



**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 SEPTEMBER 2007,  
COMMENCING AT 9.30 AM**

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**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
5 CHAIRMAN'S REPORT	2
<b><u>PART B - PROPERTY</u></b>	<b>2</b>
6 ROAD STOPPING AND SALE OF LAND AT VICTORY ROAD, LAINGHOLM	2
7 TE ATATU BOATING CLUB INCORPORATED	3
<b><u>PART C - LEGAL AND CONSTITUTIONAL</u></b>	<b>7</b>
8 AFFIXATION OF COMMON SEAL	7
<b><u>PART D - FINANCE</u></b>	<b>9</b>
9 BORROWING AND INVESTMENT REPORT	9
10 PAYMENTS FOR APPROVAL	12
<b><u>PART E - GENERAL</u></b>	<b>12</b>
11 HENDERSON YOUTH FACILITY, WEST WAVE RECREATION CENTRE UPGRADE AND INFORMATION MANAGEMENT PROJECT TEAM OFFICE SPACE PROJECT BUDGET REPORT	12
12 TOWN CENTRE STRATEGIC PARTNERSHIP PROGRAMME: BUSINESS IMPROVEMENT DISTRICT POLICY AND RULES	16
13 RECOVERY OF RATE ARREARS	19
14 OPERATIONAL GRANT TO THE WAITAKERE PACIFIC BOARD	23
15 WAITAKERE ENTERPRISE - THREE-YEAR FUNDING AND SERVICE AGREEMENT	25
16 COMMUNITY HOUSES UPDATE ANNUAL REPORT 2006/2007	28

17	AUCKLAND REGIONAL PHYSICAL ACTIVITY AND SPORTS STRATEGY UPDATE	34
18	WAITAKERE PACIFIC ARTS AND CULTURAL TRUST: AUDIT REPORTS 2005/2006 AND 2006/2007	45
19	COMMUNITY WELLBEING FUND ALLOCATION 2007/2008	47
	<b><u>REPORTS FROM THE SUBCOMMITTEES</u></b>	<b>56</b>
20	EMERGENCY SERVICES SPECIAL COMMITTEE	56
21	TENDERS SUBCOMMITTEE	56
	<b><u>PART F - RECOMMENDATIONS FROM OTHER MEETINGS</u></b>	<b>57</b>
22	RECOMMENDATION FROM MASSEY COMMUNITY BOARD	57
	<b><u>PART G - PUBLIC EXCLUDED MATTERS</u></b>	<b>57</b>
23	PROPOSED LAND ACQUISITIONS: NEW LYNN TRANSIT-ORIENTED DEVELOPMENT PROJECT	57
24	PROPOSED SUB-LICENCE OF TELECOMMUNICATIONS SITE AT EXHIBITION DRIVE, LAINGHOLM	57
25	STANDING COMMITTEE RECOMMENDATIONS - PUBLIC EXCLUDED	57

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**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 - 6 August 2007.

**RECOMMENDATION**

That the minutes of the Meeting of the Finance and Operational Performance Committee held on Monday, 6 August 2007, as circulated, be taken as read and now be confirmed.



## 5 **CHAIRMAN'S REPORT**

Although it is unusual for the chairman of a standing committee to present a report, this has been an unusual year for me. Since this is the last ordinary meeting of the Committee for this term, I need to acknowledge publicly the wonderful support that I have received. My special thanks to Mayor Bob Harvey and Chief Executive Officer, Harry O'Rourke for their understanding; to Deputy-Mayor, Carolynne Stone, not just for her assistance as Deputy Chairman on the Long Term Council Community Plan and Annual Plan Special Committee, but also for being such a voice of reason; to Councillor Ross Clow, the Committee's Deputy Chairman for chairing this Committee and the Tenders Subcommittee in my absence; to Andrew Pollock, Director: Finance, Bob Preston, Group Manager: Financial Management, Alec Third, Group Manager: Financial Operations, Bruce Wilkin, Treasury Manager and all the finance team for their sound advice; to Ngareta Delamere, Committee Secretary, Owena Schuster, Acting Democracy and Governance Team Manager and the Democracy Services staff for always being ready to assist and to you all for your diligence and attention to detail.

Best wishes to those who are standing for re-election to Council and other organisations. We can take pride in the fact that we have worked as a team to progress the City which is as it should always be.

JM Clews, QSO, JP  
**CHAIRMAN**



## **PART B - PROPERTY**

### 6 **ROAD STOPPING AND SALE OF LAND AT VICTORY ROAD, LAINGHOLM**

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

The purpose of this report is to seek approval from the Finance and Operational Performance Committee to stop a part of Victory Road, Laingholm and to recommend to Council that this land be sold to the adjoining owner.

#### **BACKGROUND**

A1 The owners of 150 Victory Road, Laingholm, have approached Council with a request that the land adjacent to their property, which has the status of road, be stopped and sold to them. The location of the land is shown in the plan attached at page A1. This land is part of a former residential section of 809m<sup>2</sup>, the legal description being Lot 2 Deposited Plan 51857 all Identifier NA2C/882. The full section was allocated postal number 152 and Council's GIS records erroneously do not show its status as road.

A2 The land was acquired by Council in 1963 for the purpose of providing land for the straightening of Victory Road. The diagram attached at page A2 clearly shows the land which has become part of Victory Road, the land which will remain as road reserve and the land, 471m<sup>2</sup> in area and marked "A", which the owners of number 150 Victory Road have applied to buy.

#### **ISSUES**

Council's Transport Assets Section has examined the proposal and advised that the land proposed to be sold is not needed for any roading purpose and has no objection to the stopping and sale.

Section 342 of the Local Government Act 1974 authorises Council to stop a road or part thereof in its district by following the procedures that are set out in the Tenth Schedule to that Act. This procedure contains a comprehensive public consultation process which is more than adequate to satisfy the consultation requirements of the Local Government Act 2002.

Section 345 of the Local Government Act 1974 permits land no longer required as a road to be sold to the owner of any adjoining land at a price to be fixed by a competent valuer.

A registered valuer has placed a figure of \$15,000 on this land and the proposed purchasers have accepted this figure. The parties have agreed to all other essential terms of the proposed sale but the purchasers have been advised that the road stopping and sale cannot proceed without the approval by resolution of Council and this Committee.

### **RESOURCES**

There are no resources required other than staff time.

### **CONCLUSION**

The owners of 150 Victory Road, Laingholm have approached Council with a request that the land adjacent to their property, which has the status of road, be stopped and sold to them.

Council's Transport Assets Section has examined the proposal, advised that the land proposed to be sold is not needed for any roading purpose, and has no objection to the stopping and sale. It is therefore recommended that the road being part of number 152 Victory Road be sold to the owners of number 150 Victory Road, Laingholm.

### **RECOMMENDATIONS**

1. That the Road Stopping and Sale of Land at Victory Road, Laingholm report be received.
2. That the road being part of number 152 Victory Road, Laingholm (Lot 2 Deposited Plan 51857) shown marked "A" on the diagram attached at page A2 be stopped under the provisions of Section 342 of the Local Government Act 1974.
3. That it be recommended to Council that after the land, being part of number 152 Victory Road, Laingholm (Lot 2 Deposited Plan 51857), ceases to be road, it is sold to the adjoining owners at number 150 Victory Road, Laingholm under the provisions of Section 345 of the Local Government Act 1974.

Report prepared by: Maurice Hieatt, Solicitor: Legal Services.



## **7 TE ATATU BOATING CLUB INCORPORATED**

### **GLOSSARY**

Te Atatu Boating Club Incorporated  
Waitakere Outrigger Canoe Club Incorporated

(Boating Club)  
(Canoe Club)

## PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee as to progress made towards achieving a satisfactory outcome to the High Court proceedings commenced by the Council in July 2005.

## BACKGROUND

A3-A7

At its meeting on 29 June 2005, the Council considered a report which recommended the issue of injunction proceedings against the Te Atatu Boating Club Incorporated. A copy of that report is attached at pages A3 to A6. A further copy of the plan referred to in that report is attached at page A7. The recommendations in the report were adopted by the Council (resolution 1151/2005).

The injunction proceedings were duly filed and served. A hearing was convened on 13 July 2005 before Justice Baragwanath. The judge decided that a site inspection was required. The hearing was adjourned to the site, and following lengthy discussions the judge proceeded to issue an oral judgment, somewhat unusually standing at the end of Te Atatu Boating Club Incorporated's (Boating Club) jetty, in which an interim injunction was granted restraining the Boating Club from requiring the Waitakere Outrigger Canoe Club Incorporated (Canoe Club) to vacate part of the site which the Canoe Club had previously occupied.

