



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, 11 May 2009 **TIME:** 9.30 am

MEETING ROOM: Council Chamber

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.

6 May 2009

Carmen Fernandes
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8887

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)

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(Meeting Room could be subject to change)

(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 IN THE COUNCIL CHAMBER AT WAITAKERE
CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON MONDAY, 11 MAY 2009,
COMMENCING AT 9.30 AM**

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**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE
COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT WAITAKERE
CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON MONDAY, 11 MAY 2009,
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, 6 April 2009

RECOMMENDATION

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

Receive the minutes of the meeting of the Finance and Operational Performance Committee held on Monday, 6 April 2009, as circulated, and that they be taken as read and now be confirmed.



PART B - LEGAL AND CONSTITUTIONAL

5 AFFIXATION OF COMMON SEAL

RECOMMENDATIONS

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

1. **Receive** the Affixation Of Common Seal report.
2. **Agree** that the action taken in affixing the Common Seal on the documents as set out in the agenda report be adopted.

EXECUTION OF DOCUMENTS: 30 March to 29 April 2009

N°	NAME	PARTICULARS
4708	WCC - E Tracey Hewitt	Memorandum of Encumbrance - Certificate of Title NA1109/215 - Lot 337 DP 25642 - 65 Kopiko Road
4709	WCC - Tim Newton	Warrant of Appointment and Evidence of Identity - No.WCC431
4710	WCC - Housing New Zealand Limited	Drainage easement in gross - Certificate of Title 425120 - 64 Harrington Road, Henderson - RMA20061825
4711	WCC - Housing New Zealand Limited	Authority and Instruction for electronic transaction - Certificate of Title 425120 - 64 Harrington Road, Henderson - RMA20061825
4712	WCC - Birdwood Estate Limited	Authority and Instruction for electronic transaction - Certificates of Title 459944, 459953 to 459958 and 459969 - 106-108 Don Buck Road, Massey - RMA20071335
4713	WCC - Paul Tavo	Warrant of Appointment and Evidence of Identity - No.WCC295 (Lost card replacement)
4714	WCC - Matthew Dennison	Warrant of Appointment and Evidence of Identity - No.WCC395 (Lost card replacement)
4715	WCC - RA Bather	Conservation Covenant - Certificate of Title NA1128/183 - 46A Clayburn Road - Resolution 2090/2003
4716	WCC - ISDA (International Swap & Derivatives Association Inc)	New ISDA with Commonwealth Bank of Australia (CBA) (in duplicate)
4717	WCC	Security Stock Certificate in favour of CBA to prove security to transactions entered into under ISDA
4718	WCC	Deed of Novation relating to the ASB Bank term loan (in triplicate)
4719	WCC	Global Stock Certificate in favour of CBA to provide security to the term loan
4720	WCC - Waitakere Properties Limited	Authority and Instruction for electronic transaction for Surrender of Easement - Certificate of Title 406006 - 59 Keeling Road - SUB20061149
4721	WCC - Waitakere Properties Limited	Right to Convey electricity easement in gross - Certificate of Title 406006 - 59 Keeling Road - SUB20061149
4722	WCC - ANZ National Bank Limited	Updating Cheque Signing Authorities - resolution 1400/2008

Nº	NAME	PARTICULARS
4723	WCC - ETOS Limited	Outsourced Treasury Services Agreement (in duplicate) - resolution 1400/2008
4724	WCC - CJ & LD Manson	Conservation covenant - 90 Glendale Road - Environmental Management Committee resolution 2090/2003
4725	WCC - JM Williams & AJ Spiers	Authority and Instruction for electronic transaction - Certificates of Title 406614 and 406613 - 4A West Lynn Road - RMA2005377
4726	WCC - Laingholm Fishing Club Incorporated	Deed of Renewal of Lease - Sandy's Parade (in duplicate)
4727	WCC - JH Raimon and KA Lowe	Memorandum of Encumbrance - Certificate of Title NA70A/242 - Lot 4 DP 20695 - 346 Forest Hill Road, Waitatarua
4728	WCC - Auckland Kindergarten Association on behalf of Te Atatu Peninsula Kindergarten	Deed of Lease of part of land at Roby Reserve, 18a Harbour View Road, Te Atatu Peninsula - Henderson Community Board resolution 167/2007 (in duplicate)
4729	WCC - Auckland Kindergarten Association on behalf of Te Atatu Village Kindergarten	Deed of Lease of part of land on Kaumatua Reserve, 580a, 580, 572c Te Atatu Road, Te Atatu Peninsula - Henderson Community Board resolution 167/2007 (in duplicate)
4730	WCC - Auckland Kindergarten Association on behalf of Te Atatu South Kindergarten	Deed of Lease of part of land on Divich Reserve, 66a Divich Avenue, Te Atatu South - Henderson Community Board resolution 167/2007 (in duplicate)
4731	WCC - Auckland Kindergarten Association on behalf of Hobsonville Kindergarten	Deed of Lease of part of land on Trig Road Reserve, 34a Trig Road, Whenuapai - Massey Community Board resolution 77/2007 (in duplicate)
4732	WCC - Auckland Kindergarten Association on behalf of Henderson Kindergarten	Deed of Lease of part of land on Opanuku Reserve, 1b and 1a Henderson Valley Road, Henderson - Henderson Community Board resolution 167/2007 (in duplicate)
4733	WCC - Auckland Kindergarten Association on behalf of Green Bay Kindergarten	Deed of Lease of part of land on La Rosa Garden Reserve, 10 La Rosa Street, Green Bay - New Lynn Community Board resolution 30/2007 (in duplicate)
4734	WCC - Cetus Limited	Authority and Instruction for electronic transaction - Certificates of Title 443684, 443685, 443694 to 443699 - 254 Great North Road - RMA20071376
4735	WCC - Cetus Limited	Fencing Agreement - Certificates of Title 443683 to 443686, 443691 to 443699 - 254 Great North Road - RMA20071376
4736	WCC - LM & ML Kastler	Encumbrancee's consent to variation of mortgage - 101 West Harbour Drive - Rule 44(2) Standing Orders

Nº	NAME	PARTICULARS
4737	WCC - Brooker Housing (New Zealand) Limited	Authority and Instruction for electronic transaction - Certificates of Title 441112 and 441113 - 4 Kelkirk Street - RMA2008134
4738	WCC - Sophie Louise Arthur	Warrant of Appointment and Evidence of Identity - No.WCC435
4739	WCC - Anthony Arthur Horton	Warrant of Appointment and Evidence of Identity - No.WCC436
4740	WCC - Jym Hallam Clark	Warrant of Appointment and Evidence of Identity - No.WCC437
4741	WCC - Kathleen Morrissey	Warrant of Appointment and Evidence of Identity - No.WCC438
4742	WCC – Steven McKenzie	Warrant of Appointment and Evidence of Identity - No.WCC439
4743	WCC - Robert Stephen Booth	Warrant of Appointment and Evidence of Identity - No.WCC440
4744	WCC - Westgate Properties Limited, New Zealand Retail Properties Group Management Limited and Cannuck Holdings Limited	Agreement regarding Westgate Shopping Centre

Report prepared by: Denis Sheard, Legal Services Manager.



