this in the following statement included in the Executive Summary to the Rating Inquiry Report.

*"Overall, these changes recommended by the Panel would make the rating system less complex and more transparent. However, councils would need time to develop new rating policies in response to these changes and to consult with their citizens. The Panel therefore suggests that the changes not be required to be implemented before the 2012/13 LTCCPs, although consultation should commence with a view to phasing them in before this time."*

On 29 October 2007, the Governor General established a Royal Commission of Inquiry into Auckland Governance. The terms of reference given to the Royal Commission include taking into account the findings from the Local Government Rates Inquiry. The Royal Commission is required to report back to Government by 1 December 2008.

## RESOURCES

The Council work programme for 2007/2008 provided for the analysis of impacts on rates due to the 2007 triennial revaluation as well as for the annual review of the business sector differential.

No other resources were provided for review of other matters requested by Council. If the Committee wishes a further programme of work to be undertaken, this will need to be commissioned and funded accordingly.

## **CONCLUSION**

The new values from the 2007 revaluation show a wide range of changes to both capital value and land value. While all properties experienced increases in their values some experienced significant increases above the average while others experienced increases well below the average.

The subsequent impacts of the 2007 revaluation on the rates are mitigated by Council's existing Rating Policy by having a relatively high level of rates requirement from fixed rates. This is particularly evident in the residential sector. However, properties that experience significant increases above average or increases well below the average will still continue to see significant changes in their rates.

A Royal Commission of Inquiry concerning Auckland Governance has been established. Part of the terms of reference is to look into Rating Policy. Included in this are the choice of valuation base and the use of differentials. The Royal Commission of Inquiry is required to report back by 1 December 2008.

Council currently has a robust and well established rating policy and any significant changes to this ahead of the Government responding to the Rating Inquiry findings or the findings being released from the Royal Commission of Inquiry may be seen as premature and may also serve to confuse ratepayers. Given that the Local Government Rates Inquiry has suggested that any changes not be adopted before the 20012/2013 LTCCP, it may be prudent to wait until after the Royal Commission of Inquiry has produced its findings before making significant decisions on Rating Policy.

## **RECOMMENDATIONS**

1. That the City-wide Property Revaluations 2007 and Analysis of Impact on Rates report be received.
2. That the Council defer any changes to the choice of rating system until after the Royal Commission of Inquiry concerning Auckland Governance has released its findings.
3. That it be recommended to the Long Term Council Community Plan and Annual Plan Committee that funding be provided in the draft 2008/2009 Annual Plan for a review of the rating system pending the outcome of the Royal Commission of Inquiry findings concerning Auckland Governance.

Report prepared by: John MacKenzie, Group Manager: Rates, and Aaron Matich, Financial Analyst: Rates.



**PART D - LEGAL AND CONSTITUTIONAL**

**8 AFFIXATION OF COMMON SEAL**

**EXECUTION OF DOCUMENTS: 1 to 30 November 2007**

<b>Nº</b>	<b>NAME</b>	<b>PARTICULARS</b>
4309	WCC – TT Lee & MK Chai	Stormwater drainage easement in gross – CT.301123 – 52, 52A and 52B Royal View Road – RMA 20031386
4310	WCC – WK Jones , JC Chamley & BJ Robinson	Surrender of drainage easement in gross – Identifier 362624 – 4 Enterprise Drive, Henderson – RMA 20061827
4311	WCC – Gillian Thurlow	Warrant of Appointment and Evidence of Identity – No.WCC367
4312	WCC – John Alexander MacKenzie	Warrant of Appointment and Evidence of Identity – No.WCC365
4313	WCC – Ruth Mary Andrews-Bidois	Warrant of Appointment and Evidence of Identity – No.WCC366
4314	WCC – Russell Shaw	Warrant of Appointment and Evidence of Identity – No.WCC368
4315	WCC – MR Swenson et ors	Transfer instrument – Council resolution 687/2005 – 41 Reflection Drive
4316	WCC – C Pauling & SJ Davies	Consent as encumbrancee to variation of mortgage – 32 Pohutukawa Drive – Rule 44.2
4317	WCC – Paid Naidu	Warrant of Appointment and Evidence of Identity – No.WCC361
4318	WCC – Paul Michael Tyler	Warrant of Appointment and Evidence of Identity – No.WCC363
4319	WCC – Hamstead Properties Ltd	Drainage easement in gross – CTs.362289 and 362290 – 11 Wilson Road, Glen Eden – RMA 2007555
4320	WCC – M Gounder	Drainage easement in gross – CT.347574 – 1-19 Makora Road, Massey – RMA 20061937
4321	WCC – Natasha Veltman & Scott Michael Guthrie	Memorandum of Encumbrance – CT.NA31A/1146 – 58 Kitewaho Road
4322	WCC – WCC	Conservation Covenant – 341-347 Henderson Valley Road – Council Resolution 1432/2006
4323	WCC – Canam Corporate Holdings Ltd	Water supply easement in gross – CTs.375324 and 375325 – 291 Lincoln Road – RMA 20064254
4324	WCC – TC & PT Marshall and KR Cahill	Drainage easement in gross – CTs.340890 and 340891 – 6 & 8 Norman Road, Titirangi – RMA 20041280
4325	WCC – Landpartners Ltd	Drainage easement in gross – CT.372349 – 19 Harrybrooke Road, Green Bay – SPW 22937 – RMA 20061628

## **RECOMMENDATIONS**

1. That the Affixation of Common Seal report be received.
2. That the action taken in affixing the Common Seal on the documents as set out in the agenda report be adopted.

Report prepared by Yvonne Donaldson, Team Leader: Legal Services



## **PART E - FINANCE**

### **9 OPERATING AND EXPENDITURE SUMMARIES**

#### **PURPOSE OF THE REPORT**

The purpose of this report is to inform the Finance and Operational Performance Committee as to the level of operating and capital expenditure to date by unit compared to budget.

#### **BACKGROUND**

Through the Long Term Council Community Plan process, the Council approves operating and capital expenditure. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

#### **ISSUES**

A197

This report covers expenditure for the four months to 31 October 2007. The financial summary is attached at page A197.

If any further information is required in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

The item for Auckland Regional Council Rates is greater than the budget because the budget was underestimated as it was based on the 2006/2007 figure.

Capital expenditure is well below budget at this stage, as the summer construction season has not yet started.

#### **CONCLUSION**

Total net operating costs for the four months to 31 October 2007 is within the approved operational budget.

#### **RECOMMENDATION**

That the Operating and Capital Expenditure Summaries report be received.

Report prepared by: Bob Preston, Group Manager: Financial Management.



## 10 STATUS OF SPECIAL FUNDS

### PURPOSE OF THE REPORT

The purpose of this report is to inform the Finance and Operational Performance Committee on the status of the Council's special funds.

### BACKGROUND

Special funds are those funds held or designated by the Council for a specific purpose or purposes. The balances of these funds are used to offset the Council's borrowing requirements. Interest is allocated to funds where applicable.

Special fund movements are recommended through the Long Term Council Community Plan and Annual Plan adoption process. Special funds are classified as either "Restricted Funds" or "Non-Restricted Funds". Restricted funds are those funds that have been received by the Council from a third party or parties and are to be used for a specific purpose or purposes. Non-restricted funds are funds established by a Council resolution to use and set aside its own funds and also to meet a specific purpose or purposes.

### ISSUES

A198

This report is separated into restricted and non-restricted funds. The balances and summary transactions for the period ended 31 October 2007 is attached at page A198.

If any further information is required in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

No details are included for the Auckland Regional Services Trust Fund as the transactions charged against this fund since its inception are being investigated to verify the balance of the fund.

### CONCLUSION

Special funds are being held or designated for a specific purpose or purposes. The fund balances have been reported as required.

### RECOMMENDATION

That the Status of Special Funds report be received.

Report prepared by: Bob Preston, Group Manager: Financial Management.



## 11 PERFORMANCE REPORT FOR THE PERIOD 1 JULY 2007 TO 30 SEPTEMBER 2007

### PURPOSE OF THE REPORT

A199-A212

The purpose of this report is to present the Performance Report for the quarter 1 July 2007 to 30 September 2007 attached at pages A199 to A212.

## **BACKGROUND**

In June 2006, the Council adopted its Long Term Council Community Plan 2006-2016. Volume 2 of the document itself detailed the activity performance measures. The performance report follows this format.

## **STRATEGIC CONTEXT**

The activities detailed in Volume 2 of the Long Term Council Community Plan 2006–2016 are the mechanisms used by the Council to deliver the Council’s strategic direction and to contribute to the community outcomes. The contribution to the strategic direction and community outcomes were also detailed in Volume 2.

## **ISSUES**

Where possible, all measures have been reported. Most measures have met their target and explanations have been provided where targets have not been met. There are a number of measures that are annual and these will be reported in the report for June 2008.

## **RESOURCES**

The only resources required to date are staff time.

## **CONCLUSION**

The Performance Report indicates that the Council has generally met its performance measures. Where targets have not been met, the action taken is detailed in the report.

## **RECOMMENDATION**

That the Performance Report for the period 1 July 2007 to 30 September 2007 be received.

Report prepared by: Bob Preston, Group Manager: Financial Management.



## **12 BORROWING AND INVESTMENT REPORT**

### **PURPOSE OF THE REPORT**

The purpose of this report is to provide an update to the Finance and Operational Performance Committee on the estimated borrowing and investment activity for October 2007.

### **BACKGROUND**

Waitakere City Council enters into treasury related financial contracts in the ordinary course of its business. It is the role of Council's Funds Management section to manage such contracts and the impact that they have on the organisation. All funds management transactions are governed by the Liability Management and Investment Policy, prepared in compliance with the Local Government Act 2002. As a requirement of that Policy this report informs the Finance and Operational Performance Committee on the current and future movements of Council's debt and cash investments, and provides a general commentary of financial market conditions.

A213-A218

The relevant portfolio and graphs reflect the estimated position as at 31 October 2007 and are attached at pages A213 to A218.

## **ISSUES**

Council's Funds Management function actively manages a large portfolio of various debt and investment instruments. The benefit of borrowing is that it enables Council to carry out the projects identified in the Annual Plan and Long Term Council Community Plan, while spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assist Council with its entire loans funded strategic initiatives. The Liability Management and Investment Policy requires that a report detailing the management of the portfolio be presented to the Finance and Operational Performance Committee on a regular basis. The report must include information on the following subjects:

- Cash/debt position;
- Forecasted borrowing profile;
- Interest rate profile;
- Risk management;
- Material transactions;
- Market commentary.

This report addresses the requirement of the Policy and may include other information that is relevant to the Funds Management function.

## **FINANCIAL IMPLICATIONS**

The active management of the treasury portfolio seeks to minimise Council's borrowing costs and maximise investment returns of liquid assets. The Funds Management function is also charged with seeking investors, thus ensuring that there is sufficient liquidity available for the Council to continue its work programme. New Zealand financial markets are significantly volatile and therefore interest rate risk management is a key responsibility of the Funds Management function. Detailed financial information included within this report is intended to give assurance of the prudent management of Council's portfolio.

Council maintains a Standard and Poor's Credit Ratings of A-1 short term, and A+ long term (stable).

## **SIGNIFICANT FUNDING TRANSACTIONS ENTERED INTO DURING OCTOBER 2007**

- Refinanced maturing commercial paper with a face value of \$30 million at a yield of New Zealand Dollar 90 Day Bank Bill Mid rate plus a margin of 0.05%.

## **FINANCIAL MARKET COMMENTARY**

### **Market Overview**

Over the past month the New Zealand 90 day bank bill interest rate has remained relatively stable, ranging around 8.71%. However, financial market volatility in the last few days has seen the interest rate increase dramatically to approximately 8.85%. Longer term interest rates have also shown signs of increased volatility over the last few days, however, the inverted yield curve has become steeper with 1 year swap interest rates currently trading at 8.78%, while 10 year swap interest rates trade at 7.69%.

The New Zealand dollar has been equally volatile, starting the month at approximately 0.7800 against the US dollar before depreciating to approximately 0.7550 and ending the month heading again towards 0.7800. Largely the volatility is the continuation of US sub-prime mortgage problems, which has become contagious globally over the last few weeks, with European and Asian financial markets suffering liquidity problems.

Liquidity problems are generally a result of investors buying up safe investments such as Government Stock and not more risky investments. The secondary issue arising from illiquidity is the cost of credit, which is largely governed by investors' perceived risk of the investment they are undertaking and how much they expect to be rewarded for that risk. Over the past few years credit margins have been extremely low because of the supply of cash coming into New Zealand seeking a return from the local relatively high interest rates. International default rates are increasing and, as a result, credit margins have increased accordingly.