It was, however, a term of this order that the Canoe Club give up possession of the shed which it had previously occupied for storage and club headquarters' purposes. The judge concluded that the needs of the Boating Club in relation to the use of that shed (said to be required by the Boating Club for tractor storage and other storage purposes) should take priority over the interests of the Canoe Club. As a term of his order, the judge directed that the Canoe Club be served with the proceedings and noted the general agreement between the Council and the Boating Club that a substantive hearing of the matter should be deferred until after congestion issues relating to the use of the slipways and jetties had been the subject of further discussion.

The Canoe Club was generally comfortable with this outcome. Prior to this hearing it believed that the Boating Club had unreasonably refused to consider its position. For its part, the Boating Club was unhappy with congestion and the lack of organisation around use of the slipway and related facilities by Canoe Club members. The Court's interim decision provided the basis for further negotiation, which has resulted in an agreement under which the Canoe Club uses the northern boat ramp only and will be granted a licence to occupy, with rights of renewal, for the land which it occupied (excluding the shed). Those amended arrangements have now worked satisfactorily for over 12 months and there is general agreement that those arrangements are sensible and workable for both the Boating Club and the Canoe Club.

A8-A11

In recent times the High Court has been pressing for resolution of the outstanding proceedings. In response to that pressure, a settlement agreement has been entered into between the parties. The settlement agreement was signed by the Chief Executive Officer on 16 August 2007, conditional upon Council approval. A copy of the settlement agreement is attached at pages A8 to A11. The proceedings have been adjourned to allow the Council to give its approval. If the terms of the settlement agreement are approved, the proceedings will be discontinued.

## STRATEGIC CONTEXT

One of Council's strategic platforms relates to the fostering of Strong Communities where people are active, informed, healthy and content. It is a key element of this platform that members of the public should be able to access and enjoy a wide range of sporting and/or leisure facilities.

## ISSUES

### Support of Other Entities

A detailed history of the ownership arrangements in relation to the Boating Club is set out in the report provided to the Council in June 2005. As noted in that report, the litigation which followed was centred upon the language of the encumbrance over the balance land, which required the Boating Club to give "continued support to other water-based sport and recreation entities, not incompatible with the club's own use". It was clear from the discussions with the judge on site in July 2005 that there would be some difficulty persuading the judge that this language was wide enough to fully protect the position of the Canoe Club, particularly in circumstances where the Boating Club might have its own requirements for the land. There was also a distinct lack of reliable evidence available as to the circumstances which had prevailed at the time of the transfer of the balance land in 1997.

### Public Use of the Balance Land

It was clear from an inspection of the land in July 2005, and the discussions with the judge, that events had moved on in the intervening eight years (now 10 years) since the sale of the balance land to the Boating Club. The dinghy storage sheds at the southern end of the Boating Club land are presently used exclusively by club members, with a waiting list for availability. The launching facility in this locality is heavily silted, only able to be used at high tide and then with some difficulty. The facilities at the northern end of the site are significantly superior and would always be used in preference because of ease of access and use.

The Memorandum of Encumbrance registered over the balance land also requires the Boating Club to permit public access "for the purpose of passive recreation" on those parts of the balance land "not from time to time used for any club or amenity buildings or storage of lockers or allocated for car or trailer parking or boat repair and maintenance purposes". Again there are practical difficulties with this language. Substantial parts of the balance land are devoted to those purposes. While there are some open spaces at the southern end, they will always be necessary to allow space to manoeuvre boats on trailers for short-term parking or for storage purposes. On busy weekends, the Boating Club utilises the open space on the balance land to permit members of the public to park boat trailers following launching of boats from the public slip, notwithstanding that it is not expressly required to do so under the encumbrance as presently drafted. (There is inadequate boat trailer parking in Bridge Street and this is a pragmatic and sensible response to that issue.)

The balance land is not therefore particularly attractive for general recreation use by the public and does not appear to be used by the general public for that purpose. From the Boating Club's perspective, unrestricted public access to the balance site gives rise to potential for significant security problems, having regard to the value of the boats stored in that area.

### The Boundary Adjustment

The report in June 2005, identified that the Boating Club was occupying land which was legal road and owned by the Council and that the Council was occupying land for esplanade purposes and playground which was owned by the Boating Club. The Principal Transport Engineer: Design, has agreed that there is no practical reason why the parcels of road presently occupied by the Boating Club might not be stopped and transferred to the Boating Club. The Boating Club has also agreed that it is sensible, wherever possible, for legal boundaries to follow existing fence lines.

The settlement agreement records an agreement between Council and the Boating Club for an adjustment of boundaries to match fence lines and an appropriate land exchange without consideration. To avoid any unfortunate consequences in relation to esplanade reserves required to be created on a subdivision of land bordering the sea, it may be necessary for the boundary swap to be structured to take advantage of the exception from the requirement to obtain a subdivision consent provided by s11(1)(b) of the Public Works Act 1981, as an agreement under s17 of the Public Works Act 1981.

A12

The area of road to be stopped and proposed to be transferred subject to satisfactory completion of the statutory process to the Boating Club is marked as section 1 on the plan attached at page A12. Section 2 on that plan is an additional area currently within the boundary of the legal road, which will be stopped and become part of the esplanade reserve to reflect its actual present use by the Council. Section 3 on that plan is the area of the Boating Club land which will be transferred to Council and form part of the esplanade reserve.

### **The Settlement Agreement**

The terms of the proposed settlement agreement do not need further explanation. The existing encumbrances will be discharged and replaced by a single encumbrance retaining the key features of the earlier encumbrances which need to be preserved. Most importantly the Council will retain its first right of purchase in respect of the balance land and the right of public access to and use of the slipways and jetties and the refuelling facility at the northern end of the site. The position of the Canoe Club is entrenched by the terms of the settlement agreement.

### **RESOURCES**

There are no resources required other than staff time.

### **CONCLUSIONS**

It is considered that the settlement agreement negotiated with the Boating Club is a fair and sensible outcome. The relationship between the Boating Club and the Canoe Club has improved substantially over recent time and the new arrangements in respect of the northern slipway are working satisfactorily. The amendments to the memorandum of encumbrance will remove ambiguity and provide added security to the Boating Club without diminishing the rights of the public to use of the boat launching and refuelling facilities.

The proposed road stopping is clearly within the Committee's delegations but the position in respect of approval of the settlement agreement is not clear. Since the Committee cannot approve the disposal of the parcel of stopped road to the Boating Club (that matter requires a Council confirmation), the recommendations below in relation to the settlement agreement and incidental matters are also recommended to the Council for a final decision.

### **RECOMMENDATIONS**

1. That Te Atatu Boating Club Incorporated report be received.
2. That the parcels of road marked as sections 1 and 2 on the plan attached to the Agenda report at page A12 be stopped, as provided in s342 and in the manner required by Schedule 10 of the Local Government Act 1974.

A12

3. That it be recommended to Council that:
- (a) After those parcels of land referred to in resolution 2 cease to be road:
    - (i) section 1 should be transferred to the Te Atatu Boating Club Incorporated as adjoining owner under the provisions of s345 of the Local Government Act 1974;
    - (ii) ownership of section 2 should be retained by the Council and vested as esplanade reserve;
  - (b) Subject to the Council accepting the recommendation in resolution 3(a) above, the terms of the settlement agreement dated 16 August 2007 be approved, as provided in clause 7(a) of that agreement; and
  - (c) The Chief Executive Officer be authorised to finalise the terms of the new memorandum of encumbrance to be registered over the Te Atatu Boating Club Incorporated's land in accordance with the settlement agreement and to enter into any other agreements or arrangements that may be necessary to facilitate the boundary adjustment land swap contemplated by the settlement agreement.

Report prepared by: Denis Sheard, Legal Services Manager: Legal Services.