PART C - FINANCE

6 OPERATING AND CAPITAL EXPENDITURE SUMMARY

EXECUTIVE SUMMARY

The purpose of this report is to inform the Finance and Operational Performance Committee on the level of operating and capital expenditure to the end of March 2009 compared to budget.

RECOMMENDATION

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

Receive the Operating And Capital Expenditure Summary report.

BACKGROUND

1. Through the Long Term Council Community Plan and Annual 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.
2. If any further information is required in respect of this report, other than of a general nature, please contact the writer prior to the meeting to enable the query to be researched.

- A1-A7
3. This report covers expenditure for the nine months to 31 March 2009. The financial summary and notes are attached at pages A1 to A7.

DECISION MAKING

4. There are no decisions required in respect of this report.

Issues

5. Explanations for significant variances between actual results to date and the Annual Plan budgets are provided for the overall operating performance statement (including commentaries on the performance of Council trading activities) and capital expenditure.

STRATEGIC CONTEXT

6. The Council's operating and capital expenditure delivers projects necessary to achieve the Council's strategic direction.

CONSULTATION

7. No consultation was required in respect of this report.

RESOURCES

8. This report has no resource implications.

IMPLEMENTATION ISSUES

9. There are no implementation issues in respect of this report.

Report prepared by: Ian Irving, Manager: Financial Planning and Reporting.



7 STATUS OF SPECIAL FUNDS

EXECUTIVE SUMMARY

- A8
- The purpose of this report is to inform the Finance and Operational Performance Committee on the status of the Council's special funds as at 31 March 2009, as attached at page A8.

RECOMMENDATION

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

Receive the Status Of Special Funds report.

BACKGROUND

1. 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.

2. 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.

DECISION MAKING

3. There are no decisions required in respect of this report.

STRATEGIC CONTEXT

4. The Council uses special funds as provided for in the Long Term Council Community Plan and Annual Plan.

CONSULTATION

5. No consultation was required in respect of this report.

RESOURCES

6. This report has no resource implications.

IMPLEMENTATION ISSUES

7. There are no implementation issues in respect of this report.

Report prepared by: Ian Irving, Manager: Financial Planning and Reporting.



8 BORROWING AND INVESTMENT REPORT

GLOSSARY

Long Term Council Community Plan	(LTCCP)
Waitakere City Council	(the Council)
Finance and Operational Performance Committee	(the Committee)

EXECUTIVE SUMMARY

This is a monthly report to Waitakere City Council's (the Council) Finance and Operational Performance Committee (the Committee) and is also a requirement of the Council's adopted Liability Management and Investment Policy. It provides information on the Council's borrowing and investment activities over the past month and also high level information on current financial market conditions. From time to time additional and more detailed information is requested on particular areas of interest by the Finance and Operational Performance Committee or other Committees.

RECOMMENDATIONS

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

1. **Receive** the Borrowing and Investment Report.
2. **Approve** the Borrowing and Investment Report.

BACKGROUND

1. The Council enters into treasury related financial contracts in the ordinary course of its business. It is the role of the 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 the Liability Management and Investment Policy this report informs the Committee on the current and future movements of the Council's debt and cash investments, and provides a general commentary of financial market conditions.
2. The relevant portfolio and graphs reflect the estimated position as at 31 March 2009 and are attached at pages A9 to A14.

A9-A14

DECISION MAKING

3. The Finance and Operational Performance Committee must consider whether to approve the Borrowing and Investment Report.

Issues

4. The Council's Funds Management function actively manages a large portfolio of various debt and investment instruments. The benefit of borrowing is that it enables the Council to carry out the projects identified in the Annual Plan and Long Term Council Community Plan (LTCCP), while spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assist the 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 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; and
 - Market commentary.
5. This report addresses the requirement of the Liability Management and Investment Policy and may include other information that is relevant to the Funds Management function.

Financial Implications

6. The active management of the treasury portfolio seeks to minimise the 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 the Council's portfolio.

7. The Council maintains a Standard and Poor's Credit Ratings of A-1 short term, and A+ long term (Positive Outlook).
8. The Council has adopted financial ratios included in its Liability Management and Investment Policy which provides limits on the level of debt and interest the Council will have. The following table shows the ratio limit, the 2007/2008 actual and the 2008/2009 budgeted levels.

Financial Ratio	Actual 2007/2008	Budget 2008/2009
Net Debt as a percentage of income	144.48%	194%
Net interest as a percentage of income	9.4%	11%
Net Interest as a percentage of rates	17.7%	18%

Interest Rates

9. On 30 April 2009, the Reserve Bank of New Zealand delivered another 0.50% cut to its Official Cash Rate, taking it to a new all time low of 2.50%. In the bank's statement they again made reference to the unwarranted tightening in financial conditions, largely caused by a substantial number of mortgages being fixed directly after the March 2009 Monetary Policy Statement. The Reserve Bank also provided some certainty that the Official Cash Rate may still be decreased further and more modestly over the next few quarters, but more importantly, it was not likely to be increased until late 2010.
10. The importance of providing a time frame on the likely movement in the Official Cash Rate is that it provides some certainty to both wholesale and retail markets that they will not "miss out" on the low interest rate market New Zealand currently has. Low liquidity in interest rate markets largely means that if large volumes of debt are fixed suddenly, the fixing process causes large, volatile movements in wholesale interest rates which, as the Reserve Bank has stated, cause unnecessary economic tightening. This is the last thing that the Reserve Bank and New Zealand need in the current economic climate.
11. On 1 May 2009, Standard and Poor's revised both Auckland City Council and Council's credit ratings. Auckland City Council had its credit rating affirmed, though their outlook was revised from stable to negative. Waitakere City Council had its credit rating affirmed, but the outlook was revised from negative to positive. The rating outcome is not based on anything the two councils have actually done, it is a product of Standard and Poor's view that once all of the Auckland councils and Council Controlled Trading Organisations are amalgamated, the relative financial strength of the new entity will likely be better than the individual "parts". The new Auckland Council may have less financial strength than Auckland City Council currently has, but more financial strength than Waitakere City Council currently has.