### **Up-Coming Dates**

6 December 2007      Monetary Policy Statement

### **CONCLUSION**

All transactions covered by this report have complied with the requirements of Council's Liability Management and Investment Policy.

### **RECOMMENDATION**

That the Borrowing and Investment report be received.

Report prepared by: Bruce Wilkin, Treasury Manager.



## **13      PAYMENTS FOR APPROVAL**

### **PURPOSE OF THE REPORT**

The purpose of this report is to advise the Finance and Operational Performance Committee of payments made by the Council.

### **BACKGROUND**

This report provides details of payments made to external suppliers in excess of \$5,000. In addition there is a summary listing, which aggregates payments made to various organisations and suppliers for the Finance and Operational Performance Committee's information. These payments have already been processed as allowed by delegations approved by the Council. If any Councillor requires information regarding the nature of any payment, that information can be provided.

### **STRATEGIC CONTEXT**

The Council makes various payments as provided for in its Long Term Council Community Plan and Annual Plans. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

## PAYMENTS

- A219 A summary schedule of payments made for the period 12 October 2007 to 11 November 2007 is attached at page A219. A further schedule of all payments of \$5,000 and above together with the reason for the payment, is attached at pages A220 to A224.
- A220-A224

If a member of the Finance and Operational Performance Committee wishes to ask specific questions relating to any of these payments prior to the meeting, then such questions can be directed to the Director: Finance.

## CONCLUSION

The summary schedule of payments is shown for the period 12 October 2007 to 11 November 2007. Payments have been provided for in accordance with approved budgets.

## RECOMMENDATIONS

1. That the Payments for Approval report be received.
2. That the contracts let and payments made be approved.

Report prepared by: Andrew Pollock, Director: Finance.



## PART F - GENERAL

### 14 QUARTERLY PERFORMANCE REVIEW OF ZEAL

#### GLOSSARY

Henderson Youth Facility	(Global Café)
Key Performance Indicator	(KPI)
Citizens Advice Bureau	(CAB)

#### PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee on Zeal's performance in accordance with the first year Service Agreement.

#### BACKGROUND

In 2006 Council committed to retro fitting the former Henderson Library located at Alderman Drive, to develop a youth facility managed by a service provider. The Henderson Youth Facility (Global Café) will cater for youth aged 13-25 with a focus on music, performance and art. Global Cafe will have recording rooms, meeting spaces, a cafe, performance areas and a community room.

Council officers carried out a process similar to public tender to find a suitable service provider. Proposals were measured against their experience in the operation of music/recording studios, their track record and management, their methodology for delivery and their financial support. Following the submission of proposals organisations were required to do a formal presentation summarising their proposal followed by an interview session.

Subsequently Zeal was selected as the preferred supplier and a service agreement was entered into and delegation was given to the Director: City Services to authorise specific key performance indicators.

A contract for the value of \$100,000 was entered into for the 2007/2008 financial year while the building is being constructed with the general objectives of having input into the design, accessing suitable funds for the fit out of the building and net working with existing users.

## **STRATEGIC CONTEXT**

Council's leisure facilities and activities contribute to the well being of the City's residents, by providing recreation opportunities that promote health and social cohesion. The Council's draft Leisure Strategy Plan guides the provision of these facilities and activities to ensure that they are available to all residents, responsive to changing demands and provided efficiently. Council's strategic objective for leisure is that a comprehensive range of leisure, recreation and sports services and facilities are provided.

To improve the well being of the City's people and communities, the Council provides and supports a diverse range of leisure opportunities through facility operation and development, direct funding, assistance to access other funding and support of activity initiatives. Through the Long Term Council Community Plan Council has adopted a platform of 'Strong Communities' stating that in the next 10 years Council will develop a City where: "People are active, healthy and content. They feel safe and there is a strong sense of community".

## **ISSUES**

### **Quarterly Performance Review for Zeal**

During the contract period Zeal are required to submit quarterly performance reports to assess their performance against their key performance indicators. Below summaries their performance to date:

#### KPI: Network with education institutes

During the first quarter Zeal have initiated and maintained contact with Unitec, Corban Arts Estate, Waitakere High, Henderson High, Green Bay High and Adult Literacy. Initial feedback has been positive and Zeal is seeking out opportunities to work collaboratively. Zeal is focused on making contact with all secondary schools, alternative education course and tertiary institutes in Waitakere by 30 June 2008.

#### KPI: Network with youth service providers

The community youth service sector has set up a group called Project Freespace who is mandated by the youth service sector to put a proposal to Council on the use and form of the community room (which will provide resources and information similar to a CAB). Zeal has attended several meetings with Project Freespace to discuss the interconnection between Zeal operating the main part of the facility and the community room.

In conjunction with officers, Zeal is also in the process of establishing a community group as requested through the community consultation. The reference group is likely to have representatives from educational institutes, the youth service sector, Youth Council, Council, Zeal and possibly specialist skilled areas such as music and performance. The purpose of the group would be to join together those working with youth and youth themselves to share ideas about what is existing within the Waitakere region for youth, identify where there are gaps and share possible ideas to fill such gaps, disseminate research carried out by various organisations and look at ideas about best practice with particular reference to the youth facility. The group would meet regularly to discuss what people are doing in the community and the interconnections with programmes that Zeal and Project Freespace are running.

The reference group will not have the delegation to determine what programmes and services Zeal are to operate but may recommend enhancements which Zeal may suggest to Council for inclusion in their programme. The programmes and services operated out of the youth facility will remain part of the Waitakere City Council Management Agreement authorised by the Director: City Services with set key performance indicators.

Zeal have also meet on a one –to –one basis with several youth based organisations such as Waipareira Trust, Youth transitions, Youthline, Youhtown, Adventure Specialties, Project Freespace and Cross power ministry Trust. Throughout the remaining part of the year Zeal will be focused on meeting with as many groups as possible.

KPI: Work in partnership with the Youth Council

The manager of Global Café has been meeting regularly with the Chair of the Youth Council and attending their monthly meetings to provide an update on the construction and networks Zeal have made. The Youth Council has asked Zeal to assist with their end of year concert being held in early December. Two members of the Youth Council visited Zeal Wellington to see how Zeal operates. Feedback from the Youth Council towards Zeal is very positive.

KPI: Develop leadership programmes for youth

Zeal has been running a leadership course through Kelston Girls College for the past 3 years. The programme had their graduation ceremony in September which was attending by two Councillors. Several schools have expressed an interest in Zeal expanded their leadership course to them.

Some youth service providers have expressed concern about duplication of Zeal running leadership programmes. Zeal have been operating these programmes with out Council funding and is not specifically in the scope of Council agreement however Council has requested that Zeal carry out a stock take of what exists currently and report on any duplicate programmes and gaps.

KPI: Zeal markets and promotes the youth facility in a positive manner at all practical opportunities

Zeal has developed a link on their website ([www.zeal.org.nz](http://www.zeal.org.nz)) which details progress on the Waitakere facility. This website is advertised on all of Zeal's business cards, emails and the van.

KPI: To provide adequate fit out in time for the opening of the facility

Zeal intends to apply to the Waitakere Licensing Trust and ASB Community Funding for the fit out of the facility. Zeal and Council officers have meet with representatives from both Trusts to discuss the details of the project and funding applications. Zeal will be submitting their application in mid January 2008 to both agencies and are seeking a total of approximately \$500,000 for the fit out.

In addition Zeal has applied to NZ Lotteries Funding to assist with administration costs, vehicle costs and salaries. This KPI is critical to the successful operation of Global Café.

Overall officers are satisfied that Zeal achieving their performance measures in accordance with the Service Level Agreement.

## RESOURCES

There is \$100,000 budgeted in the 2007/2008 year for the Service Level Agreement.

## CONCLUSION

Council entered into a Service Level Agreement with Zeal after Zeal successfully won the tender to operate Global café. A one year contract to the value of \$100,000 has been entered into while the building is being constructed. During this time Zeal are required to meet key performance measures including developing networks with educational institutes, the Youth Council, youth service works as well as ensure they have suitable funding to cover the fit out of the facility. Overall officers are satisfied that Zeal achieving their performance measures in accordance with the Service Level Agreement.

## RECOMMENDATION

That the Quarterly Performance Review of Zeal report be received.

Report prepared by: Clare Sarney, Project Manager: Youth Facilities.



## 15 ROAD NAMING WITHIN THE HENDERSON VINEYARDS BUSINESS CAMPUS

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Finance and Operational Performance Committee to the naming of three roads within the Henderson Vineyards Business Campus.

### BACKGROUND

A225-A226

The Henderson Vineyards Business Campus comprises the area bounded by Lincoln Road, Central Park Drive and the North Western Motorway south as far as the Bible College of New Zealand (refer attachment at pages A225 to A226). This area is being promoted by the Council as a prime gateway location, where the remaining vineyards, orchards and some existing businesses are poised for re-development.

Key to the development of the campus is an improved roading network between Central Park Drive and Lincoln Road which will allow the release of large land lots for development. The extension of Paramount Drive through to Lincoln Road was the first stage in the development of that roading network. The Council is now in the process of building a new road that forms an extension of Universal Drive that will provide a further connection between Central Park Drive and Lincoln Road. As part of that development a section of cross-road will be formed and this is expected, dependent on land-owner development intentions, to eventually connect with a stub of cross-road already formed off Paramount Drive. In addition, there is another unnamed cross-road off Paramount Drive, where the initial stub of road has been formed, which is expected in future to extend through the northern part of the campus, possibly connecting to Central Park Drive.

The Council is given the power to name new roads under the Local Government Act 1974, Part 21 Section 319 (j). The Council has delegated the authority to exercise the functions, duties and powers of the Council under Part 21 to the Finance and Operational Performance Committee.

On 9 April 2001 the Works and Services Committee considered a report on the Council's policy and delegation for the naming of roads pursuant to section 319(j). That report advised that the naming of new roads occurs generally as part of the subdivision process and is initiated by the developer as part of the survey process. In most cases then, new road names are approved (under delegated authority of the Director: City Services) at the time the survey plan is submitted for certification pursuant to section 223 of the Resource Management Act 1991. The Committee resolved:

*“That names of new roads in subdivisions, approved under the delegated authority of the Director of City Services, be reported to Council for information on a quarterly basis.”*

803/2001

Where no subdivision process is involved or the Council wishes to name a road independent of a subdivision process the power to determine a name falls back to the Finance and Operational Performance Committee.

### STRATEGIC CONTEXT

The Waitakere City Council's Integrated Transport and Communication platform provides the strategic context for the naming of roads.

The naming of roads in a standard, logical and clear manner assists with delivery to addresses, response by emergency services and generally enables people to find their way around the city. It is also recognised by the Council that naming of roads is a mechanism which can provide a link to the heritage and cultural values of an area.

### ISSUES

This report was put forward to the Henderson Community Board at its meeting held 6 December 2007, for its consideration, and any matters raised at that meeting will be reported verbally to this Committee.

With further development of the roading network in the Henderson Vineyards Business Campus there is a need to establish, outside of the usual subdivision process, the names of three roads.

These roads are:

- A225 • the road being constructed by the Council connecting Lincoln Road to Central Park Drive and which forms an extension of Universal Drive (to be referred to as Road A and shown on the map attached at page A225 in dark green as Universal Drive Extension);
- A225 • the cross road being formed off the above new road and expected, dependent on land-owner development intentions, to connect with a stub of cross-road already formed off Paramount Drive (to be referred to as Road B and shown on the map attached at page A225 in dark green, light green and red);
- A225 • another unnamed cross-road off Paramount Drive, where the initial stub of road has been formed, which is expected in future to extend through the northern part of the campus, possibly connecting to Central Park Drive (to be referred to as Road C and shown on the map attached at page A225 in red and orange).

In considering naming of these roads there are a number of matters that, in general order of priority, need to be taken into account:

- acceptability of the name to NZ Post;
- naming, and consequent numbering, does not affect ready response to properties by the emergency services;

A226

- suitability of the name in accordance with the Council's guidelines for acceptable road names (refer attachment at page A226).

There are also a number of significant current and past landowners within the campus area, and while the above roads are to be named outside of the subdivision process, it would be in accordance with the traditional approach of allowing landowners input to the naming process to consider their views on the naming of roads across this land.

### **Road A**

The road being constructed by the Council connecting Lincoln Road to Central Park Drive and which forms an extension of Universal Drive is ready for naming. The road design is complete with construction due for completion in the first quarter of 2008.

The road has been designed with a view to it becoming an extension of Universal Drive. As Universal Drive numbering commences at the Don Buck Rd / Swanson Rd end there is no impediment to treating the new road as an addition to Universal Drive with street numbering to continue from the existing Universal Drive.