## **PART C - LEGAL AND CONSTITUTIONAL**

### **8 AFFIXATION OF COMMON SEAL**

#### **EXECUTION OF DOCUMENTS: 30 July 2007 to 31 August 2007**

<b>Nº</b>	<b>NAME</b>	<b>PARTICULARS</b>
4224	WCC - Sunderland School	Nominated Sites Licence for use of Council's sports fields
4225	WCC - Ronald Gary Prichard	Warrant of Appointment & Evidence of Identity - No.WCC185 (replacement)
4226	WCC - Roma Stewart Craig	Warrant of Appointment & Evidence of Identity - No.WCC352
4227	WCC - Nathan Williams	Warrant of Appointment & Evidence of Identity - No.WCC353
4228	WCC - Aman Pawan Kumar	Warrant of Appointment & Evidence of Identity - No.WCC354
4229	WCC - Brian Antony Paul Rae	Warrant of Appointment & Evidence of Identity - No.WCC355
4230	WCC - Kim Louise Smith	Warrant of Appointment & Evidence of Identity - No.WCC356
4231	WCC - BL Njezic	Surrender of Easement in gross - CTs.NA27D/1295 and NA83C/671 - 27 Simpson Road, Ranui - RMA 20064191
4232	WCC - RT Brandt & AT Bandsma	Conservation Covenant -135 Parker Road, Oratia - resolution 2090/2003
4233	WCC - V Vaidyanath	Employment Contract

Nº	NAME	PARTICULARS
4234	WCC - GP Hartnell, JE Hartnell & JAG Kearns	Discharge of Encumbrance - CTs.NA1100/227 and NA122D/504 - 28A Portage Road (Unit D) and 35 Portage Road
4235	WCC - SE Tomlinson	Conservation Covenant - 37 Kauri Point Road - resolution 2090/2003
4236	WCC - N Smith	Conservation Covenant - 1 Brabant Road - resolution 2090/2003
4237	WCC - MD Long & A Alcock	Drainage easement in gross - CT.357265 - 46 Pleasant Road, Glen Eden - RMA 20061949
4238	WCC - D & H Molema	Conservation Covenant - 779A West Coast Road - resolution 2090/2003
4239	WCC - Prime West Limited	Resolution of shareholders regarding AGM
4240	WCC - BD Gearing & MD Dragicevich	Drainage easement in gross - CT.355823 - 11 Tirimoana Road, Te Atatu South - RMA 20042555
4241	WCC - BD & RH Kunin	Conservation Covenant - 85 Christian Road, Swanson - CT.NA51B/11 - resolution 2090/2003
4242	WCC - MP Saville	Conservation Covenant - 12 Kukupa Road, Sunnyvale - CT.NA133A/240 - resolution 2090/2003
4243	WCC - Vodafone New Zealand Limited	Telecommunication Licence - Archibald Park - resolution 720/2005
4244	WCC - Vodafone New Zealand Limited	Telecommunication Licence - Lawson Park - resolution 720/2005
4245	WCC - Waikikamukau Limited	Surrender of Drainage easement in gross - CT.321610 - 103L Glengarry Road, Glen Eden - RMA 20052240
4246	WCC - PL & SL Broad	Release of Uncompleted Works & Maintenance Bond - CT.NA85B/269 - 3/26 Queen Mary Avenue - SPW 15467
4247	WCC - Westpac Banking Corporation	Extension of existing Westpac Institutional Bank Committed Facilities
4248	WCC - WE, JO & HM Midgley and AS Wilson	Fencing Agreement - CT.314385 - 153 & 157 Clark Road, Hobsonville - RMA 200646
4249	WCC - Bella Vista Custodian Limited	Surrender Easement 84 Gunner Drive
4250	WCC - Morrison Horticultural Limited	Caveat No.7424872.1 - Caveator consent to registration of 1 <sup>st</sup> mortgage to BNZ - CT.NA59B/571 - Universal Drive extension
4251	WCC - Morrison Horticultural Limited	Charging Order No.C129741.1 - consent to 1 <sup>st</sup> mortgage to BNZ - CT.NA59B/571 - Universal Drive extension
4252	WCC - R & DJ Deans	Transfer granting drainage easement - 424A West Coast Road, Glen Eden
4253	WCC - MA van der Putten	Memorandum of Encumbrance - CT.NA69A/956 - 28 Kitewaho Road, Swanson

## **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 D - FINANCE**

### **9 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 July 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 Committee on the current and future movements of Council's debt and cash investments, and provides a general commentary of financial market conditions.

*A13-A17*

The relevant portfolio and graphs reflect the estimated position as at 31 July 2007 and are attached at pages A13 to A17.

#### **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, whilst spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assists 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; and
- 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 JULY 2007

- Refinanced maturing bond of \$30 million for 92 days at a yield to maturity of 8.58%.
- Issued a new \$15 million floating rate note for a term of 7 years, maturing on 15 July 2014, at an interest rate of New Zealand Bank Bill Rate (FRA) + a margin of 10 basis points.
- Issued a new \$10 million floating rate note for a term of 10 years maturing 15 July 2017 at an interest rate of New Zealand Bank Bill Rate (FRA) + a margin of 16 basis points.

## FINANCIAL MARKET COMMENTARY

### Market Overview

Huge international volatility in financial markets over the past month has led to interesting times in New Zealand. This volatility is largely a result of investors' reassessment of credit risk. Credit risk, as the words imply, is the probability of a borrower being able to repay interest and principal when they fall due. Over the past few years the international credit market has been relatively easy, as there has been significant demand from investors for relatively few borrowers. This demand forces credit margins; the amount an investor is compensated for their risk, to contract. The result is that investors take greater risk to achieve a greater return without being adequately compensated for the risk they are taking.

The United States sub-prime mortgage default rate was perhaps the trigger needed for investors to reassess their credit exposure. Sub-prime means lending money to borrowers that are at significant risk of default if economic conditions deteriorate. In the United States, lenders were keen to lend to borrowers who wished to take advantage of an appreciating housing market. However, the United States Federal Reserve began increasing their cash rate in an effort to contain inflationary pressure, much the same as New Zealand's Reserve Bank has increased the Official Cash Rate. The result in the United States was that borrowers that were ill-prepared for increased borrowing costs and a sudden deterioration in house prices, began defaulting on their loans.

Default rates internationally have been extremely low against statistical averages for many years because of solid international economic growth. With the scale of defaults associated with the United States sub-prime market, investors have been served with a long overdue wake-up call on the economics of risk and reward. This has led internationally to investors divesting of risky assets in a "flight to quality". In this case "cash is king".

New Zealand has not been insulated from this sudden change in the financial market. The risky carry-trade, where investors borrow in a low-interest environment and invest in a high-interest environment without a currency hedge, has provided significant liquidity to the New Zealand economy. Investors, who have become increasingly cautious of their currency exposure, suddenly move to sell out the carry-trade position they have taken. For New Zealand this means that international investors are trying to sell New Zealand dollars and there are not enough buyers. The economics of supply and demand in an efficient market would mean that the value of New Zealand dollar must decrease in order for demand to pick up the over-supply, and hence the New Zealand dollar rapidly depreciated \$0.10 against the US Dollar and similarly depreciated against most other major currencies. Interest rates soared simply because of a sudden bottleneck of liquidity in the New Zealand monetary system, with 90-day bank bills peaking above 9% on 22 August 2007 before returning to 8.55% the following week.

With investors' reassessment of credit risk and their desire for cash, borrowers are finding that credit margins have increased substantially and more risky investments are not even being fully bid. Some Local Authorities have already been exposed to higher margins or not been able to place bonds or commercial paper at all in the current market.

### **Implications for Waitakere City Council**

For many years the Council has managed financial risks associated with treasury activities in accordance with its Liability Management and Investment Policy. The following actions were undertaken a number of years ago to provide some protection against the risks highlighted in this report.

### **Credit Risk**

The Council has held a Standard and Poor's Credit Rating since 2003. This is currently set at A+ long term and A1 short term. The credit rating supports the ability to borrow by providing a recognised independent assessment of the Council's financial strength and ability to repay interest and principal when they fall due.

### **Liquidity Risk**

The Council has \$85 million of undrawn Bank Committed Cash Advance Facilities in place. These facilities were negotiated on a fixed margin over the 90-day bank bill. The fixed margin also supports credit risk, as it minimises surprises on changes in the credit market.

### **Up-Coming Dates**

13 September 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: Finance.



## 10 PAYMENTS FOR APPROVAL

### PURPOSE OF THE REPORT

The purpose of this report is to advise 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 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

A18-A26

A summary schedule of payments made for the period 29 June 2007 to 13 August 2007 is attached at pages A18 to A19. A further schedule of all payments of \$5,000 and above, together with the reason for the payment, is attached at pages A20 to A26.

If a Committee member 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 29 June 2007 to 13 August 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 E - GENERAL

### 11 HENDERSON YOUTH FACILITY, WEST WAVE RECREATION CENTRE UPGRADE AND INFORMATION MANAGEMENT PROJECT TEAM OFFICE SPACE PROJECT BUDGET REPORT

#### GLOSSARY

Henderson Youth Facility  
West Wave Recreation Centre  
Information Management Project Team Office

(Youth Facility)  
(Recreation Centre)  
(Information Management)

## PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Finance and Operational Performance Committee for the Tenders Subcommittee, at their discretion, to approve the allocation of up to \$650,000 to fund any shortfall for the Henderson Youth Facility (Youth Facility), West Wave Recreation Centre (Recreation Centre) Upgrade and Information Management Project Team Office (Information Management) space project.

## BACKGROUND

The Youth Facility, Recreation Centre and Information Management have been combined under the umbrella of the Youth Facility project. A budget of \$5,947,687 has been approved to carry out the project. The current estimate (that has not been put out to tender) to complete the project is \$6,597,687, creating a budget shortfall of approximately \$650,000. However savings by not replacing the Recreation Centre ceiling reduce the potential shortfall to \$450,000.