STRATEGIC CONTEXT

12. The management and use of borrowing and investments is aligned to all of the Council's strategic objectives, as adopted in both the LTCCP 2006-2016 and the Annual Plan 2008/2009.

CONSULTATION

13. This report includes data sourced by the Council's external treasury advisors, Asia Pacific Risk Management, and material, opinions or views sourced from various financial institutions.

RESOURCES

14. The Council, through its Annual Plan 2008/2009, provided for total new borrowings of \$224.915 million, including loans attributable to projects carried forward from previous years totalling \$105.488 million. Total interest cost has been provided in the Annual Plan 2008/2009 of \$27.292 million.

IMPLEMENTATION ISSUES

15. There are no implementation issues identified for this report.

Report prepared by: Bruce Wilkin, Group Manager: Funds Management.



9 PAYMENTS APPROVED

EXECUTIVE SUMMARY

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

A15-A23

A summary schedule of payments over \$5,000 made for the period 19 January 2009 to 10 April 2009 are attached at pages A15 to A23.

Payments have been provided for in accordance with approved budgets.

If a Committee member wishes to ask specific questions relating to any of these payments please direct them to the Director: Finance prior to the meeting. This will enable a response to be adequately researched.

RECOMMENDATION

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

Receive the Payments Approved report.

BACKGROUND

1. All payments made by the Council are presented to the Finance and Operational Performance Committee on a progressive monthly basis. Elected members are able to review the information provided and seek information or clarification in respect of any of those payments.

DECISION MAKING

2. There is no decision making required for this report.

STRATEGIC CONTEXT

3. 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.

CONSULTATION

4. No consultation was required in respect of this report.

RESOURCES

5. This report has no resource implications.

IMPLEMENTATION ISSUES

6. There are no implementation issues in respect of this report.

Report prepared by: John MacKenzie, Group Manager: Rates and Financial Transactions.



PART D - GENERAL

10 PERFORMANCE REPORT FOR THE NINE MONTHS ENDED 31 MARCH 2009

EXECUTIVE SUMMARY

The purpose of this report is to inform the Finance and Operational Performance Committee on the performance measures for the nine months ended 31 March 2009.

RECOMMENDATION

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

Receive the Performance Report For The Nine Months Ended 31 March 2009.

BACKGROUND

1. Through the Long Term Council Community Plan and Annual Plan process, the Council approves its performance measures. A number of these measures are annual measures and are not reported at this stage. The measures for the full year are published in the Council's Annual Report and are subject to Audit.
2. If any further information is required in respect of this report, other than of a general nature, please contact the writer prior to the meeting to enable the query to be researched.
3. This report is for the nine months ended 31 March 2009 and is attached at pages A24 to A40.

A24-A40

DECISION MAKING

4. There are no decisions required in respect of this report.

Issues

5. Comments are made on measures where reported targets have not been met.

STRATEGIC CONTEXT

6. The Council's performance targets measure the performance of those operational areas that contribute to achieving the Council's strategic direction.

CONSULTATION

7. No consultation was required in respect of this report.

RESOURCES

8. This report has no resource implications.

IMPLEMENTATION ISSUES

9. There are no implementation issues in respect of this report.

Report prepared by: Khee Mee Soo, Deputy Director: Finance.



11 WAITAKERE PROPERTIES LIMITED AND WAITAKERE ENTERPRISE TRUST BOARD REPORTS FOR THE NINE MONTHS ENDED 31 MARCH 2009

EXECUTIVE SUMMARY

The purpose of this report is to present to the Finance and Operational Performance Committee the reports, for the nine months ended 31 March 2009, for Waitakere Properties Limited and the Waitakere Enterprise Trust Board. Waitakere City Holdings Limited does not prepare formal quarterly reports as the company operates as a consolidating entity for its subsidiaries and has few transactions of its own.

A41-A84 The Nine Month Reports, which include the financial statements, performance report, and a summary schedule of Trust Account transactions, along with the Third Quarter Report to 31 March 2009 for Waitakere Properties Limited are attached at pages A41 to A84.

A85-124 The Financial Statements Report for the nine months 31 March 2009 and the Statement of Service Performance for the third quarter to 31 March 2009 for Waitakere Enterprise Trust Board are attached at pages A85 to A124.

Presentations will be made at this meeting by Waitakere City Holdings, Waitakere Enterprise Trust Board and Waitakere Properties Limited.

RECOMMENDATION

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

Receive the Waitakere Properties Limited And Waitakere Enterprise Trust Board Reports For The Nine Months Ended 31 March 2009 report.

BACKGROUND

1. 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 the 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 Board is tasked with undertaking initiatives which accelerate the sustainable economic growth of the City.
2. 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. Waitakere City Holdings Limited does not prepare formal quarterly reports as the company operates as a consolidating entity for its subsidiaries and has few transactions of its own. 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.
3. As at 31 March 2009 Waitakere City Holdings Limited had funds of \$1,586,052 comprising of undistributed proceeds from the Techscape sale. Operating costs of Waitakere City Holdings Limited are largely met out of interest revenue.

DECISION MAKING

4. There are no decisions required in respect of this report.

STRATEGIC CONTEXT

5. Council has a financial investment in Waitakere City Holdings Limited, and its subsidiary Waitakere Properties Limited, and Waitakere Enterprise Trust Board. The two companies and one Trust 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.

CONSULTATION

6. No consultation was required in respect of this report.

RESOURCES

7. This report has no resource implications.

IMPLEMENTATION ISSUES

8. There are no implementation issues in respect of this report.

Report prepared by: Steve Jensen, Manager: Financial Processes.