It is not expected that NZ Post or the Emergency Services would object to this course although street signage would need to indicate the range of numbers in each section of the road to assist people to readily find addresses.

This roading network has been established through earlier designations, public concept plans showing a roading layout network, and negotiations with the Morrisons as the landowner. The Morrisons have indicated that Universal Drive (or a variant such as Universal Drive East or Universal Drive Extn) would be acceptable to them as a road name. As the Morrisons are in the process of building a new funeral home that will front on to the new road they have requested resolution of the name as soon as possible so that they can prepare their business marketing material in a timely fashion.

In respect of this road there does not appear to be any compelling reason to seek an alternate name and the Finance and Operational Performance Committee is requested to resolve, on the recommendation of the Henderson Community Board, that Universal Drive be adopted as the road name.

### **Road B**

This road would, if completed, comprise the new cross road being formed from Road A, a link section yet to be formed across land currently owned by the Mazuran family and the stub of cross-road already formed off Paramount Drive (which previously formed part of the Soljan family landholding).

Due to uncertainty about the final formation of this road it is considered premature to finalise a name for this Road, or either one of the stubs, until such time as a subdivision occurs that requires numbering of a property on part of the road. However, as with Road C, it is considered appropriate that the Council leads the naming process for this road with the intention of reserving a name for the road on the basis of it finally being formed as planned.

It is proposed that consultation be undertaken to include iwi and prominent current and past landowners so as to identify a preferred name or shortlist of names to come back to the Henderson Community Board for consideration. Proposed names should have relevance to the heritage of the area which may include original Maori names, association with the area's viticultural history in accord with the campus marketing theme or association with landowners that have contributed to the development of the area.

## Road C

This road currently comprises an unnamed cross-road off Paramount Drive, where the initial stub of road has been formed. In respect of the Council's original concept plan for the campus the road was envisaged to extend through the northern part of the campus connecting to Central Park Drive. While it would be possible to treat Road B and Road C as one continuous road for naming purposes there is uncertainty over the timing of new development which will require allocation of street numbers and from a practical point of view this really necessitates that the two roads be separately named.

Road C could therefore be named immediately with street numbering starting at the Paramount Drive end. The only uncertainty would be in respect of the future extension of the road and therefore selecting an appropriate suffix for the road as set out in the Council's guidelines.

This stub formed off Paramount Drive to the north (and the other that will form part of Road B to the south) were part of land that was earlier owned by the Soljan family since 1937. The Soljan family made representations to the Council in September 2004 requesting that the road name Soljan Drive be adopted for the cross road (comprising sections described as Road B and Road C in this report). The land development for the extension of Paramount Drive to Lincoln Road was undertaken by Canam Construction. The use of the name Soljan Drive was discussed with the surveyors but the survey plan was approved prior to the Council receiving formal approval from Canam Construction to make the required amendment. The decision was made to leave the two stubs without any name(s) in the meantime.

Recognising the Soljan family's early request and the circumstances surrounding the Paramount Drive subdivision road naming Council officers have indicated in subsequent correspondence to the family that best endeavours would be used to ensure that a road named after the Soljan family is adopted. The pending sale of the Collard's block of land brings the prospect that the northern part of the campus will be developed and the Soljan family have again requested that the road naming issue be resolved.

Council officers are also aware of a request made in 2006 by the director of Canam Corporate Holdings Limited, owner of the land at 291 Lincoln Road, in respect of naming this road, which will in due course cross their landholding. The proposed name was Cameron Way. This name would not appear to meet the guideline criteria of relevance and heritage value to the same extent as the Soljan name does.

It remains the opinion of Council officers that the Soljan family have a sound claim to having a road named after them due to their long association with the area and that this would likely under any other circumstances already have been effected by way of standard subdivision processes. However as the situation stands Council officers do not have delegated authority to resolve the issue.

The issue for the Finance and Operational Performance Committee to consider is whether the road name should be resolved now with adoption of the Soljan name which is the Council officer recommendation or whether a consultation process as proposed for Road B should similarly be undertaken for Road C with a name to be selected after consideration of the relative merits in different proposals that might come forward.

If the Finance and Operational Performance Committee agrees with the Council officer recommendation to name the road now then the name Soljan Road is proposed. While Soljan Drive has previously been put forward by the family the suffix of Road is more appropriate than Drive now that only one section of road is to be subject to the name and particularly as the final extent of the road to be formed is not known.

## RESOURCES

There are no staff resources specifically provided for in order to undertake the processes associated with the Council naming a new road outside of the subdivision process. This is due to the rarity of the requirement. Staff resources are able to be diverted from other operational activities which will accordingly receive a lower priority. A budget allowance of \$1,000 is provided for the costs of public notices associated with road name changes.

## CONCLUSION

The progressive development of the Henderson Vineyards Business Campus in line with the Council's concept plan for the area means that the form of the final roading network is gradually being set requiring that names be given to those roads. As some road formation is being undertaken that sits outside of the subdivision process the Council needs to determine the names for the new roads.

## RECOMMENDATIONS

1. That the Road Naming Within the Henderson Vineyards Business Campus report be received.
2. That:
  - (a) Road A connecting Lincoln Road to Central Park Drive and which forms an extension of Universal Drive be treated as an addition to the existing Universal Drive and Universal Drive therefore be adopted as the road name.
  - (b) Road B comprising the new cross road being formed from Road A, a link section yet to be formed across land currently owned by the Mazuran family and the unnamed southern cross-road already formed off Paramount Drive is left unnamed with consultation to identify a preferred name or shortlist of names to be undertaken and reported back to the Henderson Community Board for consideration.
  - (c) Road C comprising the unnamed northern cross-road off Paramount Drive, where the initial stub of road has been formed, be named Soljan Road.

Report prepared by: Andrew Crann, Senior Projects and Programme Manager.



## 16 WASTE-NOT FUND DEVELOPMENT

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Finance and Operational Performance Committee to form a panel with delegated authority to assess and approve applications to the Waste-Not Fund, a fund for community based waste minimisation initiatives designed to progress the Zero Waste strategic platform.

## BACKGROUND

Establishment of the Waste-Not Fund was reported to the Finance and Operational Performance Committee on 6 August 2007 where it was resolved:

- “1. That the Waste-Not Fund report be received.
2. That the Finance and Operational Performance Committee approves the establishment of a Waste-Not Fund to be subsidised by the additional five cent rubbish bag charge.
3. That three Councillors be delegated the authority to approve fund applications up to the sum of \$100,000 in any one financial year, according to the criteria attached at page A98 to the Agenda, and these Councillors be appointed by the incoming Council.
4. That a report be brought back to the Finance and Operational Performance Committee with an update on the cloth nappy programme and the possibility of working with the disposable nappy industry on the composting of disposable nappies.”

3195/2007

The Waste-Not Fund is resourced through an increase in refuse collection charges of 25 cents per bag, 5 cents of which is allocated for waste minimisation initiatives. In the past there have been a number of worthy waste minimisation projects seeking assistance funding, for example the Resene Paints Paintwise take-back scheme and the Cloth Nappy Project both of which Council contributed to financially. North Shore City Council successfully operates a similar fund, called the Wastewise Fund.

## STRATEGIC CONTEXT

The Council's Zero Waste strategic goal is to turn waste into useful resources to the greatest extent possible and to minimise waste to landfill. The Solid Waste Management Plan 2005: Zeroing in on Waste anticipated the establishment of a community initiatives grant or fund to encourage the community to find ways to reduce waste.

## ISSUES

The purpose of the Waste-Not Fund is to provide support and seed funding for approved community based waste minimisation projects. The first application round is planned for March 2008. It is anticipated that the Finance and Operational Performance Committee delegate the authority to a number of members in a panel (suggest three) to assess and approve the applications, including assistance from officers in the Environmental Strategy, Solid Waste and Cleaner Production teams.

The eligibility, exclusions and application processes are currently being developed. It is anticipated that applications will be open to individuals, community groups, schools and businesses provided they meet the criteria.

The proposed criteria are:

1. **Waste Minimisation (30% weighting)**  
Projects that contribute to waste minimisation in Waitakere.
2. **Community Awareness and Participation (20% weighting)**  
Projects that heighten community knowledge, promote active involvement in waste minimisation, and encourage behaviour change.

3. **Innovation (10% weighting)**  
Projects that develop or provide an entirely new product, technology or service to an area, community or business sector that did not previously exist.
4. **Sustainability (10% weighting)**  
Projects that are transferable, cost-effective, self-sustaining and likely to succeed.
5. **Strategic Alignment (20% weighting)**  
Projects that are consistent with the Council's solid waste management plan.

It is anticipated that the Waste-Not Fund will be promoted through existing networks, the Waitakere City News and the creation of a website similar to the Creative Communities fund website. Opportunities to apply for funding will be advertised on the website, in the Western Leader and in the Waitakere City News.

### RESOURCES

It is estimated that the Waste-Not Fund will grow to approximately \$100,000 over a one-year period. It is proposed that guidelines for applications be set at \$500-\$10,000 per application but that flexibility would be allowed for worthy applications over \$10,000. The only other resourcing required is that of staff time to process applications.

### CONCLUSION

The Waste-Not fund anticipated in the Solid Waste Management Plan and resourced by the 5 cents additional charge on domestic refuse bags will have its first round of funding applications in March 2008. Projects supported by the Waste-Not Fund will contribute to Council's Zero Waste objectives.

### RECOMMENDATIONS

1. That the Waste-Not Fund Development report be received.
2. That three Councillors be delegated the authority to confirm the Waste-Not funding criteria, eligibility and exclusions, and approve fund applications up to the sum of \$100,000 in any one financial year according to the agreed criteria.

Report prepared by: Kelly Taylor, Strategic Partnerships Advisor: Environmental, Strategy.



## 17 COMMUNITY HALLS (MARAES) FUNDS ALLOCATION 2007/2008

### GLOSSARY

General Halls (Maraes) Fund (HF)  
Capital Works Fund (CWF)

### PURPOSE OF THE REPORT

The purpose of this report is to provide the Finance and Operational Performance Committee with information regarding the assessment of the Community Halls (Maraes) Fund (CHF) and recommendations for the allocation of funds.

## **BACKGROUND**

Council provides a number of community facilities available for public use. It also provides assistance to community groups through the provision of funds to help maintain community operated, not for profit halls, and urban/community based marae, which are available for public use.

The Community Halls (Maraes) Fund is separated into two separate pools of funding, the General Halls (Maraes) Fund (HF) and the Capital Works Fund (CWF).

The HF is currently set at \$42,000 per year through the Annual Plan and there are 21 community halls (maraes) in Waitakere that are eligible to apply for financial assistance through this fund.

In recognition that it is difficult for community owned halls and maraes to maintain and upgrade their facilities, Council has allocated an additional \$20,000 per year in addition to the HF as identified above, to assist these facilities in undertaking capital works projects that will make improvements for better use of the hall/ marae by the community. Although this is a substantial increase in annual funding, this fund needs to be available to ten community owned halls and two marae in the Waitakere area, therefore it is unlikely that Council will be able to fully fund capital works projects and is providing this funding in order to assist halls/maraes contribute towards large projects.

The first 2006/2007 round of the CWF was held in June 2007 and a total of \$20,000 was allocated to eight community halls.

## **STRATEGIC CONTEXT**

The Community Halls (Maraes) Fund aligns with Strong Communities and the Community Assistance Policy with the goal being to help strengthen the ability of the activities undertaken by community groups and not-for-profit organisations to create a strong social base for Waitakere and to meet local needs. Where these activities provide wider social benefits, and are not undertaken for commercial gain, the Council provides a range of assistance to these groups.

The Community Halls (Maraes) Fund also meets Policy One of the Marae Support Policy, "Council assistance provided to marae", where it has been determined that iwi based and urban/community based marae can apply to this fund.

## **ISSUES**

### **Process of allocation**

The closing date for the 2007/2008 contestable Community Halls (Maraes) Fund was set at 19 October 2007.

Application forms were sent to all groups who are eligible to apply for funding. The fund was also promoted during a series of workshops held throughout the year to assist the community to access funding from both Council and external funding agencies.

The senior community liaison officer provided support and advice to the halls (maraes) for funding.

### **Eligibility for funding**

All applications have been screened for eligibility as per the Community Halls (Maraes) Fund Policy.

All halls/maraes must be either a locally run and managed community hall (marae) provider, or an Iwi based and urban/community based marae, which is:

- Run on a not for profit basis;
- Open to the general public to use and/or hire;
- Operating within Waitakere boundaries;
- Not managed by a single focussed group e.g. Scouts/sports clubs/interest groups.