A report was presented to the Long Term Council Community Plan and Annual Plan Special Committee in June 2007, alerting the Committee that current estimates for the project created a budget shortfall. Furthermore, the report suggested that surplus from the Waitakere Central project be used to fund the difference. However, Council officers recommended that Council wait until the tender comes back to assess the situation.

At the meeting of the Long Term Council Community Plan and Annual Plan Special Committee on 25 June 2007, it was resolved:

*“That the Henderson Youth Facility, West Wave Recreation Centre Upgrade and Information Management Project Team Office Space Project Budget Report be received.”*

1176/2007

## STRATEGIC CONTEXT

To improve the wellbeing 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 Strategic 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".

Council's leisure facilities and activities contribute to the wellbeing of the City's residents by providing recreation opportunities that promote health and social cohesion. The Council's Draft Leisure Strategy and Draft Parks Strategy guide 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.

## ISSUES

In February 2007, quantity surveyors provided preliminary costings for the project, which were within the budget. Since February 2007, a number of issues have arisen which have placed pressure on the budget, but the project group have been satisfied that there was adequate budget and contingency to cover these issues based on the costings provided. However, in late May 2007, Rawlinson's reviewed the developed designs and advised that a number of elements had escalated and that previous costing assumptions were unrealistic. This has resulted in an estimated shortfall of approximately \$650,000.

Council officers have been through an extensive cost-cutting process, which resulted in a decision not to replace the recreation ceiling and a cost saving of approximately \$200,000. However, the Project Control Group believe that to reduce the overall project costs further will result in having to significantly reduce the scope for the project. Reducing the scope of the project poses significant risks and is likely to impact on the appeal and functionality of the Youth Facility, leaving Council with a “white elephant”.

The main areas which have caused the significant increases are:

- sound installation required between the Youth Facility and the office space upstairs;
- the removal of a structural column in the Youth Facility;
- lift access to the second storey and fire egress stairs to Information Management’s office space;
- the covered walkway connecting the precinct sites;
- the drainage for the rear ablutions in the Recreation Centre; and
- the replacement of the sub mains in the Recreation Centre.

Council officers will carry out a value engineering exercise once tendering comes in, to ensure any opportunities for cost reduction are taken (without compromising the appeal and functionality).

Further details of the major cost differences between the preliminary costings and the developed design are as follows:

### **Sound Insulation**

The level of sound insulation required to ensure minimal noise leakage has been estimated to cost \$181,236 more than previously thought. There has been no change in the scope regarding the level of sound insulation required since the concept phase. However, a report by Marshall Day (acoustic experts) recommended changes to both the partitioning and ceiling to ensure acceptable noise insulation.

### **Removal of a structural column**

In original concept estimates, the removal was costed at \$12,646 per column. There are three within the existing building. Further investigation found that the actual cost is \$64,356.15 (including escalation and contingency) per column. The original estimate accounted for removal but did not take into account the structural work which would result. Unfortunately one of the columns falls within the concert performing area and it is fundamental to the design to have the column removed. However, upon finding out the increased cost, the project control group decided that while not ideal, the other two columns could be incorporated into the design.

### **Accessibility to the second storey**

The stairs and lift access to the second storey are required to make the building compliant. In December 2006, the cost for access to the Information Management project team office space was included in the overall estimate for the office space. The office space was estimated on a rate per sq m with the lift access costing \$130,000. Current estimates increased this by \$37,172.

### **Covered Walkway**

When the Recreation Centre upgrade was approved, it was requested by Council officers that the project ensure connectivity between the existing recreation facilities located on the site through a walkway. The original structure was to be constructed from a light-weight material that, upon further investigation, was deemed to be unsuitable. The change in material has resulted in a price increase of \$63,319.

### **Drainage for Ablutions and Changing Rooms**

An additional \$96,313 from previous estimates due to unexpected complexities with the drainage system and the decision to split the ablutions to have separate member's facilities.

### **Switchboard**

It has also been identified that the main switchboard and sub mains require replacing in the Recreation Centre, because of their condition. While budget was allocated for rewiring and moving of the main switch board to a more suitable space, funds were not allocated to carry out a full replacement. A risk assessment has recommended that replacement be carried out at the same time as the project for efficiencies rather than waiting two to three years. The total to carry out the replacement is \$99,962.

### **Solution to resolve potential budget deficiency**

Overall there was very little scope change between concept and developed design and most of the increase is due to cost reappraisal by the Quantity Surveyor. Current estimates are priced on the quantity surveyors estimates and have not been tendered. Tenders are expected to come in 21 September 2007.

Two potential options to resolve any budget deficiency were presented to the Long Term Council Community Plan and Annual Plan Special Committee:

- **Option A:** to utilise a portion up to \$650,000 of the carry forward from the Waitakere Central project. This amount is unlikely to be required and could be used to provide sufficient funds to cover the shortfall; or
- **Option B:** change the scope of the project to fit with the tender prices and budget already approved. Officers do not recommend option B, as it is likely to significantly impact on the success of the Youth Facility.

However, to avoid a delay in the construction timeline, Council officers are seeking that the Finance and Operational Performance Committee provide approval for the Tenders Subcommittee to apply Option A at their discretion.

### **RESOURCES**

For all the Projects (the Youth Facility, the Recreation Centre upgrade and the creation of office space for Council's Information Management), the approved budget is \$5,948,000.

June 2007 estimates (that have not been put out to tender) to complete the project is \$6,597,687, creating a budget shortfall of approximately \$650,000. By not replacing the Recreation Centre ceiling, a further \$200,000 was saved, reducing the shortfall to approximately \$450,000.

It is recommended that delegation be given to the Tenders Subcommittee to utilise surplus from the Waitakere Central project to cover the shortfall, which will be quantified when tenders are received but could be approximately \$450,000.

## CONCLUSION

During the course of concept design, several items were under estimated. The Quantity Surveyors estimates as at June 2007 for all three projects total \$6,597,687, creating an estimated project shortfall of approximately \$650,000. This was first reported to the Long Term Community Plan and Annual Plan Special Committee in June 2007.

A report recommended that Councillors consider utilising a portion of the surplus from the Waitakere Central projects to fund the shortfall, but that no action be taken until the tenders come in and officers could clarify the extent, if any, of the shortfall. However, a report is being presented to the Tenders Subcommittee in October 2007 and approval to progress with the project at that time is essential to ensure there are no further delays in the start of physical works. Officers are therefore recommending that delegation to fund the shortfall be given to the Tenders Subcommittee and be reviewed at the time of evaluating the tenders in October.

The full extent of the shortfall is not known but of the current estimate is \$450,000. Council officers will also be carrying out a value engineering exercise once tenders come in, to ensure all practical opportunities for cost savings are taken.

## RECOMMENDATIONS

1. That the Henderson Youth Facility, West Wave Recreation Centre Upgrade and Information Management Project Team Office Space Project Budget Report be received.
2. That delegation for the Tenders Subcommittee to allocate sufficient funds from the Waitakere Central project surplus (8PSAF-07-005) to fund any shortfall, should this arise, in the project budget for the Henderson Youth Facility, West Wave Recreation Centre Upgrade and Information Management Project Team Office (8PLLE-07-015) be approved.

Report prepared by: Clare Dwyer, Leisure Planner: Leisure.



## 12 TOWN CENTRE STRATEGIC PARTNERSHIP PROGRAMME: BUSINESS IMPROVEMENT DISTRICT POLICY AND RULES

### GLOSSARY

Business Improvement District (BID)  
Business Improvement District Association (BIDA)

### PURPOSE OF THE REPORT

The purpose of this report is to present the draft Business Improvement District Policy and Model Rules, and seek the Finance and Operational Performance Committee's adoption of this Policy and Model Rules.

### BACKGROUND

The town centre strategic partnership programme was endorsed by the City Development Committee at their September 2006 meeting.

- “1. That the Town Centre Strategic Partnership Programme report be received.

2. *That the City Development Committee endorses the proposed implementation of the Town Centre Strategic Partnership Programme within the City Development 2006/2007 programme.*
3. *That the City Development Committee nominates Crs Battersby, Neeson and Corban to participate on the Working Group (referred to in the Agenda report Issues Part Two) in each town centre.*

1758/2006

The Henderson, Massey and New Lynn Community Boards also nominated representatives to the town centres in their wards in their October 2006 meetings.

The Town Centre Strategic Partnership Programme is designed to establish a mutually-beneficial partnership structure in Waitakere between the local authority and stakeholders in each town centre. The area that this structure applies to is known as a Business Improvement District (BID). The stakeholders form an Incorporated Society and are known as a Business Improvement District Association (BIDA).

The process will be applied over time to all Waitakere town centres, ranging from the large centres right through to small villages and strip-shopping precincts, linked to a programme of strategic planning for each of the City's town centres as identified in the Growth Management Strategy.