12 **WAITAKERE CITIZENS ADVICE BUREAU INCORPORATED ANNUAL REPORT 2007/2008**

GLOSSARY

Justice of the Peace	(JP)
Waitakere Citizens Advice Bureau Incorporated	(WaiCAB)
Citizens Advice Bureau	(CAB)
Citizens Advice Bureaux	(CABx)

EXECUTIVE SUMMARY

This report is provided in accordance with the requirements of the annual funding agreement between Waitakere Citizens Advice Bureau Incorporated (WaiCAB) and the Council.

All targets were met by WaiCAB, apart from the creation of a digital online presence. The total number of enquiries responded to by the four Citizens Advice Bureaux (CABx) for 2007/2008 was 69,748; an increase of 6,554 over the previous year. Since 2004, total enquiries have increased 64%.

Resource issues have been identified by the WaiCAB Management Committee, both in respect to time demands and financial support.

RECOMMENDATIONS

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

Receive the Waitakere Citizens Advice Bureau Incorporated Annual Report 2007/2008.

BACKGROUND

1. The Council has a longstanding partnership with WaiCAB which is reflected in a three year contract. Annual funding is provided through the Annual Plan process. WaiCAB operates four CABx in Waitakere, located at Henderson, New Lynn, Glen Eden and Massey. All CABx are co-situated with library premises.
2. All Citizens Advice Bureau (CAB) services are provided free of charge to the public.
3. WaiCAB staff comprise of ten paid employees, including managers at each CAB and a total volunteer pool of 110 volunteers.
4. WaiCAB's Board of Governors consists of seven elected volunteer representatives and two Community Board Members.

DECISION MAKING

Issues

5. This report is provided for information only and requires no decision making.

A125-A128

6. Council increased funding in the Annual Plan 2008/2009 for the rise in cost of living. However, WaiCAB's request for additional funding for an Executive Manager was not approved. In light of this decision it is expected that the targets and performance measures for the 2009/2010 funding agreement will remain largely unchanged from those in the 2008/2009 agreement, with the exception of a decrease in the hours of operation with Saturday opening hours for the Henderson CAB being withdrawn. Performance targets for 2007/2008 are attached at pages A125 to A128.

Summary of CAB Enquiries for 2007/2008

7. The summary of CAB enquiries for 2007/2008 is shown below:

July 2007 – June 2008	Total number of enquiries	69,748
July 2006 – June 2007	Total number of enquiries	63,194

Increase of 6,554 enquiries to a total of 69,748 in 2008	10%
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	Category Description	2006/2007 Total	2007/2008 Total	% Change
1	Education-schools, classes and courses.	1,698	1,564	-7.9%
2	Employment and consumer issues.	2,599	2,649	1.9%
3	Budgeting and general financial services.	3,327	3,497	5.1%
4	Health and welfare including food parcels.	3,187	3,110	-2.4%
5	Accommodation and Housing.	2,563	2,322	-9.4%
6	Legal Services, Lawyers, Courts, etc.	20,633	3,981	Refer note
7	Justice of the Peace (JP) Services	-	19,874	Refer note
8	CAB facilities, Waitakere City Council and neighbourhood problems, local social and sports clubs.	18,641	21,826	17%
9	Relationships and counselling.	3,554	3,725	4.8%
10	Immigration	3,449	3,766	9.2%
11	Motor vehicles	3,543	3,299	-6.9%
Note: For the 2007/2008 reporting period JP Services are recorded in a separate category. Previously JP Services were included under Legal Services				

8. CAB staff have continued to note that on average client problems are now requiring more time to deal with because of their increased complexity.
9. The pamphlet display areas in the Massey and Glen Eden branches are open to the public during library hours when these CABx offices 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 and Henderson branches display pamphlets in the public foyers of their respective libraries, and these are very well used.
10. For the period January 2008 – June 2008 a total of 42 face to face clients were seen by Settlement Support staff at the four CABx. This was a drop of over 50% on the corresponding period the previous year (92 clients). The drop may be partly due to the hiatus in service and the probable need for a renewed awareness campaign.

Summary of Enquiries by Branch

11. The summary of enquiries is shown below:

Branch	Enquiries 2006/2007	Enquiries 2007/2008	% Change
Glen Eden	9,123	10,014	9.7%
Henderson	17,162	19,188	11.8%
Massey	9,891	9,809	-0.8%
New Lynn	27,018	30,737	13.8%
Total	63,194	69,748	10.4%

12. 67% of clients come from a non-European background demonstrating that the CABx are actively supporting the ethnic communities in Waitakere. At least 79% of clients reside in the Waitakere area showing that the CABx are primarily a local community service and responding to local demand. 47% of clients in June 2008 were new users of CABx services showing that the CABx are continuing to attract new users to its services. 48% of clients were under the age of 40 years highlighting that CABx services are relevant to the younger community in Waitakere.

STRATEGIC CONTEXT

13. 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;
 - having informed residents and helping to create a 'Smart City' with lifelong learning opportunities;
 - increasing the participation in local affairs and community life;
 - the increasing importance of technology and access to information; and
 - assisting people to find help in dealing with issues in their lives.
14. The provision of the CABx service in Waitakere contributes to the strategic outcomes of all aspects of the Quadruple bottom line in the areas of:
- **Social:** The CABx contributes to an informed community and the ability for citizens to participate in society and its governance structures. The CABx large volunteer base enables social contribution and linkages which otherwise would not be as easily facilitated.
 - **Economic:** The CABx provide assistance to citizens in financial difficulty, and links to agencies, which contributes to individuals becoming responsible consumers, thus benefiting the individual, their families and businesses. Individuals and small businesses benefit from knowledge in consumer rights and law.
 - **Environment:** The CABx 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 the Council.
 - **Cultural:** The CABx 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 CABx are better positioned than Local Government and Government Departments, and are not bound by complex lines of communication. CABx act as an interface between the community and government agencies, and as a means to enable cultures to optimise participation in the community.

CONSULTATION

15. This report accurately reflects the Annual Report submitted by WaiCAB as part of their funding requirement. Consultation with WaiCAB regarding the content of this report has been carried out. No further consultation is required for the presentation or compilation of this report.

RESOURCES

16. The total amount of funding received by WaiCAB from the Council for the 2007/2008 financial year was \$340,000. During this period WaiCAB received an additional \$55,631 in grants, including allocations from the New Zealand Lotteries Grants Board, the Community Organisations Grants Scheme, the Auckland Savings Bank Community Trust and the Trusts Charitable Foundation.