The HF allocations are to be applied to one or more of the following categories:

- Facility maintenance costs;
- Costs relating to health and safety;
- Improvements to the facility;
- Small scale equipment;
- Facility promotion;
- General and volunteer costs.

The HF does not cover major capital improvements (such as new roof, extensions, etc.). Council owned halls can apply directly to Council via the Annual Plan process for such capital works projects. Community owned halls and marae could apply to the community owned halls (maraes) CWF.

The CWF is to be applied to capital work projects expenditure items that will improve the facility to help meet the needs of the community, for example; window replacements, deck building, toilet upgrade, etc.

This year funds will be allocated on the basis of need and priority, with a ceiling of \$3,000 per fund per community/ council owned hall or marae.

### **Applications received**

A227-A235

Out of a total of 21 community halls and maraes eligible in Waitakere to apply to this fund, only nine applications were received for this round as attached at pages A227 to A235. Of these one application was ineligible because it was from a Community Centre. Out of the total eligible applications \$32,961 was requested from a total funding pool of \$62,000.

Factors accounting for the low uptake of this fund this year could potentially be;

- The 2006/2007 CWF was distributed less than six months ago;
- Council's Property Assets group undertaking work on the Council owned halls resulting from the Community Halls Review;
- Assistance provided to community owned halls in developing asset management plans from Council's senior community liaison officer.

Council will undertake a review of the Community Halls (Maraes) Fund at the end of the next financial year as to whether the fund is meeting demand.

### **Allocation of funds**

The recommended allocation of funds is as follows:

<b>Ref No</b>	<b>Organisations</b>	<b>Eligible</b>	<b>HF Amounts requested</b>	<b>CWF amounts requested</b>
131	Waitakere Residents & Ratepayers Inc - Township	Yes	\$2,986	\$2,730
129	Hoani Waititi Marae Trust	Yes	\$3,000	\$1,730

Ref No	Organisations	Eligible	HF Amounts requested	CWF amounts requested
130	Glen Eden Community	Yes	\$3,000	
127	Waitakere Residents & Ratepayers Inc - Domain	Yes	\$3,000	
132	Ranui Community Centre	No		
133	Huia Cornwallis Resident & R/Payers Association	Yes	\$2,989	\$3,000
134	Massey & Birdwood Settlers Association	Yes	\$1,997	\$2,529
135	Oratia Resident & Ratepayers Association - Settlers	Yes	\$3,000	
136	Oratia Resident & Ratepayers Association -	Yes	\$3,000	
<b>Total funds requested</b>			<b>\$22,972</b>	<b>\$9,989</b>
<b>Amount available to allocate</b>			<b>\$42,000</b>	<b>\$20,000</b>
<b>Remainder of funds</b>			<b>\$19,028</b>	<b>\$10,011</b>

As identified above the total amount of funding requested by applicants from the HF was \$22,972 and the total funding pool available was \$42,000. Of the CWF a total amount of \$9,989 was allocated and the total funding pool was \$20,000. Therefore, \$19,028 is remaining in the HF and \$10,011 in the CWF.

#### **Distribution of remaining funds**

The CWF is tagged to property maintenance, therefore the remainder of the funds cannot be redistributed. However, there is \$19,028 remaining in the HF available for redistribution in this financial year.

As an interim measure before the HF is reviewed the additional \$19,028 could be best utilised this year towards the Fee Waivers Fund. This Fund has had applications that requested five times the amount of the total funding pool available (\$25,000: \$5,000).

It is therefore recommended that the remainder of the HF be transferred to the Fee Waivers Fund which will be run in December 2007.

#### **RESOURCES**

There is an amount of \$42,000 allocated in 2007/2008 Annual Plan for the HF and \$20,000 to the CWF. The Council grants officer administers the process.

#### **CONCLUSION**

Council provides assistance to community groups through the provision of funds to help maintain community operated, not for profit halls, and urban/community based marae, which are available for public use. There are 21 community halls and maraes in Waitakere that were eligible to apply for financial assistance through this fund and application forms were sent to them all.

A total of nine applications were received, these were assessed against the criteria of the Community Halls (Maraes) Fund policy for eligibility. The total amount of funding requested by applicants from the HF was \$22,972 the total funding pool available was \$40,000. Four community owned halls applied to the CWF for a total amount of \$9,989, the total funding pool available to allocate was \$20,000.

The remainder of the HF is recommended to be transferred to the Fee Waivers Fund 2007/2008 due to the high number of applications and funds requested.

A review of the Community Halls (Maraes) Fund will be completed at the end of the next financial year to assess whether the fund is meeting demand.

### **RECOMMENDATIONS**

1. That the Community Halls (Maraes) Fund Allocation 2007/2008 report be received.
2. That the Finance and Operational Performance Committee allocates funding for the Community Halls (Maraes) Fund Allocation 2007/2008 as outlined in the report and the following recommended amounts:

Ref No	Organisations	Eligible	HF Amounts requested	CWF amounts requested
131	Waitakere Residents & Ratepayers Inc - Township	Yes	\$2,986	\$2,730
129	Hoani Waititi Marae Trust	Yes	\$3,000	\$1,730
130	Glen Eden Community	Yes	\$3,000	
127	Waitakere Residents & Ratepayers Inc - Domain	Yes	\$3,000	
132	Ranui Community Centre	No		
133	Huia Cornwallis Resident & R/Payers Association	Yes	\$2,989	\$3,000
134	Massey & Birdwood Settlers Association	Yes	\$1,997	\$2,529
135	Oratia Resident & Ratepayers Association - Settlers	Yes	\$3,000	
136	Oratia Resident & Ratepayers Association -	Yes	\$3,000	
<b>Total funds requested</b>			<b>\$22,972</b>	<b>\$9,989</b>
<b>Amount available to allocate</b>			<b>\$42,000</b>	<b>\$20,000</b>
<b>Remainder of funds</b>			<b>\$19,028</b>	<b>\$10,011</b>

3. That the remainder of the General Halls (Maraes) Fund is transferred to the Fee Waivers Fund 2007/2008.
4. That the remainder of the Capital Works Fund is allocated in the 2008/2009 round.

Report prepared by: Greta Buchanan, Council Grants Officer.



18 **OUT OF SCHOOL CARE FUND ALLOCATION 2007/2008**

**GLOSSARY**

Out of School Care and Recreation	(OSCAR)
Child, Youth and Family	(CYF)
Net Operating Surplus	(NOS)
Ministry of Social Development	(MSD)

**PURPOSE OF THE REPORT**

The purpose of the report is to provide to the Finance and Operation Performance Committee information regarding assessment of the Out of School Care Fund and to seek changes to the criteria.

**BACKGROUND**

**Waitakere Council Funding**

The Out of School Care Fund was established as a contestable fund in 1999 for Council to address a gap in the sector regarding care of children out of school hours by providing financial assistance to school holiday programmes and before/after school programmes.

Through the 2000 Annual Plan process, the fund was reduced to \$10,000 and only school holiday programmes were eligible thereby excluding before/after school programmes. In 2001 the fund was increased to \$20,000 and in 2003 changed to again include before/after school care.

**Ministry of Social Development Funding**

In 1998 Work and Income introduced a subsidy to support parents with costs of before/after school care and school holiday programmes for children aged between 5 to 13 years.

In 2002 Out of School Care and Recreation (OSCAR) funding was introduced by the Ministry of Social Development (MSD) and fieldworkers were employed to provide advice and support throughout the country.

In 2005 the OSCAR funding and the advisors hours were increased.

In 2007 the Government through the MSD announced an investment of \$17.4 million towards Out of School Care and Recreation programmes for the next five years<sup>1</sup>, this includes the above mentioned assistance and in addition:

- OSCAR accredited programmes can receive a maximum of \$16,000 per annum;
- Those organisations that are not OSCAR accredited can apply for assistance for establishment costs for a maximum of \$3,000;
- A total of \$169,000 available annually for organisations that need funding to purchase new equipment or alter buildings;
- An OSCAR subsidy of up to \$3.30 per hour was made available to 70% of all families in NZ to reduce the costs of approved before and after school programmes for up to 20 hours a week, and school holiday programmes for up to 50 hours a week.

<sup>1</sup> A Five-Year Action Plan for Out of School Services, Ministry of Social Development, 2007.

## STRATEGIC CONTEXT

The Out of School Care Fund aligns with Council's strategic policy of Strong Communities. This policy outlines Council's commitment to undertaking initiatives that will contribute to making Waitakere a safe, healthy place to live and to improving local leisure and recreation opportunities and choices.

Through adoption of First Call for Children, Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere. Direct financial assistance to service providers of before and after school care and school holiday programmes assists Council's commitment to these policies.

## ISSUES

Waitakere Council assists organisations who provide school holiday programmes and before/after school care programmes for school age children through the Out of School Care Fund. The amount set aside in the 2007/2008 budget is \$20,000 with a maximum allocation of \$5,000 per applicant.

### Process of allocation

The closing date for the 2007/2008 funding round was set at 5 October 2007 to assist providers who were planning programmes for the rest of the financial year.

Fifty three OSCAR approved providers were posted application forms one month before the closing date. This was followed up by a phone call to remind them of the closing date. It was also promoted at funding workshops held this year throughout the City and in the funding calendar that went out to 1,000 community groups.

### Eligible applications must meet all of the following criteria:

- An approved OSCAR service and Child Youth & Family (CYF) providers or in the process of becoming approved. (No funding will be released until proof of OSCAR and CYF approval is sighted);
- Programme delivered within Policy Guidelines of before and after school care programme, Waitakere;
- Open enrolment policy;
- Staff: Child ratios (i.e. 1 staff: 10 children);
- Hazard identification at programme venue;
- Adequate facilities;
- Registration procedures in place;
- First Aid certified staff;
- Programme delivered a minimum of five hours per day – 3 days per week (School Holidays);
- Programme delivered minimum of two hours per day 3 days per week (Before & After School Care);
- Participation of at least 20 children per day;
- Over 90% of programme participants live in Waitakere; and
- Operate as a not-for-profit organisation.

### Applications will not be funded if:

- They request the full cost of a major project or all of their operational expenses. For large requests, the groups is also expected to make a contribution (financial or non-monetary, such as volunteer labour);
- The service provider has an ongoing stable funding source;

- They are an individual;
- They request assistance for expenditure already incurred or debt servicing costs;
- They are a regional organisation.

A236-A246

Nine organisations applied, out of the total 53 groups invited to apply (refer to attachments A236 to A246). Three of which were ineligible. The full amount requested by eligible applications was \$27,627 with total funds available of \$20,000.

Three applications have been declined because; one, was not OSCAR accredited; one was based in Auckland city; and one, was declined because they had an ongoing stable funding source, which was also part of a regional organisation (see appendix).

Six applications were accepted and allocated funding which will subsidise on average \$2.25 per child's visits to school holiday programmes and before/after school care.

Programme	Allocated Amount	Estimated number of visits	Subsidy per visit
Glen Eden Community House	\$3,475	1800	\$1.93
McLaren Park & Henderson South Community Initiative	\$2,627	990	\$2.65
Green Bay Community House	\$3,475	1350	\$2.57
Henderson Baptist Church	\$3,475	1500	\$2.32
Adventure Camp Trust Board	\$3,475	1650	\$2.11
Titirangi Community House Committee	\$3,475	1800	\$1.93
<b>TOTALS</b>	<b>\$20,000</b>	<b>9090</b>	<b>\$2.25</b>

### Waitakere Council's funding role

Council originally established this Out of School Care Fund in 1999 to address a gap in the sector as central government funding was not adequate to support community based programmes providing OSCAR services. Over the years, central government has increased funding and support to the OSCAR sector with the OSCAR Foundation developing substantially over the past few years to address the needs of the sector, both in funding and programme development.

With the recent increase in funding to OSCAR programmes from central government and a five year plan from central government to strengthen and support the sector, it is time to re-evaluate Waitakere Council's role in support of the OSCAR sector.

Council's Grants Officer has met with the OSCAR Foundation and a community OSCAR programme provider to discuss options regarding Council's continued support of this sector. From those meetings it was recommended that Council's Out of School Care Fund modifies its eligibility criteria to better meet the *current* gap in the sector given the recent funding increase provided by central government to OSCAR programmes this past year. Recommended modifications to the criteria include giving priority to;

- Programmes serving lower decile areas that have difficulty covering programme costs from user pay income;
- Greater emphasis on funding innovative projects or programmes that support childhood activity/learning and showing a commitment to local community/family involvement;
- Removing the criteria that programmes *must be* OSCAR accredited to allow grass-roots community organisations to pilot projects/programmes. Please note: All organisations will be encouraged to become OSCAR accredited and must provide evidence of police checks and references.