Preparatory work has been undertaken in Te Atatu Peninsula, Henderson, Ranui, New Lynn and Glen Eden town centres. Te Atatu Peninsula town centre is now in a state of readiness to begin moving through the process endorsed by the City Development Committee, and so Council needs to adopt an appropriate BID Policy and BID Model Rules to underpin that process.

## **STRATEGIC CONTEXT**

The programme has a strong fit with the Council's strategic platforms. The linkages with the key platforms are outlined as follows:

- **Urban and Rural Villages**

The Council alone is not responsible for the delivery of vibrant and thriving town centres. This programme involves working with all the town centre stakeholders to harness their contributions towards achieving this strategic platform.

- **Integrated Transport and Communication**

It is important to engender support amongst town centre stakeholders for public transport. An understanding of the Council's sustainable transport policies and how these might be achieved, will be embedded with the stakeholders and can flow on to their business practices.

- **Strong Innovative Economy**

Through support for strong business associations and active stakeholder participation in addressing local issues in partnership with Council, there will be the flow-on effects of a strengthened local economy and job creation.

- **Strong Communities**

There are several benefits from increasing the ability of stakeholders in town centres to work collaboratively amongst themselves on local issues such as safety and accessibility, and to work cooperatively with the Council on town centre projects.

- **Active Democracy**

By creating a mutually-beneficial partnership, the door is opened to enhance civic participation, improved communication, and stakeholder willingness to get involved.

- **Green Network**

“Greening” Waitakere’s town centres is an objective of this project, to be implemented in business plans as the process evolves.

In addition to working across the above strategic platforms, the programme also facilitates the implementation of several of Council’s key strategies including:

- Town Centre strategy;
- Growth Management strategy;
- Transport strategy;
- Social infrastructure; and
- Economic Development strategy.

The programme is an integral part of Council’s support for business growth in Waitakere and as such sits alongside other Council work, as well as Waitakere Enterprise’s work on business enhancement, and recruitment. It has been identified in the Long Term Council Community Plan 2006-2016.

## ISSUES

A BID is the identified area (e.g. town centre) in which Council and stakeholders work together to improve and enhance business retention and performance. In each BID it is intended that an Incorporated Society (a Business Improvement District Association, or BIDA) will be established to enable collective stakeholder participation and manage activities and projects within the BID.

In order to fund these programmes, it is intended that the BIDA will propose a targeted rate on the business sector properties. The Council’s Revenue & Financing Policy permits targeted rates to be charged for this purpose.

In order for the BIDA members to agree to a targeted rate to fund their operation, an establishment poll would be conducted in accordance with the provisions of the Local Electoral Act 2001. Once a successful establishment poll has taken place, the BIDA could then request that Council levy a targeted rate. Council would then collect the funding for the BIDA via the targeted rate, grant it to the BIDA in quarterly payments throughout the rating year and monitor the financial operation of the BIDA. Audited accounts would need to be provided to Council at the end of each year.

A27-A55

A policy which describes the steps that are undertaken to form the partnership is required to underpin this process. Model rules are required to guide the operation of the partnership. These two documents have been prepared in consultation with the Group Manager: Rates, the Legal Services Manager and the Electoral Officer, and peer-reviewed with the assistance of Brookfields. They have also been reviewed against the progress of the Te Atatu Peninsula working group. Both documents are attached at pages A27 to A55.

There are three main points in the draft BID Policy to be considered, as follows:

1. **The level of agreement in a BID Establishment poll required by the Council.**

It is recommended that a BID may be established if a minimum of 60% of the returned postal ballot papers are in favour of the targeted rate. This provides a clear mandate for Council to include the targeted rate in its Draft Annual Plan for further consultation, without making the prospect of establishing a BID unachievable.

2. **The minimum voter return required for a BID establishment poll to be considered valid:**

It is recommended that no minimum return from the total eligible voters returning valid votes be required in a BID Establishment poll. Some Local Authorities require a minimum return of valid votes as a way of encouraging an appropriate number of member voters to participate in the poll. However, past experience suggests that this can be manipulated by factions to encourage the poll to fail. If there is no minimum return, all members are prompted to vote in order to avoid a small number of voters carrying the decision. In any case, the acceptance of the poll results is at Council's discretion.

3. **The option for the BID to increase or decrease its budget by 10% in any year.**

It is standard practice globally for BIDs to be permitted by their Local Authority to increase or decrease the annual budget, to be funded by a targeted rate, by up to 10% against the previous year's budget without being required to undertake another poll of their members. Each year the BID must provide Council with a business plan and a budget. After the first year, the flexibility of permitting the BID to increase or decrease the previous year's budget by a maximum of 10% without being required to undertake another poll, has proved to be unproblematic and cost-effective.

## RESOURCES

There are officer and budget resources in Strategic Projects assigned to this programme for the 2007/2008 year. Councillor and Community Board representatives have been nominated and have been assisting in each town centre.

## CONCLUSION

This report presents an overview of the draft Business Improvement District (BID) policy which underpins the incremental process of Waitakere's town centres as they enter a partnership with Council, and which furthers the Town Centres Strategic Partnership programme. The report also presents a draft BID Model Rules which support and circumscribe the partnership between Council and town centres.

## RECOMMENDATIONS

1. That the Town Centre Strategic Partnership Programme: Business Improvement District Policy and Rules report be received.
2. That the Business Improvement District Policy and Business Improvement District Model Rules be adopted.

Report prepared by: Robin Jenkin-Winter, Principal Advisor: Town Centre Liaison.



## 13 RECOVERY OF RATE ARREARS

### GLOSSARY

Local Government (Rating) Act 2002

(the Act)

## PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee regarding rate recovery issues generally, and inform the Committee about four residential properties where the rating sale procedure has commenced pursuant to the Local Government (Rating) Act 2002 (the Act).

## BACKGROUND

There are 64,134 fully rateable properties within Waitakere (this includes both residential and business properties). The ratepayer for a rating unit is liable to pay the rates that are due for that rating unit. For the purposes of the Act the 'ratepayer' is the person who is named in the rating information database and district valuation roll. This means the owner of the property (or the lessee in certain very restricted circumstances), is liable to pay the rates.

Council has a penalty regime in place that is applied to rate accounts when rates instalments are not paid on time. The penalty covers the extra cost of administration and capital borrowing incurred when instalments are not paid when due. The penalties imposed exceed the borrowing cost of capital by Council. The penalty is 10% of the missed rates instalment or 10% of the balance on the account; whichever is the smaller.

A further penalty is imposed on arrears carried over from one rating year to another and still owing as at the 30 September and 31 March of the following rating year. This penalty is 10% and is assessed against the balance still owing on the amount carried over. All accounts that are the subject of this report have had these penalties applied.

If a ratepayer fails to pay rates when levied, Council is able to recover those outstanding rates as a debt. Over 95 percent of properties in arrears are mortgaged. Pursuant to s62 of the Act, Council can recover unpaid rates directly from the first mortgagee. In all cases where there is a mortgage recorded on the Certificate of Title, Council seeks recovery from the relevant bank or lending institution. It is a lot simpler and more effective to require mortgagees to pay the debt rather than commence proceedings against the property owner. The Act states that Council cannot require the mortgagee to pay outstanding rates before 1 November in the financial year following the year in which the rates were assessed and that at least three months' notice must be given in advance. This means that at the end of the financial year, the rates department identifies which properties are a year in arrears and have a mortgage, then sends notice to the mortgagee that in three months' time they will be required to pay the outstanding rates.

Where the property is mortgage-free and demand letters from the rates department have failed to result in an acceptable payment arrangement, those files have historically been forwarded to legal services with proceedings filed by Corban Revell Solicitors. Since April 2007 those files are now forwarded directly to Kensington Swan for action. The Legal Services section does not have the capacity or the civil litigation experience to undertake this work internally. Kensington Swan offered an efficient and cost-effective service.

Legal proceedings are not commenced against mortgage-free property owners until the rates are at least one year in arrears. The Act permits formal recovery after four months, however, the average cost of issuing proceedings (and serving the documents) is approximately \$400. That amount is passed on to the property owner. Four months of arrears is not usually more than \$500. It is not considered appropriate to incur those costs until the debt has reached an amount equal to the annual levy, by that time the owner has also had a reasonable opportunity to pay. In waiting a year, it also means that the rates department can identify which properties are one year in arrears and which have and which do not have mortgages.

## STRATEGIC CONTEXT

In order for Council to be able to carry out any of its strategic aims and platforms, it must have the finance to do so. Rates provide finance to Council. It is important that this source of revenue is maintained. It is also a statutory requirement that Council enforces the collection of money it is lawfully entitled to receive pursuant to s44 Local Government Act 2002.