IMPLEMENTATION ISSUES

17. There are no implementation issues arising from this report.

Report prepared by: Brendon Hickey, Migrant Information Coordinator, Jo Brewster, Manager: Service Delivery and Su Scott, Group Manager: Library & Information Services.



13 ELECTED MEMBERS REMUNERATION AND EXPENSES INCLUDING MILEAGE 2009/2010

EXECUTIVE SUMMARY

The purpose of this report is to advise the Finance and Operational Performance Committee of the interim response from the Remuneration Authority Chairman regarding remuneration, and to formalise the response regarding the Remuneration Authority's proposal to replace, from 1 July 2010, the payment of mileage allowances with payment for travel time.

The Council is requested to reaffirm the apportionment of remuneration and to oppose the introduction of payment for travel time instead of the payment of mileage allowances and reaffirm the expenses payable from 1 July 2010.

RECOMMENDATIONS

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

1. **Receive** the Elected Members Remuneration And Expenses Including Mileage 2009/2010 report.
2. **Agree** to reaffirm the retention of the same method of apportionment of the remuneration pool.
3. **Approve** it be recommended to Council that the following salaries for Elected Members be recommended to the Remuneration Authority:
 - Deputy Mayor - \$81,753;

- Chairmen of Committees:
 - Planning and Regulatory, Finance and Operational Performance, Infrastructure and Works, NorSGA Urban Development, and Culture and Community Committees - \$71,793.
 - Chairmen of Other Committees:
 - Long Term Council Community Plan and Annual Plan Committee - \$68,625;
 - Policy and Strategy, Emergency Services Committees - 0;
 - Performance Review Committee - 0;
 - Tenders Subcommittee - 0;
 - Creative Communities Funds Allocation Subcommittee - 0
 - Deputy Chairmen:
 - Infrastructure and Works, Planning and Regulatory, and Culture and Community Committees - \$58,067.
 - Other Councillors - \$55,333;
 - Community Board Chairmen - \$25,299;
 - Community Board Members - \$13,022.
4. **Approve** that a submission opposing the proposal to replace the payment of mileage allowance with the introduction of payment for travel time be forwarded to the Remuneration Authority and the fees and expenses, as approved by the Finance and Operational Performance Committee at its 9 March 2009 meeting, be reaffirmed.
5. **Agree** it be recommended to the Long Term Council Community Plan and Annual Plan Committee that a further \$62,000 be allocated to the budget for Elected Member remuneration and expenses.

BACKGROUND

1. It was advised to the Finance and Operational Performance Committee at its meeting on 9 March 2009 that the Remuneration Authority had gathered statistical information and determined that the pool for remuneration of Council's Elected Members for the year 1 July 2009 to 30 June 2010 would increase to \$1,205,127 (an increase of \$61,749 or 5.40% from the previous pool sum of \$1,143,378).
2. The review of the pool is an annual process. The pool for 2008/2009 was the same as for 2007/2008 i.e. there was no increase last year.
3. At the meeting on 9 March 2009 the Finance and Operational Performance Committee resolved as follows:

“1. **Receive** the Elected Members Remuneration - Remuneration Authority Determination 2009/2010 report.

2. *Agree that in recognising the current financial pressures on the community and the finances of the Council, that an application be made to the Remuneration Authority requesting that they review the decision on salary payable to the Mayor and the remuneration pool payable to Councillors and Community Board Members for Waitakere so that no increase applies for the 2009-2010 year.*
3. *Agree to retain the same method of apportionment of the remuneration pool for 2009/2010.*
4. *Approve that it be recommended to the Remuneration Authority that Councillors and Community Board Members receive a fortnightly allowance to cover reimbursement and expenses of the following costs incurred as appropriate:*
 - *Reimbursement of one domestic line rental and one domestic line maintenance charge related to telephone, fax and email operation and the call minder facility (currently \$21.23 based on the monthly charge to Council of \$46);*
 - *The provision of a cell phone or mobile device to Councillors and Community Board Members on the Council's plan under the same terms and conditions as cell phones are provided for business use for staff including the repayment of private calls, or, where a cell phone/mobile device is not provided but a private cell phone/mobile device is made available for Council use, an allowance on the basis of the Council's Call Plan including the call minder facility (currently \$13.85 based on the monthly charge to Council of a cell phone of \$35); and*
 - *Reimbursement of the best flat rate monthly fee available to the Council for a Broadband connection suitable for Council business operations (currently \$16.15 based on the monthly charge to Council of \$30) (available to Community Board Chairmen but not currently available to Community Board Members).*
5. *Note that the resource consent hearing fees will be paid in accordance with the determination of the Remuneration Authority (currently \$85 per hour of meeting time for the Chairman and \$68 per hour of meeting time for Elected Members).*
6. *Approve that Councillors and Community Board Members may claim reasonable business related call costs on telephone or cell phone on a monthly basis provided they are supported by presentation of an account detailing to whom the calls have been made.*
7. *Approve that Councillors and Community Board Chairmen be paid a flat fortnightly fee of \$9.23 (based on a monthly allowance of \$20) to cover all consumables (not currently available to Community Board Members) for computers including laptops, printers, facsimiles, etc.*

8. **Approve** that Councillors and Community Board Chairmen will be supplied with either a personal computer at home or a laptop, if necessary, and that those Councillors who provide their own computer equipment be paid an additional fortnightly allowance of \$23.08 (based on an additional monthly allowance of \$50).
9. **Note** that no other telephones, fax machines, cell phones etc., unless specifically provided for in this determination, will be provided to Elected Members.
10. **Approve** that all actual or related expenses incurred by an Elected Member when on approved Council business will be met by the Council.
11. **Approve** that the rate for reimbursing an Elected Member for travel, using their own motor vehicle on Council business, is the maximum set by the Remuneration Authority (currently \$0.70 per kilometre), and the Council will also pay the approved rate to appointed Members subject to the review of travel allowances to be undertaken. Any infringement fees e.g. parking and speeding infringements are by law the responsibility of the offender.
12. **Approve** that the Chairman of Te Taumata Runanga be paid the same salary as for the current year but that any movement required by the Remuneration Authority be applied.
13. **Approve** that the non-elected Te Taumata Runanga representative appointed to the Policy and Strategy Committee when acting as an alternate for the Chairman of Te Taumata Runanga be paid a meeting fee aligned with those fees payable for resource consent hearings members (refer to Clause 3 of this resolution) (currently \$68 per hour of meeting and workshop time).
14. **Approve** that meeting fees for non-Elected Members of Council Committees (except Te Taumata Runanga representative to the Policy and Strategy Committee) and Subcommittees, except the Hearings Committee, be paid the same meeting fee as for the current year but that any movement required by the Remuneration Authority be applied”.