## RESOURCES

There are no additional financial or staffing requirements to allocate this fund. The Council grants officer administers the process.

## CONCLUSION

Overall, there were nine applications to the Out of School Care Fund, of these six were eligible. The full amount requested from eligible applications was \$27,627 with the total funds available of \$20,000.

Should approval be given the Out of School Care Fund will be subsidising 9,090 children's visits to school holiday programmes and before/after school care. Council's contribution will be an average of \$2.25 per visit.

After consultation with community providers and the OSCAR foundation it is recommended that the Out of School Care Programme Fund changes its criteria in order to meet the current demand:

- Programmes serving lower decile areas that have difficulty covering programme costs from user pay income.
- Greater emphasis on funding innovative projects or programmes that support childhood activity/learning and showing a commitment to local community/family involvement.
- Removing the criteria that programmes *must be* OSCAR accredited to allow grass-roots community organisations to pilot projects/programmes. Please note: All organisations will be encouraged to become OSCAR accredited and must provide evidence of police checks and references.

## RECOMMENDATIONS

1. That the information on the allocation of the Out of School Care Fund be received.
2. That the Finance and Operational Performance Committee consider applications to the Out of School Care Fund and allocates funding as outlined in the agenda report.
3. That the criteria of the Out of School Care Programme Fund changes to support:
  - Programmes serving lower decile areas that have difficulty covering programme costs from user pay income;
  - Greater emphasis on funding innovative projects or programmes that support childhood activity/learning and showing a commitment to local community/family involvement;
  - Removing the criteria that programmes *must be* OSCAR accredited to allow grass-roots community organisations to pilot projects/programmes. All organisations will be encouraged to become OSCAR accredited and must provide evidence of police checks and references.

Report prepared by: Greta Buchanan, Council Grants Officer.



**19 COMMUNITY ACCOMMODATION ASSISTANCE FUND ALLOCATION 2007/2008**

**PURPOSE OF THE REPORT**

The purpose of this report is to provide the Finance and Operational Performance Committee with the information they require to allocate funding from the Community Accommodation Assistance Fund for the 2007/2008 funding round.

**BACKGROUND**

The Council's rates remissions policy allows for support to sports, community groups and not-for-profit organisations under the Rating Powers Act 1988. The rates remissions policy expired after five years at the end of June 2004, and the Council needed to consider whether or not to continue the rates remission policy under the provisions of the new Local Government (Rating) Act 2002. The Council noted that the rates remission policy was inequitable in providing accommodation assistance as the groups renting/leasing property were not eligible for such assistance, and acknowledged that this anomaly needed to be rectified by introducing an assistance system that would be more inclusive than rates remissions.

In June 2005 the Community Accommodation Assistance Fund came into effect. An amount of \$50,000 was set aside in the Annual Plan process to assist a wide range of voluntary or not-for-profit community groups in meeting their rates or lease rental payments on a contestable basis.

**STRATEGIC CONTEXT**

The social, environmental and cultural wellbeing of the present and future communities is a major strategic goal of the Council. The Council has identified "Strong Communities" as a major strategic platform that addresses how the Council supports the health and wellbeing of its residents. The Council recognises that in addition to the services directly provided by the Council, the activities undertaken by community groups, not-for-profit organisations and individual property owners also make a valuable contribution to the community outcomes and the strategic outcomes pursued by the Council. Where these activities provide wider social benefits, and are not undertaken for commercial gain, the Council provides a range of assistance to these groups.

**ISSUES**

The Community Accommodation Assistance Fund closed on 2 November 2007. All community organisations who have historically qualified for rates remissions were identified and posted an application form and set of guidelines. This was followed up with a phone call to remind them of the closing date of the fund. Information was also provided to not-for-profit community groups of the closing date and criteria for funding by:

- Advertising in the Western Leader;
- Eight Funding workshops;
- Information in the Community Assistance Newsletter that goes out to 1000 community groups.

In total 36 applications were received, of which 12 applications were ineligible as they did not fit the criteria.

**Criteria for funding**

Grants are available only for the payment of property rates or that part of a lease rental that covers rates by sports and community groups and not-for-profit organisations. Grants will not be given to pay the Uniform Annual General Charge.

**To be eligible applicants must:**

- Be a non profit-making group or organisation.
- If a group's income exceeds its costs, it must use surplus funds to maintain and develop its organisation and activities. No private individual or group may receive a financial profit from the organisation (other than salaries or reimbursement of costs associated with the group's activities).
- Have a constitutionally "open" membership in the opinion of the Council.
- This means that membership rules must not exclude any category of persons, and membership fees must be reasonable.
- Operate within Waitakere boundaries.
- Produce benefits for Waitakere residents.
- Return and complete all accountability forms for any past Waitakere Council grants.

The target groups may apply for grants assistance for meeting costs of rate payments or that part of rental payments that relates to rates, provided that:

- They own and occupy their own property (i.e. private property) and are thus paying rates to the Waitakere Council; or
- They are leasing private property, but are not the ratepayers; or
- They are leasing property from the Waitakere Council. (Please note, groups who currently have subsidised or below market rate rentals may not be eligible).

The specific target groups are:

- Sports groups.
- Community groups.
- Not-for-profit organisations.

Note that those groups with activities primarily aimed at promoting party political goals and individuals are not eligible to apply for this assistance.

The fund seeks to promote "Strong Communities" which is one of Waitakere Council's Strategic Platforms.

Priority will be given to proposals where the applicant can clearly demonstrate that there will be a significant contribution to one or more of the following strategic outcomes. Note that the first strategic outcome has special priority:

- Increasing participation in community activities;
- Improving access to health, leisure and other services essential to mental and physical wellbeing;
- Improving access to information, education and learning opportunities;
- Fostering iwi, hapu and Maori development;
- Fostering cultural diversity in Waitakere;
- Encouraging the community to be involved in looking after it's natural, heritage and cultural resources;
- Improving safety for people in their homes, on the roads, in their local neighbourhood and in town centres;
- Fostering co-operation, partnership and sharing of resources between groups in the not for profit sector;
- Promoting a sense of belonging and identity for all people living in Waitakere;
- Proposals that will benefit a large number of Waitakere residents.

### Selection Criteria:

The following factors are taken into account when assessing the eligible applications for grants:

- The extent to which the group meets the Council's strategic objectives and outcomes. Priority will be given to applications that can clearly demonstrate that there will be a significant contribution to one or more of the strategic outcomes stated above.
- The financial benefit that a Council lessee gets from their below-market rentals/leases.
- The track record of the group, including whether the group has met accountability requirements for any assistance received from the Council in the past (if applicable).
- The group's financial situation (current and projected including the level of available cash in the bank).
- Any other forms of assistance the group is receiving from the Council.
- Whether the group has access to other revenue streams (e.g. central government funding, other grants funding such as charitable trusts, membership subscription fees, bar takings, their own gaming machines).
- The extent that the facility is being used (e.g. the number of users and the range of uses) and the nature of activities.
- Safety of the facility and management.
- The capacity for generating income (location, quality of the facility).
- The particular socio-economic status of the area the group or organisation is located in. For example, the groups or organisations located in deprived areas may have a higher need for assistance than those that are not.
- The proximity to other similar organisations.

### Funding available

The total amount of eligible applications is \$59,884 with an amount of \$50,000 set aside for this fund.

A247-A283

Each application has been checked for eligibility as set out in the policy and graded on the number of points scored against the selection criteria. Below is the recommended amount for all eligible applicants (please see the attachments at pages A247 to A283 for further details of the grade system and one page summary of each application):

No	Group Name	Amount Allocated
111	Ace Space - Waitakere Learning Shop	\$1,153
116	Adventure Camp Trust Board	\$1,648
95	Auckland Outdoor Naturist Club Inc	\$1,394
112	Auckland Tuvalu Society Inc	\$2,913
97	Carelink Trust	\$319
90	Focus Counselling	\$889
91	Friendship Centre Trust	\$3,799
121	Guides New Zealand - Swanson District	\$729
94	Hoani Waititi Marae Trust	\$6,153
85	Huia Cornwallis Resident & R/Payers Assn	\$669
103	Huia Fishing Club Incorporated	\$408
115	Man Alive Incorporated	\$1,441
99	Massey & Birdwood Settlers Association	\$1,224
89	McLaren Park & Henderson Sth Com Intv	\$980
113	Piha Community Centre Soc Inc	\$900
102	Piha Surf Life Saving Club	\$1,492

No	Group Name	Amount Allocated
119	Te Ukaipo Mercy Initiatives Rangatahi	\$2,827
93	The Mahamakut Thai Buddhist Trust	\$2,362
87	The Salvation Army - Henderson	\$8,349
106	Titirangi Womens Institute	\$418
107	Waitakere City Workers Educational Assoc	\$462
88	Waitemata Rugby Union & Sports Club Inc	\$3,356
98	West Lynn Gardens Inc	\$3,118
109	Western Refuge Society	\$2,997
		\$50,000

Of the 12 applications that were declined, two were late, two had outstanding accountability and eight did not provide current financial accounts.

### RESOURCES

There are no additional financial or staffing requirements to allocate this fund. The Council grants officer administers the process.

### CONCLUSION

Twenty four eligible applications were received for the Community Accommodation Assistance Fund. The total amount requested was \$59,884 with an amount allocated through the Annual Plan of \$50,000.

### RECOMMENDATIONS

1. That the Community Accommodation Assistance Fund allocation information be received.
2. That the Finance and Operational Performance Committee allocates funding for the Community Accommodation Assistance Fund Allocation 2007/2008 as outlined in the report and the following recommended amounts:

No	Group Name	Amount Allocated
111	Ace Space - Waitakere Learning Shop	\$1,153
116	Adventure Camp Trust Board	\$1,648
95	Auckland Outdoor Naturist Club Inc	\$1,394
112	Auckland Tuvalu Society Inc	\$2,913
97	Carelink Trust	\$319
90	Focus Counselling	\$889
91	Friendship Centre Trust	\$3,799
121	Guides New Zealand - Swanson District	\$729
94	Hoani Waititi Marae Trust	\$6,153
85	Huia Cornwallis Resident & R/Payers Assn	\$669
103	Huia Fishing Club Incorporated	\$408
115	Man Alive Incorporated	\$1,441
99	Massey & Birdwood Settlers Association	\$1,224
89	McLaren Park & Henderson Sth Com Intv	\$980
113	Piha Community Centre Soc Inc	\$900
102	Piha Surf Life Saving Club	\$1,492
119	Te Ukaipo Mercy Initiatives Rangatahi	\$2,827
93	The Mahamakut Thai Buddhist Trust	\$2,362
87	The Salvation Army - Henderson	\$8,349

No	Group Name	Amount Allocated
106	Titirangi Womens Institute	\$418
107	Waitakere City Workers Educational Assoc	\$462
88	Waitemata Rugby Union & Sports Club Inc	\$3,356
98	West Lynn Gardens Inc	\$3,118
109	Western Refuge Society	\$2,997
		\$50,000

Report prepared by: Greta Buchanan, Council grants officer.



## 20 **COMMUNITY WELLBEING GRANTS RESTRUCTURE**

### **GLOSSARY**

Community Wellbeing Fund (CWF)

### **PURPOSE OF THE REPORT**

The purpose of this report is to advise the Finance and Operational Performance Committee of issues relating to the grants process and seek endorsement from the Committee to consolidate the Community Wellbeing Fund (CWF).

### **BACKGROUND**

Council supports community development by providing various community grants and administering grants on behalf of other central agencies. The grants cover broad categories such as community wellbeing to more focused applications such as fee waivers and halls funding assistance. The majority of grants in Council are administered by Leisure Services which has one Grants officer and administration support from the Operations Support team to administer the entire process for each grant ranging from marketing and promotion, data entry, evaluation and recommendation to committees, allocation of funds and accountability.

The number of funds and grants administered in Leisure Services has grown over the past 4-5 years where previously there were only four grants to administer there are now 10 grants and growing. This is putting pressure on the ability to process the grants and is seriously impacting on the ability to conduct the work required to monitor accountability of the funds and grant recipients.

There is a need to restructure the suite of grants into pools of funding to simplify the model and allow the current staff resources to effectively manage the workload. This report will explore options for restructuring.

### **STRATEGIC CONTEXT**

Council provides various funds and grants to assist community groups with their activities. Council's principal driver for assisting these groups is to meet its Strong Communities Strategic Platform which looks to create communities that connect, mix and understand each other. This platform also seeks to provide a safe and supportive environment for children and provide leisure and other services that people enjoy.

Council is not in the position to deliver the on ground activities, so the grants are an enabler for the community to be empowered to deliver the programmes and activities, thereby achieving the desired results of the Strong Communities Platform.