## ISSUES

Since the start of 2005, Council has initiated legal proceedings in respect of 59 mortgage-free residential properties. In 49 of these cases the ratepayer has cleared the amount owing, or entered into an acceptable payment arrangement with Council. The arrangements entered in to vary, depending on the amount owed, as well as the owners' ability to pay.

If no contact is made and no action is taken by the ratepayer, Council seeks Judgment by Default and can then commence enforcement proceedings to recover the debt. The methods of enforcement are bankruptcy (if an individual) or liquidation (if a company), or a rating sale of the property in question. The sale of a property or a bankruptcy petition is clearly the last resort and only considered after every other reasonable avenue available to Council to secure payment has been exhausted.

Of the 59 properties that Council has issued proceedings for in the last two and a half years, four are now proceeding to rating sales.

If no payment has been made within three months after Judgment by Default has been obtained, the rating sale process may commence in accordance with s67 and s68 of the Act. In order for a rating sale to take place, an application must be made to the Registrar of the High Court to have the judgment enforced by sale. At this point notice of the sale must be given to all persons who the Registrar believes has an interest in the property. Six months after such notice has been given, the property may be sold at public auction. The full amount owing on a rate account, including additional rates accrued and expenses incurred pursuing the sale, can be recovered.

A description of the four properties proceeding to rating sale is as follows:

1. **Rate Account No. 7519, Annual Levy \$1,524.65**

- Notice of Proceeding and Statement of Claim were filed in the Waitakere District Court on 24 March 2005.
- The amount claimed in outstanding rates was \$2,150.77.
- The documents were personally served on the ratepayer on 26 April 2005.
- No payments were received so Judgment by Default was entered on 19 July 2006.
- The judgment documents, together with a cover letter explaining the situation and possible consequences, were then sent to the above property.
- There have been no payments since and the outstanding balance now stands at \$8,832.44.

2. **Rate Account No. 34167, Annual Levy \$1,349.77**

- Notice of Proceeding and Statement of Claim were filed in the Waitakere District Court on 24 March 2005.
- The amount claimed in outstanding rates was \$1,825.62.

- Despite 15 visits to the property at different times of day and on different days of the week, personal service was not successful because either the property was empty, or no one would come to the door, or a male occupant claimed the owner was out. A vehicle registered to the owner was however parked on the property on those occasions.
- An Order for Substituted Service was obtained from the Waitakere District Court and service was affected by affixing notice of the proceedings to the door of the property in August 2005.
- No payments have been received. Judgment by Default was entered on 19 July 2006.
- The judgment documents, together with a cover letter explaining the situation and possible consequences, were sent to the above property.
- There have been no payments since and the outstanding balance now stands at \$7,420.76.

**3. Rate Account No. 24584, Annual Levy \$1,450.75**

- Notice of Proceeding and Statement of Claim were filed in the Waitakere District Court on 29 March 2006.
- The amount claimed in outstanding rates was \$2,468.16.
- The documents were personally served on the ratepayer on 26 April 2006.
- No payments were received so Judgment by Default was entered on 10 November 2006.
- The judgment documents were personally served on the ratepayer on 6 December 2006.
- There have been no payments since and the outstanding balance now stands at \$5,803.45.

**4. Rate Account No. 34870, Annual Levy \$3,153.75**

- Notice of Proceeding and Statement of Claim were filed in the Waitakere District Court on 29 March 2006.
- The amount claimed in outstanding rates was \$13,866.77.
- The documents were personally served on the ratepayer on 20 April 2006.
- No payments were received so Judgment by Default was entered on 10 November 2006.
- The judgment documents were personally served on the ratepayer on 6 December 2006.
- There have been no payments since and the outstanding balance now stands at \$22,982.32.

## RESOURCES

All charges incurred during the rating sale process are recoverable from the proceeds of sale.

## CONCLUSION

It is incumbent upon Council to enforce the collection of money it is lawfully entitled to receive. Failure to do so may result in a report by the Auditor General pursuant to s44 of the Local Government Act 2002 and personal liability for that loss on each individual member. In each of the above cases the ratepayers have had ample time and opportunity to pay their rates. These properties are all mortgage-free and all other avenues have been exhausted.

The Director: Finance has delegated authority to authorise rating sales. That authorisation has been received in respect of the above mentioned properties.

### **RECOMMENDATION**

That the Recovery of Rate Arrears report be received.

Report prepared by: Yvonne Donaldson, Team Leader: Legal Services.



## **14 OPERATIONAL GRANT TO THE WAITAKERE PACIFIC BOARD**

### **GLOSSARY**

Waitakere Pacific Board	(WPB)
Pacific Island Advisory Board	(PIAB)
Long Term Council Community Plan 2006-2016	(LTCCP)

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Finance and Operational Performance Committee for a 12-month operational grant to the Waitakere Pacific Board (WPB), enabling the Board to directly employ and manage the WPB Liaison Officer (formerly the PIAB Coordinator), which is currently a Council staff position.

### **BACKGROUND**

Council has had a long-standing relationship with the Pacific Island Advisory Board (PIAB) as the WPB was originally known, since it was established in 1990. A Memorandum of Understanding was signed with the PIAB in 1998 to acknowledge the role of the Board as a voice for Pacific people in Waitakere. Two Council staff positions (a Coordinator and a Policy Analyst) were created and budget was allocated and managed within Council to support the Board to represent the needs of Waitakere's Pacific communities.

A56-A68

A Community Partnership Agreement (copy attached at pages A56) was signed with the renamed WPB in 2005, followed by a Three Year Funding Agreement (copy attached at pages A57 to A62) for the 2006–2008 years, with funding allocation of \$40,000 in Year 1 and \$50,000 each in Years 2 and 3. An associated Shared Work Programme is agreed by both WPB and Council each financial year (copy of 2006-2007 Shared Work Programme attached at pages A63 to A68).

### **STRATEGIC CONTEXT**

The relationship with the WPB is grounded in the Long Term Council Community Plan 2006-2016 (LTCCP) strategic platforms of Active Democracy and Strong Communities.

The vision for Active Democracy is:

*“People feel that they can make a difference. There are high levels of community participation and respect for each other’s views.”*

This platform supports the involvement of citizens in the Council's decision-making process, through education, removing barriers, developing partnerships, improving information flows and supporting communities own ways of interacting with the Council.

The vision for Strong Communities is:

*“People are active, informed, healthy and content. They feel safe and there is a strong sense of community. Our City is a great place for children. We enjoy our diversity of lifestyles and people”.*

This platform addresses how we support the health and wellbeing of the City's residents.

Waitakere has a growing Pacific community, comprising 15% of the population. In addition, the Pacific community is young and features negatively across a number of social and economic wellbeing indicators. The partnership with the WPB enables Council to work collaboratively in meeting the development needs of Waitakere's Pacific peoples.

## ISSUES

### Employment and management of the WPB Liaison Officer

The WPB Liaison Officer position is currently situated within the Social and Cultural Strategy Group of the Strategy Unit of Council. The role provides administrative support to the WPB and enables both the WPB and Council to engage more effectively with Pacific communities in Waitakere. The current incumbent is employed on a temporary, fixed-term employment contract that ceases on 28 September 2007.

Discussions with the WPB Executive regarding the annual Shared Work Programme identified a number of challenges for the delivery of the Shared Work Programme posed by the position being employed by Council rather than the WPB.

The WPB Liaison Officer position is resourced and managed by Council but supports the WPB to achieve their objectives. The WPB Executive has no ability to direct the Liaison Officer's work priorities other than through delivery of the Shared Work Programme and this has meant that the Liaison Officer has not always been able to meet the needs of either Council or the WPB satisfactorily. The management and location of the WPB Liaison Officer within Council has also led to some confusion within the Pacific communities, potentially compromising the Board's ability to be an independent voice for the Pacific people it represents.

The current WPB Executive has moved to solidify the WPB in the community with the opening of its own office in Te Pai Place, Lincoln in July 2007. Discussions between Council officers and the Board's Executive have reached an agreement that we ask Council to consider that the position be transferred out of Council and report directly to the Board for an interim period of 12 months.

The position will continue to be responsible for liaison with Pacific communities and supporting the Board to deliver on the Shared Work Programme with Council. The Board will continue to meet the reporting requirements as outlined in the Three Year Funding Agreement. A full review of the partnership with the WPB is due to be completed by December 2008. The employment of the Liaison Officer directly by the Board would be evaluated as part of this review.

## RESOURCES

It is proposed that an additional operational grant of \$75,640 (+GST) be transferred to the WPB, as an extra Schedule to the existing Three Year Funding Agreement with Council. The grant covers salary and overhead costs associated with the position within existing Council budgets, and currently exists within the Strategy Unit budget. Therefore, this proposal will not require any additional funding.

## CONCLUSION

As the relationship between Council and the Board has matured, there has been a move to a partnering approach, with the Board taking increasing ownership and responsibility for managing resources itself. A 12-month trial period of moving the WPB Liaison Officer into a direct employment relationship with the WPB and a physical location in the WPB office will further develop the Board's capacity to more effectively serve the needs of Waitakere's Pacific residents.