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4. A formal written application was made to the Remuneration Authority on 10 March 2009 (followed by an email on 15 April 2009) requesting that the Remuneration Authority review the decision on the salary payable to the Mayor and the remuneration pool payable to Councillors and Community Board Members for Waitakere so that no increase would apply for the 2009/2010 year.

A129-A133

5. The Remuneration Authority has also issued a discussion paper on their proposal to change the payment for travel from a rate per kilometre to an hourly rate and has requested feedback from the Council. The discussion paper received from the Remuneration Authority is attached at pages A129 to A133.

DECISION MAKING

Issues

Remuneration Pool and Salaries

6. The Chairman of the Remuneration Authority, by telephone on 15 April 2009, advised that formal responses will not be made to any local authority until they have all completed their submissions for the year and they can all be dealt with together.
7. The Chairman of the Remuneration Authority advised that the Council has no authority regarding the salary payable to the Mayor. The legislation deliberately removes this matter from the jurisdiction of the Council. Any communication on the salary payable to the Mayor is solely between the Mayor and the Remuneration Authority.
8. The Chairman of the Remuneration Authority advised that the Remuneration Authority is not an advocacy body and cannot influence how local authorities might react or respond to the work that the Remuneration Authority is required to do.
9. Some local authorities have considered the possibility of increasing the percentage of remuneration paid to Community Board Members out of the remuneration pool. Currently the Remuneration Authority determines that 50% of the amount payable to Community Board Members must come from the remuneration pool. The Council may wish to consider increasing that percentage at some future review of remuneration allocation.
10. The effect of increasing the percentage of remuneration paid to Community Board Members from the remuneration pool is to reduce the overall cost of all payments to Elected Members thereby reducing the rates requirement.
11. The responsibility for setting Elected Members remuneration rests with the Remuneration Authority. The Remuneration Authority is required to determine remuneration, allowances and expenses payable to all Elected Members, whilst having regard to:
 - the need to minimise the potential for remuneration to distort the behaviour of Elected Members;
 - the need to achieve and maintain fair relativity with the levels of remuneration received elsewhere;
 - the need to be fair to both the person whose remuneration is being determined and rate payers; and
 - the need to recruit and retain competent persons.
12. The Council has received an interim response from the Remuneration Authority and can now reaffirm that the allocation formula remain the same as for the current year and can consider a review of the quantum of Community Board Member remuneration that is to be included in the allocation from the remuneration pool at the next review.
13. No changes are proposed to the way in which payments are claimed or made except that as payments are now made fortnightly in arrears, instead of monthly in arrears, allowances paid as additional to salary fortnightly have been converted to fortnightly apportionments.

Expenses

14. This report also recommends reaffirmation of the amounts/rates for all allowances and reimbursement of expenses for submission to the Remuneration Authority. No changes are proposed to the quantum of these payments at this time.
15. The Remuneration Authority has issued a discussion paper setting out a proposal for changing the current arrangements under which Elected Members are eligible for an allowance (the "mileage allowance") for the use of their private vehicle on Council business.
16. The mileage allowance was introduced in the first Local Government Elected Members Determination issued by the Remuneration Authority in 2003. The amount of the allowance (\$0.70 per kilometre), and the eligibility criteria, have remained largely unchanged since that time.
17. The following is the Remunerations Authority's proposal:
 - (a) To remove the mileage allowance as it currently stands, leaving Elected Members to claim the costs of vehicle use as part of their taxation arrangements.
 - (b) To provide, in the Councils' expenses policies, for explicit recognition of travelling time from home to Council meetings (or to other explicitly recognised Council business activities) where this exceeds, say, around 30 kilometres or 30 minutes. The "travel allowance" could be set at a rate per kilometre or, preferably, an hourly rate.

The Remuneration Authority's preference is that the hourly rate for travel time should be a flat rate which applies uniformly across the country rather than struck on the actual annual remuneration of each elected representative.
 - (c) To make explicit reference in the Councils' expenses policies to the conditions under which the actual costs of travel on public transport by an elected representative may be met by the Council.
18. The discussion paper has been circulated and the informal responses from this Council's Elected Members oppose the changes suggested by the Remuneration Authority. An indicative response has been made to Local Government New Zealand to assist them to develop a national response to the Remuneration Authority proposal.
19. This report recommends that the Council formally object to the Remuneration Authority proposal and to submit as follows:
 - There is no employment relationship between the Elected Member and the Council. It is not unfair and any comparison with employees is erroneous. Payment for travel on a mileage basis is not supported for the same reason;
 - Waitakere does not agree that claims for mileage allowances should be left to Elected Members to claim as a tax reduction;
 - The payment of a mileage allowance to an Elected Member who is "self-employed" and who can separately claim the costs of using his or her vehicle as a business expense, is not anomalous, or double dipping. All payments for mileage claims are currently taxable and are declared to off-set any expenditure incurred;

- The Council would prefer to retain the present mileage allowance with the provision to declare recovered sums from the Council against total costs incurred; and
- Travel time is difficult to manage and will lead to disputes. The time spent travelling long distances or being stuck on a motorway or arterial road is difficult to account for and would place the Elected Member claimant in a position of having to justify travel claims at times. Mileage claims can be assessed once and claimed for when the travel occurs. Even in urban situations travel time for quite short distances might take more than 30 minutes.

STRATEGIC CONTEXT

20. The Council is committed to increasing community participation and democratic processes. The way Elected Members are remunerated and the quantum of that remuneration will have considerable bearing on who can and who cannot stand for election. It has long been recognised that the role of an Elected Member can require a substantial investment of time and commitment and that this commitment can make it difficult to hold down either full or part time employment. The interests of a diverse and young community such as Waitakere are unlikely to be best served should the only candidates putting themselves forward for election be those who have private income available to subsidise their Council duties.

CONSULTATION

21. Consultation has occurred with Community Boards on the substantive issue of allocation of remuneration as required by the legislation.