## ISSUES

Leisure Services currently manages 12 funds (listed below).

Fund	Budget \$	Rounds per Annum	Funding Source
Community Wellbeing Fund	113,000	2	Rates
Youth Programmes Assistance	49,000	1	Rates
Out of School Care	20,000	2	Rates
Fee Waivers	5,000	1	Rates
Community Sport Fund	40,000	2	Hillary Commission
Sports Loan Fund	810,000	2	Hillary Commission
Creative Communities	101,000	2	Creative NZ
Massey Matters	40,000	2	Rates
Accommodation Assistance Fund	50,000	1	Rates
Halls Assistance	42,000	1	Rates
Push Play	15,000	1	Rates
Community Halls Upgrades Assistance	20,000	1	Capital

With a number of the funds requiring multiple rounds and only one Community Grants officer the pressure on staff resources is significant and as such a restructuring is required to better manage the overall grants funding process.

The recommended change is the consolidation of a number of funds into the CWF. The CWF provides small sums of money (up to \$3,000) to assist groups to carry out their activities in ways that best meet community needs. In many ways the same applies to other funds however they have a specific focus such as youth or a geographic area. It is therefore possible to consolidate some of the funds into the CWF without losing the purpose of the individual funds. However, this would assist with streamlining the process.

It is proposed that the following funds are amalgamated into the CWF:

- Youth Programmes Assistance;
- Out of School Care;
- Massey Matters;
- Accommodation Assistance Fund;
- Fee Waivers.

Although the above funds would be amalgamated their original intent will remain and a system of accounting for the various funds will be established. For example the budget set aside for youth programmes will still be prioritised to those groups however if there was an under subscription to youth programmes then the surplus can automatically be used for another high priority area as determined on an annual basis by Council for the CWF.

The benefits of consolidating the CWF are:

- To reduce individual funding rounds from ten down to two;
- To create one consistent policy which will be clearer for the customers;
- Increased accountability to be able to take place;
- To simplify the application process for the community;
- Savings to the rate payer with less committee and subcommittee meetings;

- So that grants can be better aligned to strategic direction and high priority areas;
- To allow for greater flexibility in providing for high need areas meaning the most needy get the support;
- To enable control of groups which take advantage of the system;
- For a higher level of analysis to be able to take place which support better decision making;
- For efficient and effective marketing due to promoting one fund well rather than many small funds;
- To simplify the process for the community which only apply to one fund rather than the many.

The consolidation will require significant policy review and amendments as the individual grants policies will need to be rolled into one. This policy review will need to take into account the various intents and purpose of the varying grants yet be moulded into a wellbeing context. A workshop with Councillors is planned for February 2008 to set the policy and guidelines for the existing CWF. Should Council support the amalgamation of the above funds then the workshop can be used to set the new CWF policies and guidelines.

The consolidation of the funds will create some timing issues in the first year as groups who are used to funds being available at particular times of the year will need to readjust. However, this should only be a short term issue and ultimately may prove beneficial for some groups which apply to current funds with only one round per year. In a consolidated model those funds will be available twice a year with two funding rounds. The first consolidated round would be planned for the 2008/2009 financial year sometime around August/September with a second round early in 2009. The timetable will need to be determined in time to advise all groups. The remainder of the 2007/2008 financial year will be used to run down the existing funds, finalise the policies and market the consolidated CWF.

## **RESOURCES**

Council provides one Community Grants officer full time which is supported by a half full time equivalent by a City Services administration support officer.

No additional resources will be required to consolidate the funds.

## **CONCLUSION**

With the numbers of grants administered by Council's Leisure Services Unit a consolidation of a number of funds is required to streamline the process making the workload manageable.

A number of funds have been identified as supporting community wellbeing although specifically targeted to certain sectors of the community such as youth or geographic areas. As a result it is seen as possible to consolidate these various funds into the Community Wellbeing Fund (CWF) thereby reducing the number of individual funding rounds from twelve to two. The benefits of consolidating the CWF are:

- To reduce individual funding rounds from ten down to two;
- To create one consistent policy which will be clearer for the customers;
- Increased accountability to be able to take place;
- To simplify the application process for the community;
- Savings to the rate payer with less committee and subcommittee meetings;
- So that grants can be better aligned to strategic direction and high priority areas;
- To allow for greater flexibility in providing for high need areas meaning the most needy get the support;

- To enable control of groups which take advantage of the system;
- For a higher level of analysis to be able to take place which support better decision making;
- For efficient and effective marketing due to promoting one fund well rather than many small funds;
- To simplify the process for the community which only apply to one fund rather than the many.

It is planned to hold a policy workshop with Councillors in February 2008 for the CWF so this will be an appropriate time to consider amalgamating the various policies into one. Should Council support the consolidation then it is planned to roll out the new fund in 2008/2009 allowing time to sort out the procedures, wind down the existing funds and market the new CWF.

### **RECOMMENDATIONS**

1. That the Grants Restructure Project report be received.
2. That the Youth Programmes Assistance, Out of School Care, Massey Matters, Accommodation Assistance and Fee Waivers funds be amalgamated into the Community Wellbeing Fund.
3. That a workshop be held with Councillors in February 2008 to set the policy and guidelines for the consolidated Community Wellbeing Fund.

Report prepared by: Louis Rattray, Leisure Services Manager.



## **21 COMMUNITY SPORT FUND REVIEW**

### **GLOSSARY**

Community Sport Fund (CSF)  
Sport and Recreation New Zealand (SPARC)

### **PURPOSE OF THE REPORT**

The purpose of this report is to advise the Finance and Operational Performance Committee of issues with the Community Sport Fund (CSF) and to seek the Committee's approval to take a new strategic approach to the utilisation of this funding.

### **BACKGROUND**

The CSF was brought about as part of the legacy of the Hillary Commission. The Hillary Commission gave funding to Territorial Authorities to distribute within their boundaries for the development of sport. The Hillary Commission was superseded in 2002 by Sport and Recreation New Zealand (SPARC) which was formed to become the principal agency for sport. However, it was resolved, by the Hillary Commission, that Councils' could retain the funding and continue to distribute the money with the same intent to develop sports and clubs.

Council therefore has a funding total of \$940,000 which is used for low interest loans to sports clubs if required. Currently \$293,000 is on loan to clubs at an interest rate of 3% leaving a balance of \$833,000 in reserve as at 30 September 2007. The accumulated interest on the loans and reserve funds is approximately \$75,000 this financial year. In 2006/2007 \$44,000 was budgeted (including \$4,000 marketing budget) for the CSF to assist in improving governance, management and strategic planning amongst other things.

## STRATEGIC CONTEXT

Council supports sports and clubs through a number of different mechanisms such as providing the infrastructure, supporting industry providers such as Sport Waitakere and YMCA, supporting clubs and sports with projects and initiatives and by providing and administering grants.

The above initiatives support Council's Strong Communities Strategic Platform which seeks to ensure people are active, healthy and content and that people are safe and feel a strong sense of community. Sports clubs are seen as vital community connectors in our society and strong clubs have many benefits to offer the community within and outside the club environment.

Through community consultation a number of Community Outcomes were identified. Of particular interest to Leisure Services is that of Toiora – Healthy Lifestyles. This outcome is concerned with an environment which has good health, education and increased participation in a healthy and positive lifestyle. Once again sports clubs provide all of these opportunities however the sports clubs also need help in maintaining their own health to pass the benefits on to the community.

## ISSUES

Leisure Services has concerns about the effectiveness of the CSF fund in actually improving sports clubs capacity to deliver a quality product to the community. It is considered that there is a better way to effectively and efficiently utilise this funding for the sporting sector.

The funding to date has, in most cases, paid for consultants to produce strategic plans for sports clubs. Whilst a strategic plan can be a valuable asset it is difficult to assess whether these documents are proving to be valuable and effecting positive change within the clubs. Without the ability and resources to follow up with the clubs there is a high risk that these documents become door stoppers as the clubs find it difficult, within their own volunteer base, to effect the actions set out in the strategic plans.

Sport Waitakere is the principal agency for developing sport in the City and as such employ a Sport Development officer to work with clubs on governance, management, coaching and capacity building issues. Sport Waitakere have initiated a Club Mark accreditation programme to improve the standards at clubs making them more attractive to members, sustainable and financially stable. In its first year 10 clubs were worked with and 8 graduated from the programme with bronze accreditation. The feedback from participating clubs was very positive and all clubs believe they gained valuable knowledge to progress their club. The Club Mark programme, in year one, was funded \$20,000 from Accident Compensation Corporation and \$70,000 by the Waitakere Licensing Trusts. However, in 2007/2008 (year two) the Licensing Trusts were unable to fund the programme which has seen the programme scaled back as the Accident Compensation Corporation is the only funder providing \$30,000. With over 350 sports clubs in Waitakere the demand far exceeds the available funding and resources so any additional resourcing is beneficial.

The CSF is overlapping the work that Sport Waitakere does through Club Mark and the Sport Development officer which is creating duplication and therefore is an inefficient system. It is considered that a more efficient use of the CSF is to provide the grant directly to Sport Waitakere to help fund another Sport Development officer to work with sports clubs and get more clubs on the Club Mark accreditation scheme.

The benefit of Sport Waitakere working with the clubs is the Sport Development officer works alongside the clubs to achieve goals rather than simply writing a document and walking away which is currently the case when a consultant produces a strategic plan for the club. The benefits to Council is that it eliminates a need for a committee which has a time and cost saving benefiting the ratepayer. It also relieves pressure on current Council staffing resources and will better meet Council objectives.

Council will enter into a funding agreement with Sport Waitakere to deliver certain objectives and will be monitored through Leisure Service's Contracts and Projects officer. The contract with Sport Waitakere could begin as early as 1 January 2008. Budget remaining for 2007/2008 financial year is \$7,000.

Applications to the Sports Loan Fund have been minimal with only two clubs taking advantage of this fund. In the past two years there have been no applications to the Sports Loans Fund and it appears that clubs are unwilling or do not need to borrow even when such attractive interest rates (3%) are offered. It is understood that clubs are reluctant to take advantage of the Sports Loan Fund as they do not wish to take on debt due to the risk to the club should they not be able to repay the loan. The Clubs would rather struggle along and apply to the various funding agencies for support than accept debt. As such it is recommended that the Sports Loans Fund be withdrawn thereby ensuring the ongoing financial viability of the CSF into perpetuity.

## **RESOURCES**

The Sports Loan Fund balance is \$940,000 accruing interest of \$75,000 per annum which is used for the CSF. In 2007/2008, \$44,000 was budgeted in the annual plan for the CSF.

It should be noted that of the \$940,000 fund total, \$293,000 is out on loan at 2-3% interest. The remaining \$833,000 attracts the interest rates of the day which currently stands at 7.95%. To be prudent, the CSF could be budgeted at 6% thereby providing a budget of \$48,600 and still maintain a surplus in the holding account. For ease of accounting Council could cap this amount at \$50,000.

## **CONCLUSION**

The Community Sports Fund is for the benefit of Waitakere sports clubs using former Hillary Commission money. When SPARC took over from the Hillary Commission, SPRAC allowed Council to hold onto any Hillary Commission funds to continue distributing to clubs as Council saw fit but retaining the intention of the fund, to assist clubs.

The CSF has been managed and distributed by a sub committee of Council and consists of Council and Community members. There is concern that the grants provided to clubs are not proving as effective as they could be as the grants are principally being used for strategies with little subsequent support or follow up. There is also concern that this fund is duplicating work that is done by Sport Waitakere through its Sport Development officer and the Club Mark Programme.

It is believed that the money would be more effective if it were used to contract Sport Waitakere to expand the Club Mark programme so that Sport Development officers can work directly with clubs to reach competency standards. The benefits of this approach is reduced duplication, allows an organisation which specialises in sport and club development to further their work and reduces rate payer costs with one less committee to fund (the Community Sport Fund Allocation Subcommittee).

## **RECOMMENDATIONS**

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.

Report prepared by: Louis Rattray, Leisure Services Manager.



## **22 WAITAKERE CITIZENS ADVICE BUREAU FINAL REPORT 2006/2007**

### **GLOSSARY**

Citizens Advice Bureaux	(CABx)
Citizens Advice Bureau	(CAB)
Waitakere Citizens Advice Bureau	(WaiCAB)

### **PURPOSE OF THE REPORT**

The purpose of this report is to present to the Finance and Operational Performance Committee the final report of the performance of the four Citizens Advice Bureaux (CABx) in Waitakere for the year 2006/2007 and to provide an update on the achievements of the CABx.