## RECOMMENDATIONS

1. That the Operational Grant to the Waitakere Pacific Board report be received.
2. That an additional operational grant of \$75,640 (+GST) to the Waitakere Pacific Board for employment of the Waitakere Pacific Board Liaison Officer, for the period 1 October 2007 to 30 September 2008 be approved.
3. That the grant is funded by the transfer of existing budgets associated with the employment of the Waitakere Pacific Board Liaison Officer to the Strategy Cultural Wellbeing budget.

Report prepared by: Tony Rea, Group Manager Social and Cultural Strategy



## 15 WAITAKERE ENTERPRISE - THREE-YEAR FUNDING AND SERVICE AGREEMENT

### GLOSSARY

Council Controlled Organisation	(CCO)
Statement of Intent	(SOI)
Local Government Act 2002	(LGA)
Long Term Council Community Plan 2006-2016	(LTCCP)
Gross Domestic Product	(GDP)
Waitakere Enterprise	(WE)

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Finance and Operational Performance Committee for the signing of the three-year funding and service agreement between Council and Waitakere Enterprise (WE).

### BACKGROUND

WE is a Council Controlled Organisation (CCO) under the Local Government Act 2002 (LGA). As a CCO, the principle objectives of WE are stated in section 59 of the LGA.

These are:

- To achieve the objectives of its shareholders, as specified in its Statement of Intent (SOI);
- To be a good employer;
- To exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates; and
- To conduct its affairs in accordance with sound business practice.

The SOI sets out the overall governance, objectives, performance measures and targets of WE for Council as the shareholder. It must not be inconsistent with the organisation's constitution as set out in the Deed of Trust. The LGA, Part 5, section 61 also states that Council must have a contract for services supplied by its CCOs. Similarly the contract for services should be consistent with both of these key documents and with Council's own strategic direction. At its July 2007 meeting, this Committee received and approved the Statements of Intent of Waitakere City Holdings Limited and its subsidiaries, of which WE is one.

In 2003/2004, a three-year contract for services was entered into with WE. This governed the contractual and financing relationship between the two organisations and is additional to the Statement of Intent. This three-year funding model is designed to apply to those organisations with which Council has a long-term or core-funding relationship, of which WE is one. It provides greater stability for the organisation, enables more strategic and long-term focused planning, decreased compliance costs and promotes a strengthened relationship. Each year this agreement requires actions and performance measures to be agreed and set out in a schedule to the contract.

The Long Term Council Community Plan 2006-2016 (LTCCP) set out a level of funding for the 2006/2009 period. The amount under contract with WE for the 2007/2008 year is \$1,118,000.

## **STRATEGIC CONTEXT**

A strong innovative economy is one of the Council's nine strategic platforms. The Economic Development Strategy (2004) provides additional detail on the strategic and implementation directions for sustainable economic development in the City. WE is the primary delivery mechanism for economic development initiatives and services, and alongside Council it has one of the key facilitation and advocacy roles on behalf of the City and its businesses.

The key economic challenge facing Waitakere is to increase local economic opportunity. Waitakere currently has 14% of the Auckland Region's population, generating just 7% of the region's Gross Domestic Product (GDP) locally, much of it servicing the local population. This is a major contributing factor to 56% of the resident working population leaving the City each day to work. The need for change is made more acute by continued population growth, which risks compounding the problem.

WE has a clear commitment and ability to play a central role in adding value to Council's sustainable economic goals. Under the guidance of its Board, WE undertakes activities to accelerate Waitakere's sustainable economic growth. These activities include:

- Contribution to the development of Council's economic development-related strategies;
- Advocating the economic development needs of the City;
- Identifying and working with individuals, businesses, industries and/or institutions that either want to grow in Waitakere or contribute to the sustainable economic growth of Waitakere;
- Promoting Waitakere as a business investment location and providing a key client service to new investment opportunities from inside and outside the City;
- Creating an environment for and supporting initiatives that grow strategic industry sectors;
- Growing the number, size and performance of existing businesses;
- Stimulating business networks;
- Developing export trade links;

- Facilitating and delivering education and skills development initiatives that meet local business's needs;
- Providing foundation skill training and employment transition programmes for sustainable entry to the labour market; and
- Supporting community economic development initiatives.

## ISSUES

### Alignment of Economic Development Priorities

Waitakere's Economic Development Strategy was adopted in June 2004. Significant progress has been made in the past three years under the vision and guidance of this strategy. This strategy is currently being reviewed in order to incorporate the progress that has been made, and to address new challenges in the wider economic environment.

In April of this year the Mayor and Councillors, the Board of WE, its Chief Executive, and key Council officers attended an 'in-house' Economic Development Forum to discuss current and future issues for economic development activities in the City. The discussion from this forum has been recorded and is being used to develop options for consideration in the new draft Economic Development Strategy. This will in turn help set the future strategic direction for WE.

The relationship between Council and WE continues to strengthen. Strategic alignment between the two organisations is assured as much through strong collegial working relationships as it is in having goals and outcomes that are strategically aligned, especially in an environment that offers many opportunities for active partnerships both within and outside of our City.

### Three-year Funding and Service Agreement

*A69-A77*

A proposed three-year funding and service agreement (2006-2009) has been drafted and attached at pages A69 to A77. The WE Board, Council's Quality Assurance and Legal Services departments have reviewed it, and all parties have agreed to amendments contained in the proposed agreement.

*A78-A117*

The annual work programme 2007/2008 is attached at pages A78 to A117 and has also been reviewed and adopted by WE. It ensures alignment with Council's economic activity for this financial year and is presented as an appended schedule. Development of this annual work programme has taken into account the organisation's SOI, Business Plan and staffing structure, and has been developed in consultation with Council officers. The annual work programme ensures that WE continues to provide high quality services to small and large businesses and has an increased focus on customer liaison. These services are a critical element in the health of our local economy and are most effectively delivered through our CCO.

## RESOURCES

Through the LTCCP, Council approved funding for WE for the period 2006-2009. The allocation approved for 2006/2007 was \$1,031,000, increasing to \$1,118,000 per annum in the two subsequent years.

## CONCLUSION

The proposed three-year funding agreement (2006-2009) is presented along with the annual work programme (2006/2007). WE has continued to provide excellent service to Council and the business sector of Waitakere City and continues to hold a pre-eminent position amongst local economic development agencies in the region.

Although this agreement between Council represents the formal funding arrangements between the two parties for three years, opportunities to address new challenges are allowed for in the annual work programme. More importantly, however, the mutual trust that has developed through increased collegial relationships between Council, WE and Council staff, ensures that our activities are relevant and achievable within the timeframe of the agreement.

### **RECOMMENDATIONS**

1. That the Waitakere Enterprise - Three-Year Funding and Service Agreement report be received.
2. That the Finance and Operational Performance Committee approves the three year funding and service agreement and endorse the 2007/2008 annual work programme and delegate to the Chief Executive Officer, authority to sign the agreement.

Report prepared by: Rose Leonard, Strategic Partnerships Advisor, Economic Development Strategy.



## **16 COMMUNITY HOUSES UPDATE ANNUAL REPORT 2006/2007**

### **PURPOSE OF THE REPORT**

The purpose of this report is to provide the Finance and Operational Performance Committee with an end-of-year 2006/2007 update and performance information on the seven Community Houses in Waitakere City.

### **BACKGROUND**

Community houses assess community need and provide relevant services for their local communities. This includes programming activities and facilitating use by community groups and private hirers. Community houses are also used as drop-in centres for local residents and have a role in providing community information and education through a range of classes and activities.

A volunteer management committee of local residents manage each community house. Council's Funding Agreement is with the management committee and this funding enables a part-time coordinator to be employed. The management committee is accountable to Council for ensuring that the services contracted for in the Funding Agreement are delivered.

The general objectives of community houses are to:

- Enhance community wellbeing and the quality of life in neighbourhood communities;
- Work in a partnership model with Council, volunteers, community groups and individuals in order to improve community life;
- Respond to community wishes and needs proactively;
- Provide services and activities relevant to the local community;
- Provide opportunities for people to fully participate in leisure and community life; and
- Encourage the community's "sense of ownership" of community houses and their services and activities.

## STRATEGIC CONTEXT

In February 1998, Council adopted the recommendations of the Community Houses Review and resolved to continue to support community houses, given the community benefits that they provide. Community houses are central to local neighbourhoods and play a vital role in promoting a sense of well-being and belonging.

Community houses contribute to Council's Strong Communities and Urban and Rural Villages strategic platforms through the provision of networks of appropriate and accessible public buildings as key community focal points and through providing a wide range of low-cost community activities.