RESOURCES

22. Resources for the provision of payment to Elected Members are provided for in the Annual Plan. There was only a small increase in the remuneration pool last year covering the increase to the Mayor's salary. Discussions with the Remuneration Authority at that time indicated that the data used (population, expenditure, asset valuation and indications of extent of change) actually indicated that a reduction should have applied for 2008/2009. The Remuneration Authority used their discretion to retain the substantive remuneration pool at the same level as the previous year. Further indications were that little or no movement could be expected again this year. Consequently no increase was included in the budget preparation for 2009/2010.
23. The sum required for the increase proposed by the Remuneration Authority of \$61,749 is currently not provided for in the 2009/2010 budget by the Long Term Council Community Plan and Annual Plan Committee and an adjustment will need to be made during deliberations.

IMPLEMENTATION ISSUES

24. There are no implementation issues associated with this report.

Report prepared by: Darryl Griffin, Group Manager: Democracy and Support Services.



14 COMMUNITY ASSISTANCE GRANTS RESTRUCTURE

GLOSSARY

Finance and Operational Performance Committee	(FOP)
Community Assistance Funds	(CA Funds)
Community Assistance Funds Restructure and Policy Development report	(the Report)
Community Assistance Fund Subcommittee	(CAFSC)
Community Assistance Funds Policy	(the Policy)

EXECUTIVE SUMMARY

The purpose of this report is to advise the Finance and Operational Performance Committee (FOP) of the changes that Council officers recommend to be made to the Community Assistance Funds (CA Funds).

A return to the CA Funds being spread throughout the year is recommended compared to when there were two rounds of closing dates. In reviewing the Community Assistance Funds Policy (the Policy) Council officers concluded that the Policy itself was still valid, however changes needed to be made to the process for distributing the funding.

RECOMMENDATIONS

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

1. **Receive** the Community Assistance Grants Restructure report.
2. **Agree** to Option One, that the Community Assistance Fund be spread throughout the year.

BACKGROUND

1. In April 2008, the Community Assistance Funds Restructure and Policy Development report (the Report) was presented to FOP recommending a restructure of all the CA Funds. It was agreed by FOP to combine the:
 - Community Wellbeing Fund;
 - Out of School Care Fund;
 - Youth Programme Fund;
 - Accommodation Assistance Fund;
 - Community Halls Fund;
 - Capital Works Fund;
 - Fee Waivers Fund.
2. It was also approved at the April 2008 FOP meeting to move from having each of the above mentioned funds closing at separate times throughout the year to having all of the CA Funds close at the same time twice yearly. This recommendation was based on research undertaken by Council officers with community groups/organisations that the application process was time consuming and complex.
3. The Report also reviewed the policy/guidelines covering all funds and recommended the establishment of a new subcommittee called the Community Assistance Fund Subcommittee (CAFSC) to process applications instead of FOP, and to make recommendations to FOP.

4. In October 2008, a report was presented to FOP detailing some of the issues encountered during the implementation of the first round of the CA Funds. FOP agreed that Council officers undertake a review of the Policy and report back on the findings be presented. At the October 2008 meeting FOP resolved as under:

“The Finance and Operational Performance Committee resolved to:

1. **Receive the Community Assistance Funds Report.**
2. **Agree that a further review of the community wellbeing grants restructure be undertaken and brought back to the Finance and Operational Performance Committee for consideration at its scheduled meeting on Monday, 8 December 2008.”**

1705/2008

DECISION MAKING

Issues

Community Assistance Funds Review

5. The review of the Policy included an assessment of how the process of allocating the CA Funds had gone through the two rounds in 2008/2009. The key issues found are summarised below:
- Three hundred plus applications were received in round one of the CA Funds;
 - Twenty applications were received in round two of the CA Funds;
 - Due to the large amount of applications received in round one it took twenty-three weeks to process the applications instead of the ten to twelve weeks as planned;
 - Organisations that received funding in round two were not awarded as much as those in round one; and
 - Applicants found it hard to complete the new application forms, leading to the majority of organisations having to be contacted to confirm what CA Funds they were applying for.

Options Identified

Option 1 - Separate Closing Dates For CA Funds

- A134
6. The review has resulted in a recommendation that CA Funds return to having separate opening and closing dates to spread the funds throughout the year. Council officers recommend the following dates (a calendar is attached at page A134):
- Community Wellbeing Fund - open 1 June 2009 and closes six weeks later on 10 July 2009. CAFSC will meet on 27 July 2009 with recommendations presented to FOP's August 2009 meeting for ratification.
 - Youth Programmes Fund and Community Halls & Marae General Fund - open 3 August 2009 and closes six weeks later on 11 September 2009. CAFSC will meet on 22 September 2009 with recommendations presented to FOP's October 2009 meeting for ratification.

- Accommodation Assistance Fund and Fee Waivers Fund - open 5 October 2009 and closes six weeks later on 6 November 2009. CAFSC will meet on 23 November 2009 with recommendations presented to FOP's December 2009 meeting for ratification.

Option 2 - Status Quo

7. Status Quo - whereby all the CA Funds open and close at the same time and there are two funding rounds in August 2009 and February 2010.

Assessment of Options

8. In reviewing the Policy it was clear that the Policy itself was not the issue. The method of administering and processing the CA Funds caused delays and confusion.
9. The most important aspect identified in the review was ensuring the CA Funds are processed and distributed in a timely manner with minimal confusion for the applicant. If status quo remains it is likely there will continue to be delays in processing the number of applications.
10. By spreading out the different CA Funds throughout the year with different opening and closing dates the CA Funds can be processed within six to eight weeks which is an acceptable timeframe.
11. There will also be reduced confusion around the application process, which fund each organisation is applying to and if they are in fact eligible to apply. There is opportunity for more customer contact as Council officers will have more time to advise and support each applicant as opposed to solely concentrating on processing applications.

Preferred Option

12. Council officers recommend Option One - separate closing dates for CA Funds be introduced for the 2009/2010 funding rounds.

STRATEGIC CONTEXT

13. The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan a set of community outcomes be identified for the City. Council's Community Outcomes are taken into account in the formulation of criteria for which to assess grant applications against.
14. A number of Council's Community Outcomes and Council's Strategic Platforms and Priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platform priorities are the key areas against which applications to the CWF would be assessed. The key Community Outcomes include: Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Platforms are Strong Communities and Urban and Rural Villages.