### **BACKGROUND**

Waitakere has a long standing partnership with the Waitakere Citizens Advice Bureau (WaiCAB) which is reflected in a 3 year contract, and annual funding through the Annual Plan process. In 2006/2007, the amount of funding in the 2006/2007 Annual Plan totalled \$328,100; the majority of this is used for the rental of 4 CABx, and staff salaries. The provision of the Citizens Advice Bureau (CAB) service is carried out by trained volunteers. Last year WaiCAB reported an increase of 36% in enquiries, bringing the total number of enquiries to 63,194. Cost per enquiry is on par with library statistics, at \$5.20 per enquiry. The overall trend of enquiries have seen an increase in complexity, and the demands on the service has reached a point of the organisation either capping its service levels or needing to introduce additional paid resources to develop the service further.

### **STRATEGIC CONTEXT**

The strategic basis of this relationship lies in Council's principles around Strong Communities, Active Democracy, and Lifelong Learning. The provision of information to residents and the role of the CABx contribute to these principles in the following ways:

- Providing access to good quality information;
- Informed residents – helping to create a 'Smart City' with lifelong learning opportunities;
- Increasing participation in local affairs and community life;
- The increasing importance of technology and access to information;

- Assisting people to find help dealing with issues in their lives.

Liaison between Council, the CABx and WaiCAB and the administration of the WaiCAB contract is through Council's Library and Information Services. Ensuring alignment with Council's adopted strategic platforms is achieved by this relationship. Synergies in the provision of information to Waitakere residents are complemented by a close working relationship between the Library and the CABx service. Co-location of facilities assists with this.

## **ISSUES**

### **Key Achievements of the 2006/2007 Year**

- Results of a Colmar-Brunton survey released in August 2006 show a 95% client satisfaction rate with CAB services;
- Annual enquires increased by 36% over the July 2006 – June 2007 period;
- The New Lynn branch commenced opening for 3 hours on Saturday mornings from September 2006;
- New Lynn branch enquiries increased by 53% and New Lynn is now the busiest CAB in New Zealand;
- Permanent Saturday supervisors were appointed for the New Lynn and Henderson branches;
- A 5 day telephone promotion campaign was undertaken in November by students at the New Zealand Management Academy;
- The WaiCAB branches have been the main service providers for the Settlement Support Service, funded through the Department of Labour and brokered through Council.

### **Statistical Trends**

All categories of enquiry recorded increases over the corresponding period last year.

The 82% increase in enquiries for Legal and JP services is attributed to more people requiring documentation certification by JPs, particularly in the Immigration and Education fields, and awareness of the new Community Law Service. Standardising the recording of statistics for clinics at New Lynn has also had an effect.

Immigration enquiries have increased by 21% reflecting an increase in visitor, sponsorship and work permits to New Zealand and passport issues.

The increase in Education enquiries (up 9.4%) is partially attributed to increased adult and tertiary education enquiries plus increased immigration.

The increase of 33% in the General category of CAB facilities, neighbourhood problems, Council issues, social and sport reflects the public's increased awareness of services provided by the branches.

The increase in enquiries for budgeting and financial services (10%), health and welfare including food parcels (12%), and accommodation (36%) suggest that the high costs of living including rent or servicing mortgages, food, and transport are causing some hardships within the community. The accommodation increase was partly due to the publicity about the Rates Rebate Scheme.

CAB workers have continued to note that on average client problems are now requiring more time to deal with because of their increased complexity.

The pamphlet display areas in the Massey and Glen Eden Bureaux are open to the public during Library hours when the Bureaux are closed. Several hundred pamphlets per month are being taken during these times and most of these visits could be counted as additional enquiries although they are not quantified in the statistics. The New Lynn CAB also displays pamphlets in the public foyer to the New Lynn Library, and Henderson is in discussion with the Henderson Library Manager about providing a similar service in Henderson.

### **Achievement of Council Target and Performance Measures**

**Target:** That WaiCAB acts to raise the awareness of residents to Council's support for the provision of CAB services in Waitakere.

**Performance:** Achieved

- A plan for CAB advertising within Waitakere is developed each year;
- Media releases on behalf of the CABx acknowledge the support of Waitakere City Council by a standard phrase at the conclusion of each item;
- Regular articles are published in the Roundabout, Oratia Apple, School newsletters, Waitakere City News and the JP Service Magazine. Chinese and Korean Newspapers and the Western Leader carry advertisements for the Basic Training Course and the Western Leader has printed items promoting CAB services;
- A presentation was made to the Soroptomists Society (a Society of Business women);
- Stalls were manned at the Toddler Day Out, Festival of Cultures, Moon and Dawali Festivals, and at the International Language Day.

**Target:** That the quality and accuracy of information and service given by each CAB is rated satisfactory or higher by customers. This will be measured through a number of mechanisms including Council's survey, 'mystery shopper' survey and the Association's biennial review.

**Performance:** Achieved

In November 2006 students from the NZ Management Academy in Henderson ran a telephone promotion as part of their course. The promotion was in the form of a CAB Awareness campaign run over 5 nights calling Waitakere households. 1073 people were spoken to for more than 1 minute. Approximately 200 people requested and were sent mail-out sheets giving CAB contact details and opening times etc. The students indicated that the percentage of successful call numbers was considerably larger than for their previous selling campaigns.

The results of the client survey conducted nationally in March – April 2006 collated by the rating agency Colmar Brunton and released in August 2006 gave the CAB organisation the highest level of client satisfaction that Colmar Brunton had ever recorded.

**Target:** That six monthly and annual reports showing the statistics including user demographics and the data that each CAB provides to the Association and comments are forwarded to the Library & Information Services Manager for submission to Council.

**Performance:** Achieved

The six monthly and annual reports have been provided.

**Target:** That CAB services are relevant to new migrant and ethnic communities, and that these communities are aware of the services available.

**Performance:** Achieved

Demographic Statistical Data reflects the ethnic diversity of Waitakere.

The WaiCAB branches have been the main service providers for the Settlement Support Service in West Auckland. Each Branch holds Clinics where the Settlement Support Advisor can meet and work with clients and access other CAB services. The Advisor conducted weekly or bi-weekly clinics at each Branch.

Glen Eden CAB arranges presentations to ESOL classes held at the Glen Eden Library.

WaiCAB has always had an EEO (Equal Employment Opportunity) policy.

**Target:** That volunteers and staff of each CAB are representative of the demographic of the community that they serve and the ethnic diversity of the City.

**Performance:** Achieved

The CAB are actively involved within their local ethnic communities. The volunteer pack developed in conjunction with NZACAB for ethnic and migrant recruiting is made available to individual community groups.

Currently the CAB has volunteers from various ethnic groups including: Maori, Chinese, Korean, Malaysian, Fijian, Indian, South African, Samoan, Cook Islands, and Scottish.

In addition language services are available in Cantonese, Mandarin, Korean, German and Farsi. Clients can also access the CAB Multi-lingual Language Line.

**Target:** That the number of annual enquiries is maintained. The previous year's target of increasing enquiries by percentage has been altered to encompass the CAB's objective to assist and empower clients to access information independently.

**Performance:** Achieved

Total enquiries have increased by 36% in the last 12 months.

**Target:** Maintaining up to date and accurate information on the WAICAB database by updating all information annually. Where resources allow, more frequent updating will occur.

**Performance:** Achieved

Two paid Information Officers update the CABACCESS database. Accuracy is paramount and notified changes are made within one week. All data held in the database is rechecked every 6 months.

**Target:** That CAB services are available to clients on Saturday.

**Performance:** Achieved

The Henderson Branch increased its Saturday opening hours again from 3.00pm to 6.00pm in early 2007. However, there has not been the number of clients to justify the extra 3 hours in spite of advertising and there is still a difficulty in getting volunteers to operate this afternoon shift.

New Lynn Branch voluntarily commenced opening for 3 hours on Saturday mornings (10.00am – 1.00pm) from the beginning of September 2006.

**Target:** Enhancing the CABx e-community provision.

**Performance:** Ongoing, partially achieved.

E-mail enquiries received by CABx are handled on a "same day" basis. The development of Web links and an online database is being pursued with National office.

NZACAB has adopted a Strategic Framework covering CAB Technology for the period 2007 -2011.

**Target:** That the telephone information and advice service meets the minimum standards.

**Performance:** Achieved

Once each CAB has closed for the day callers receive an after-hours message. Each CAB has a Call-Diversion System. Telephones are answered within 5-6 rings in all CAB.

**Target:** That WaiCAB leads or participates in the development of regional initiatives for enhancing, improving and expanding CAB services to the community.

**Performance:** Achieved

WaiCAB led the Auckland region CAB service with its restructuring by merging the four City CABx into a single entity. WaiCAB has become the model for mergers throughout the country. WaiCAB and the four branches are currently undergoing an NZACAB biennial review. Processes and protocols are being jointly established with NZACAB. As the first merged entity in New Zealand to be thus reviewed, WaiCAB and the branches are acting as the national guinea-pigs.

WaiCAB is working with Waitakere City Council, the Waitakere Ethnic Board, Settlement Support, New Out West and Enterprise Waitakere to review and expand current services.

Other community groups that individual CAB have involvement with include Community Houses, Waitakere Workers Education Association Glen Eden Protection Society, Twin Streams Project, Local MP's Offices, Youthline, Work and Income, West Auckland District Council of Social Services, Auckland Volunteer Centre, Waipareira Trust, Waitakere City Wardens, Western District Budgeting Service, Salvation Army, Community Outreach Foodbank, NZ Ethnic Social Services, Waitakere Community Law Service and Inland Revenue.

**Target:** That Henderson CAB develops and implements a plan to expand the service to specialise in providing information and assistance for youth, in particular tertiary students in the Waitakere Central Library.

**Performance:** Ongoing

The Henderson Branch Manager is undertaking the development and implementation of this additional service.

CAB brochures and promotional posters are being displayed throughout Unitec. CAB presentations have been arranged for students. The Manager has given a presentation of CAB services to students at Target Education in Henderson, to students at Unitec, the Walsh Trust, an Early Childhood Unitec class and the NZ Management Academy.

Small groups of students from targeted classes (e.g. English As A Second Language) are being brought into the Branch. Posters are being provided to local schools and advertising is being undertaken in school newsletters.

Youthline now see clients at the branch twice a week including one evening.

A Youth Advocacy meeting was hosted by the branch.

A presentation was made to the Manawanui Charitable Trust Youth Group. The Henderson Manager has become a member of the Trusts Board.

**Target:** Ongoing development of Library and CAB collaboration.

**Performance:** Achieved

All four branches have arranged training with their associated Libraries.

This is a two-way process and will be ongoing. New CAB volunteers undergo an "ongoing" training session with the library staff and in turn library staff will be able to access a CAB information session provided by the CAB Supervisors.

The WaiCAB and the Libraries jointly promote Citizens Advice services during CAB Awareness Week in March each year.

#### Summary of CAB Enquiries for 2006/2007

The total enquiries for the four CABx last year was 63,194, compared with 46,256 in 2005/2006. Total enquiries increased by 36%. The breakdown of the enquiries can be seen below:

Category 1	Education-schools, classes and courses.	Increase 9.4%
Category 2	Employment and consumer issues.	Increase 1%
Category 3	Budgeting and general financial services.	Increase 10%
Category 4	Health and welfare including food parcels.	Increase 12%
Category 5	Accommodation and Housing.	Increase 36%
Category 6	Legal and JP Services, Lawyers, Courts, etc.	Increase 82%
Category 7	CAB facilities, Waitakere City Council and neighbourhood problems, local social and sports clubs.	Increase 33%
Category 8	Relationships and counselling.	Increase 5%
Category 9	Immigration.	Increase 21%
Category 9	Motor vehicles.	Increase 19%

#### Summary of Enquiries by Branch

Partly as a result of co location within Library buildings and high profile positioning, both New Lynn and Henderson CABx saw significant increases in enquiries in 2006/2007.

CAB	2005/2006 Enquiries	2006/2007 Enquiries	Enquiry Increase
Glen Eden	8,713	9,123	4.7%
Henderson	11,590	17,162	48%
Massey	8,491	9,891	16%
New Lynn	17,573	27,018	53%

The results for the year show a marked increase in demand for CAB services. This increased demand, together with a general reduction in volunteer availability in the community are putting pressure on the ability of WaiCAB to meet demand under current resourcing models. These issues are dealt with in a subsequent report on the agenda entitled "WaiCAB Future Challenges".

## CONCLUSION

This report highlights a major increase in CAB service use of 36% enquiries from last year, with a marked increase in the use of JP and legal advice. WaiCAB have achieved or are progressing all targets.

## RECOMMENDATION

That the Waitakere Citizens Advice Bureau - Final Report 2006/2007 be received.

Report prepared by: Jo Brewster, Service Delivery Manager, Library and Information Services.



## 23 WAITAKERE CITIZENS ADVICE BUREAU - FUTURE CHALLENGES

### GLOSSARY

Waitakere Citizens Advice Bureau	(WaiCAB)
Citizens Advice Bureau	(Bureau)
Citizens Advice Bureaux	(Bureaux)
Long Term Council Community Plan	(LTCCP)

### PURPOSE OF THE REPORT

The purpose of this report is to highlight to the Finance and Operational Performance Committee the challenges the Waitakere Citizens Advice Bureau (WaiCAB) faces in maintaining the current level of service, dealing with growth in demand, and expansion of service delivery, current governance and delivery limitations and options available to address these issues.

### BACKGROUND

Waitakere has a long standing partnership with WaiCAB which is reflected in a three year contract, and annual funding through the Annual Plan process. A report on the performance of WaiCAB is tabled separately in this agenda. The amount of funding in the 2006/2007 Annual Plan totalled \$328,100. WaiCAB has projected a deficit of \$50,000 for 2008/2009 if the current level of funding is retained.

The demands on the service have reached a point of the organisation either:

- Reducing its services if the current level of funding is retained;
- Capping its services if additional funding of \$50,000 is provided in 2007/2008;
- Developing its services if additional funding in excess of \$50,000 is made available for additional paid resources.

Alternative funding options are limited by the National Bureau, who seek funding on a national level to support its own administration and New Zealand wide bureau. Individual bureau are not permitted to apply for large funding amounts, and are restricted to the Licensing Trusts and equipment grants.

### STRATEGIC CONTEXT

The strategic basis of this relationship lies in Council's principles around Strong Communities, Active Democracy, and Lifelong Learning. The provision of information to residents and the role of the Citizens Advice Bureaux (Bureaux) contribute to these principles in the following ways:

- Providing access to good quality information;
- Informed residents – helping to create a ‘Smart City’ with lifelong learning opportunities;
- Increasing participation in local affairs and community life;
- The increasing importance of technology and access to information;
- Assisting people to find help in dealing with issues in their lives.

The provision of the Citizens Advice Bureau (Bureau) service in Waitakere contributes to the strategic outcomes of all aspects of the Quadruple bottom line in the areas of:

**Social:** The Bureau contributes to an informed community and the ability for citizens to participate in society and its governance structures. Its large volunteer base enables social contribution and linkages which would not be as easily facilitated otherwise.

**Economic:** The Bureau service provides assistance to citizens in financial difficulty, and links to agencies which contribute to individuals becoming responsible consumers benefiting the individual, their families and businesses. Individuals and small businesses benefit from knowledge in consumer rights and law.

**Environment:** The Bureau act as a first point of contact and referral for information around sustainable practice, and refer clients to appropriate environmental agencies and Government departments, including referrals to Waitakere City Council.

**Cultural:** The bureaux are community based and provide settler information and outreach services. Where English is a barrier the face to face service is preferred by many migrants who are assisted in all areas of settlement. The bureaux are better positioned than Local Government and Government Departments, and are not bound by complex lines of communication. The Bureau act as an interface between the community and government agencies, and as a vehicle to enable cultures participating in the community

## ISSUES

### Cost of the Bureau Service

The provision of information and advice to Waitakere residents through the Bureau is a cost effective option for Council. In the 2004 report ‘Counting for Something – Value Added by Voluntary Agencies’ by Price Waterhouse Coopers, the hourly rate for volunteering work requiring some level of skill was assessed at \$14.13. This equates to a rate of \$15.22 in 2007 if an annual cost of living adjustment of 2.5% is used. The same report assesses the value of work done by skilled volunteer managers at \$26.83 and volunteer board members at a minimum of \$100 per hour. These figures equate to \$28.89 and \$107.69 respectively in 2007.

Based on these figures, which some argue are an underestimate of true values the respective labour cost of work undertaken by WaiCAB volunteers are:

- Service delivery \$325,908
- Executive committee \$77,270
- Board members \$51,691
- Other services (JP, etc) \$101,417

This gives a total equivalent cost of labour of \$556,286 excluding non-wage labour costs such as ACC, superannuation, administration, etc.

## Future Development Issues

The WaiCAB Board is reporting that it has reached maximum workload capacity with the increasing administration role, especially in relation to staff management, financial management and compliance requirements. Undertaking these day-to-day administrative tasks reduces the capacity of the WaiCAB Board to be strategic leaders in planning for the future development of WaiCAB and the Bureaux, leading the Bureaux in regional initiatives, or future proofing the Bureau either individually or collectively to cater for the expanding Waitakere population, and expanding demands.

In the 2004/2005 Annual Plan WaiCAB identified the need for an additional paid staff member to be employed as an Area Manager to relieve the workload of the Board. They applied but were unsuccessful in obtaining funding for such a position in that funding round. In the subsequent year (2005/2006), WaiCAB made a submission for funding of \$47,500 to cover increases in payroll costs of \$13,000, increased rent costs of \$6,500, and salaries for an additional paid employee of \$28,000. This submission was largely successful and resulted in an increase of \$45,000 to the annual grant.

As a result of funding shortfalls required for key operational needs, for example cleaning, telephones, and printing it was deemed critical to meet these costs in priority to an appointing an Area Manager. This left insufficient funding to appoint a fulltime senior position and therefore a part time Administrative Assistant was employed by WaiCAB.

Subsequent in-depth reviews have confirmed the need for an executive manager to oversee and manage the ongoing WaiCAB operations in addition to a part time administrator. A submission to the 2007/2008 Annual Plan process to fund this position was unsuccessful.

Representatives of WaiCAB have subsequently initiated discussions with Council at staff level in order to outline the importance of the additional resourcing they seek in ensuring continued operation of the services provided. "Burnout" and loss of Board members and volunteers is cited as a risk if resourcing remains at current levels. Service levels may need to be capped or may decline.

An amount of \$71,400 is being put forward for Council's consideration in the 2008/2009 Annual Plan for an Area Manager in response to these representations from WaiCAB.

While the employment of an Area Manager would substantially assist in the stability of the organisation and its operative sustainability, there are other major issues to address going into the future.

Significant issues are:

1. Apart from the Settlement Support Outreach Service funded through the Department of Labour, the service delivery of the information, support and advocacy of the four Bureaux is entirely dependant on volunteers.

While both WaiCAB and the Bureaux Supervisors pursue active campaigns to attract volunteers, changes in society such as the elimination of the compulsory retirement age, the growth of the number of two income families relying on retired family members to care for children are factors in reducing the pool of available volunteers required to expand the existing service, add new service initiatives or increase the hours of operation. It is increasingly difficult to recruit, train and retain the volunteers required to staff a six day service. The growth in the level of enquiries seen over the last four years has resulted in the necessity for paid staff to assist with interviews, given the limitations of volunteer numbers. Recruitment of young volunteers is also a challenge given the length of the training course, and the increasing pressures of study and work.

However, there are increasing expectations in the community about Bureau services and what constitutes a modern service especially in relation to the availability of a service that meets its customer's needs.

For example:

- Weekend hours of operation are no longer a new phenomenon. Most community members expect to be able to deal with their personal and business needs during the weekend.
- The provision of digital services for access to an organisation outside of the hours of operation is a common expectation. It is recognised that the Bureaux current structure does not have the capacity to develop or grow the service to meet the needs of the digital community. It is agreed that this limitation may put the organisation at risk in future years with the changing behaviour of people in the way in which they access information. WaiCAB is not currently in a position to develop a stronger digital presence, increase or develop its advocacy services or extend its weekend service hours because of limited staff resources and financial constraints. However appointing an Executive Manager and resolving WaiCAB's current funding issues will allow it to work on these three objectives.
- During the consultation process for the town centre development of both Ranui and Te Atatu Peninsula there were strong indications that the presence of a Bureau office was highly desired by the local community

2. Limited access to funding from other sources

WaiCAB are bound by the National Bureau parent body in its business rules, and are restricted in applying for Lotteries Commission funding, or developing an online community database.

Response Options

The options for addressing these Issues are outlined below. The likely impacts and consequences for each option have been defined after discussions with WaiCAB Board Members.

Option	Resource required	Outcome or Consequence to service development
1. Explore a partnership model of integrated support similar to the Settlement Support Service in which Council sources funding nationally to address identified areas of need, and the Bureau brokers these services.	Council staff resources.	This approach is unlikely to be successful and has been attempted at a regional level previously, with limited success. If successful, however, potential to develop the service to address specific niche areas. Does not address current shortfall.
2. Increase funding for paid staff to cover unpaid hours currently being undertaken by staff to cover existing service, particularly in the weekend and to cover future volunteer shortfall.	Paid weekend staff: \$46,000 per annum for 4 bureau increase plus cost of living increase.  Increase paid staff hours to cover unpaid hours	A 6 day service for all bureau which is not dependant on volunteer availability. This would allow for a 4 hour opening on Saturdays.  Quality staff are retained and recognised for their role.

Option	Resource required	Outcome or Consequence to service development
	\$52,000.	
<p>3. Provision of bureau in growth areas such as Hobsonville and Swanson/Ranui and Te Atatu Peninsula.</p>	<p>Ranui and Te Atatu Peninsula Bureau; Preliminary estimate of \$96,500 each for conventional Bureau structure. Investigative and establishment costs are not included in this estimate, and would be subject to National Association approval.</p>	<p>Meeting the expanding population of Ranui/Swanson and Te Atatu Peninsula.</p>
<p>4. Continue with the current level of funding but factoring in annual adjustments for increased operational costs with no increased expectations of further service or capacity.</p>	<p>Implement an annual Increase of 5 % per year of current funding level, to ensure cost of living is factored in.</p>	<p>An annual increase of 5% would have little or no impact and a reduction in current opening hours and a cut back in other areas of current services would be likely.</p> <p>There would be an impact on hours of operation for example current weekend opening hours and the WaiCAB Board remain under resourced for its governance and administration role.</p>
<p>5. Fund an Area Manager to relieve the WaiCAB Board workload in order to increase the Board's capacity for regional opportunities and strategic growth.</p>	<p>\$71,400 per annum.</p>	<p>WaiCAB Board have increased capacity to govern strategically and form regional initiatives.</p>
<p>6. Cap funding at the existing level with no increase.</p>	<p>No change in status quo.</p>	<p>Reduction of service levels e.g. reduction of opening hours from full days to part days or reducing the four bureaux to three bureaux.</p>

## RESOURCES

Several of the options will impact on future Annual Plan and Long Term Council Community Plan (LTCCP) budgeting. However, the levels of actual expenditure will be addressed in the investigation into the option(s) selected by Council as preferred. Council's guidance of the future direction for support to WaiCAB is sought. Council needs to consider whether it wishes to see services decline in real terms by remaining with the status quo, or rise to meet increasing demand and population growth. Council also needs to decide on whether to support the opening of new bureau.

If Council introduced options 2,3, and 5 above, the additional cost to Council each year would be \$265,900 (plus 5% per annum cost of living increase) if one additional bureau is factored in. If two additional bureau are factored the additional cost to Council per annum would be \$363,400.

Council faces significant pressures on its financial resources, and those of its community, during the preparation of the LTCCP and each Annual Plan. Council needs to balance the merits of additional funding for Bureaux against the other priorities it has, and the ability of the community to pay.

## CONCLUSION

The Bureaux are a cost effective option for Council to provide information and advisory service to the residents of Waitakere. Current funding levels are not adequate to finance current or future service delivery. Resourcing issues will need to be addressed if services levels are to be maintained in the face of expanding demand. Council's strategic partnership with WaiCAB is seen as fundamental in the provision of free information and advice to a growing multicultural population with increasingly more complex needs. However, the ability of Council to increase significantly funding is an issue that needs careful consideration. Direction given by Council today will inform deliberations through the Annual Plan process.

## RECOMMENDATIONS

1. That the Waitakere Citizens Advice Bureau - Future Challenges report be received.
2. That Council discuss the options outlined in the Agenda report and provide guidance to Council officers on the direction for Council support for Waitakere Citizens Advice Bureau in the future.

Report prepared by: Jo Brewster, Service Delivery Manager: Library and Information Services.



**PART G - REPORTS FROM THE SUBCOMMITTEES**

**24 TENDERS SUBCOMMITTEE**

**THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING  
HELD ON FRIDAY, 9 NOVEMBER 2007 AND FRIDAY, 23 NOVEMBER 2007**

---

**MATTERS CONSIDERED**

A284-A288

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meetings are attached at pages A284 to A288.

**The Subcommittee Recommends:**

That the Meeting report of the Tenders Subcommittee held on Friday, 9 November 2007 and Friday, 23 November 2007 be received.

RI Clow  
**CHAIRMAN**