RESOURCES

15. The modifying of the process for the CA Funds requires no extra resources.

CONSULTATION

16. Consultation was undertaken with internal stakeholders, including the Manager and staff of Leisure Services.
17. Consultation was also undertaken with external stakeholders, Community Groups/ Organisations that have previously applied for funding.

IMPLEMENTATION ISSUES

18. There are no implementation issues associated with this report.

Report prepared by: Kim Hammond, Community Grants Officer.



15 RECOMMENDATION FROM HENDERSON COMMUNITY BOARD

CHAIRMAN'S REPORT

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

Agree that the Henderson Community Board endorses the decision that was resolved at the Finance and Operational Performance Committee meeting held on Monday, 9 March 2009 on the Remuneration Review as follows:

“The Finance and Operational Performance Committee resolved to:

Agree that in recognising the financial pressures on the community and the finances of the Council that an application be made to the Remuneration Authority requesting that they review the decision on salary payable to the Mayor and the remuneration pool payable to Councillors and Community Board Members for Waitakere so that no increase applies for the 2009-2010 year.”

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PART E - REPORTS FROM THE SUBCOMMITTEES

16 CREATIVE COMMUNITY SCHEME ALLOCATION SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON MONDAY, 4 MAY 2009 AND RECONVENED ON TUESDAY, 5 MAY 2009

1 CREATIVE COMMUNITIES SCHEME ALLOCATION - SECOND ROUND 2008/2009

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

Approve the allocation of funds to the second round 2008/2009 of the Creative Communities Scheme, according to criteria and available budget, from applicants as follows:

Applicant	Eligible	Funds Requested	Funds Allocated
Punanga Tauturu Kuki Airani	YES	\$3,520.00	\$0.00
Primal Youth Trust	YES	\$2,500.00	\$2,000.00
Violence Free Waitakere	YES	\$4,035.00	\$3,000.00
Waitakere Kiribati Community Association	YES	\$3,936.06	\$0.00
Waitakere Ranges Protection Society	YES	\$5,000.00	\$3,183.24
McLaren Park & Henderson South Community Initiative	YES	\$3,131.81	\$2,500.00
Mau Dance Limited	YES	\$5,000.00	\$0.00
A J Mclver	YES	\$903.00	\$0.00
Waitakere New Energy Fare	YES	\$3,504.00	\$0.00
Hosanna Creative Arts	YES	\$2,120.00	\$1,800.00
Integrated Neurological Rehabilitation Foundation	YES	\$2,779.05	\$2,000.00
Holy Cross Samoan Parent Support Group	YES	\$2,554.00	\$1,700.00
Toi Ora Live Art Trust	YES	\$5,000.00	\$0.00
Chinese New Settlers Services Trust	YES	\$2,693.34	\$0.00
Waitakere Pacific Arts & Cultural Trust	YES	\$3,150.00	\$0.00
N Z Society Of Authors	YES	\$3,000.00	\$2,500.00
C Davidson	YES	\$5,000.00	\$0.00
T M Caffell	YES	\$1,420.00	\$0.00
M Endt	YES	\$2,917.00	\$2,000.00
J Monaghan	YES	\$2,810.00	\$0.00
J Madden	YES	\$2,432.55	\$0.00
Soul Centre Of The Body And Mind	YES	\$4,903.50	\$0.00
Te Atatu Village Kindergarten	YES	\$1,120.00	1,000.00
M H Powles	YES	\$4,800.00	\$0.00
Croatian Cultural Society Inc	YES	\$3,763.00	2,500.00
Bring It On Trust	YES	\$5,000.00	\$0.00
B Serjeant	YES	\$3,802.50	2,000.00
Marina View Primary School	YES	\$3,514.00	2,500.00
N Gunawardana	YES	\$1,330.24	1,000.00
Sunderland College	YES	\$2,358.00	2,000.00
Massey Rugby Union Football Club	YES	\$1,400.00	1,000.00
K Anastasiou	YES	\$4,956.75	\$0.00
Te Kura Kaupapa Maori O Te Kotuku Inc	YES	\$3,651.72	2,500.00

Applicant	Eligible	Funds Requested	Funds Allocated
Lopdell House Society	YES	\$950.00	\$0.00
Aotearoa Young Peoples Theatre Trust	YES	\$2,246.67	1,800.00
Pacific Culture & Art Exchange Centre	YES	\$1,500.00	\$0.00
West Coast Community Arts Trust	YES	\$5,000.00	3,000.00
Titirangi Community Arts Council	YES	\$1,707.49	1,350.00
Te Waihono A Kupe	YES	\$2,800.00	\$0.00
Starfish	YES	\$2,443.50	\$0.00
Audio Cafe Limited	YES	\$3,700.00	2,500.00
Henderson Valley School	YES	\$5,000.00	3,000.00
Titirangi Folk Music Club	YES	\$3,850.00	2,500.00
Waitakere Kiribati Community Association	YES	\$4,856.80	0.00
D Sheridan	NO		\$0.00
B U Bisley	YES	\$5,000.00	\$0.00
TOTAL:		\$147,059.98	\$49,333.24

2 MATTERS CONSIDERED

A135-A142

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 held on Monday, 4 May 2009 and reconvened on Tuesday, 5 May 2009 are attached at pages A135 to A142.

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

Receive the meetings reports of the Creative Communities Scheme Allocation Subcommittee held on Monday, 4 May 2009 and reconvened on Tuesday, 5 May 2009.

AK Corban, OBE, JP
CHAIRMAN



17 TENDERS SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORTS OF ITS MEETINGS HELD ON FRIDAY, 27 MARCH 2009 AND FRIDAY, 17 APRIL 2009

MATTERS CONSIDERED

A143-A150

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting is attached at pages A143 to A150.

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

Receive the meetings reports of the Tenders Subcommittee held on Friday, 27 March 2009 and Friday, 17 April 2009.

RI Clow
CHAIRMAN



PART F - PUBLIC EXCLUDED MATTER

18 THE WAITAKERE VEHICLE TESTING STATION - OPTIONS FOR THE FUTURE

This item will be considered in the Confidential Supplement of the agenda, and has been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, namely, The Waitakere Vehicle Testing Station - Options For The Future.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation of the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
The Waitakere Vehicle Testing Station - Options For The Future	The withholding of information is necessary in order to: <ul style="list-style-type: none"> • enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. 	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *This report contains information which if released could affect the Council's commercial activities.*