## ISSUES

### Data Collected Over the Year

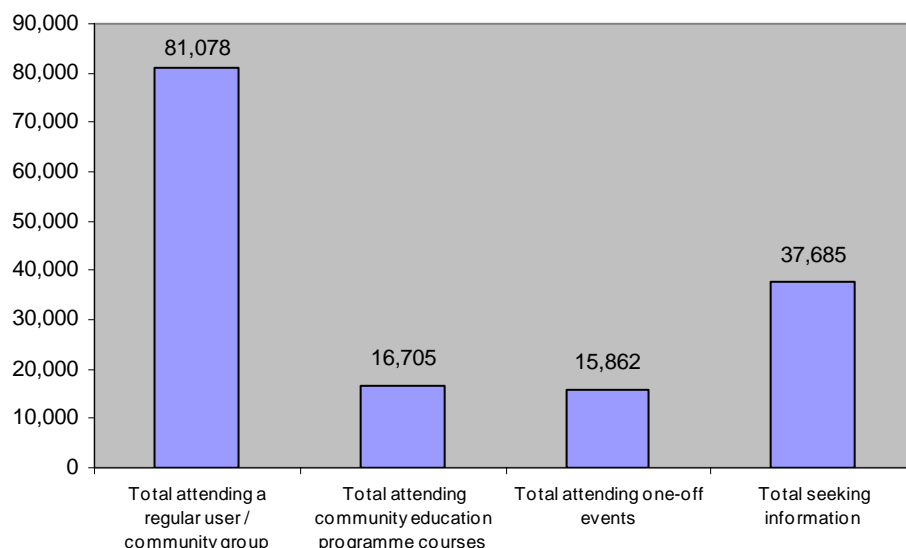
During the financial year from 1 July 2006 to 30 June 2007, there were a total of 151,330 visits made to the community houses in Waitakere City. Compared to last financial year (i.e., 2005-2006) there has been an increase of approximately 28,000 more visits for this financial year.

Out of this year's total number of visits:

- 54% of the visits were made to attend a regular user / community group activity;
- 25% visited the house to seek information;
- 10% visited to attend an event at the house; and
- 11% visited to attend a community education programme.

The total number of visits of 151,330 for this past financial year is broken down by actual numbers per activity and provided in the chart below.

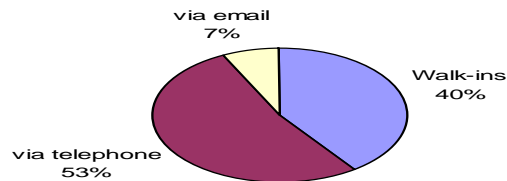
*Number of Visits to all of the Community Houses for 2006 / 2007 by Activity*



The new data collection system implemented this year at the houses has highlighted the important role community houses play as an information resource for their community, which had previously been unaccounted for. As the data shows, providing information accounts for approximately a quarter of all the house services to their local community.

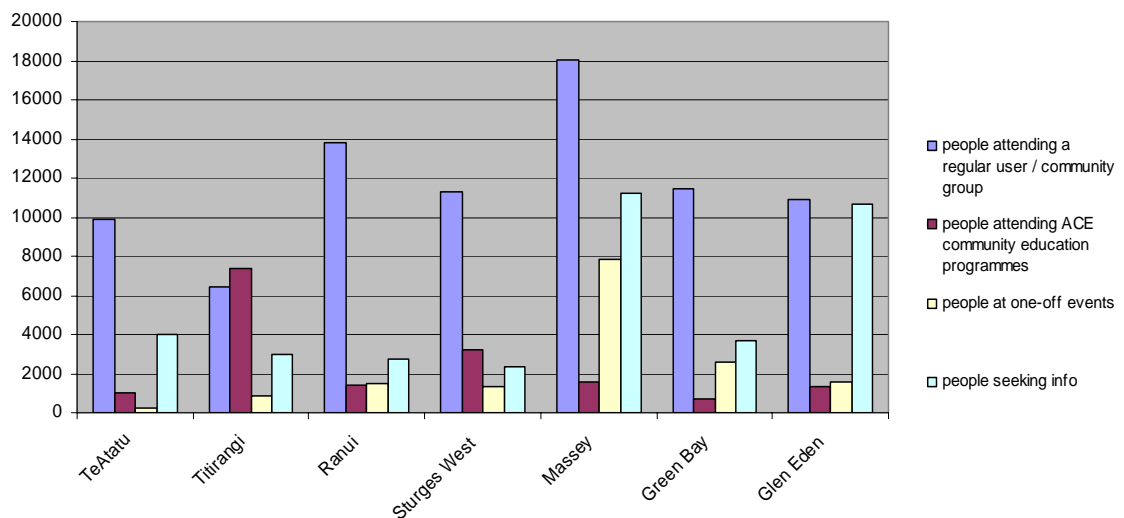
The percentage of people seeking information at the houses, either by walking into the house, calling via telephone, or via email, is represented in the chart below:

*Percentage of People Seeking Information by Category from Community Houses over the 2006/2007 Year*



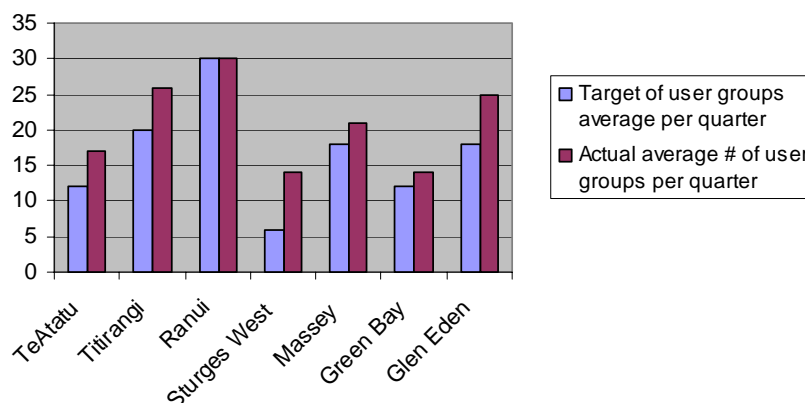
The number of people each community house serves across the four key service areas is represented in the chart below. However, due to the uniqueness of each house in terms of size and location of facility and the demographics of the community they are in, the figures are shown across the houses for general comparisons only, exemplifying the diversity amongst the houses, and should not be compared on a performance basis.

*Number of People by Activity to each Community House for 2006 / 2007*



Regular user groups make up the core business of the community houses and as such each house has met their contracted target regarding the average number of users groups per quarter, as indicated in the chart below.

*Number of Average Regular User Groups - Contract Target and Actual Numbers*



## Implementations across all Community Houses in Waitakere City

### Data

New three-year Funding Agreements were signed off by the houses at the start of this financial year, including new service monitoring measures (which were developed in collaboration with the Community House Coordinators). Associated with these measures, the new Quarterly Report Template has been successfully adopted to capture additional data (both qualitative and quantitative) and information regarding the use of the house, and better reflects the spectrum of services each house provides to their local community.

### Strategic Plans

Each of the seven Community Houses have updated their three-year Strategic Plans reflecting their goals, objectives, and work programmes for the next three years (i.e., until 30 June 2010). Council supported the houses with this process by hiring an independent consultant (i.e., Threshold Management) to assist and provide advice to the houses. The consultant held group workshop sessions as well as individual support sessions for each house. The outcome is that each Community House now has a living, working document which provides guidance and an infrastructure for committees to plan and make decisions regarding house services.

### Collective Accounting Assistance Fund

A budget of \$30,000 per annum has been allocated by Council to assist the Community Houses with their financial capacity and accountability. A collaborative process between Council and the seven Community Houses has been established regarding the use of this funding (in order to best address the needs of the houses as a group) in that any expenditure from this fund requires a 'majority rule' approval from the Community Houses.

Over the past year this funding has supported:

- The purchase of the Cash Manager financial accounting package for each house, including warranty and help-line service for the next two years;
- Extensive training for community house staff and committee members on the Cash Manager programme, including group workshops and individual one-on-one training;
- Purchase and installation of the Ace Payroll programme for each house so houses can easily implement and comply with new government employment and tax regulations; and
- Employment of a collective accounting assistant who works across the seven houses to provide specialised accounting/financial assistance to each house at an average of four hours per month per house. Depending on the needs of the house, this service could include: data entry into the programme, invoice generation, account balancing, financial planning, report generation (for committee meetings), etc.

The collective accounting assistance fund has enabled a considerable 'financial transformation' across the Community Houses of Waitakere City. Each Community House now has the tools available and individualised expertise assistance to help carry out their financial responsibilities. The result is that more effective bookkeeping and accounting practices are taking place on a daily basis at the houses. This in turn has reduced the work load for the Community House Treasurers, and a strong financial accountability system is in place for each house.

### Individual House Updates

Information provided below is just a short snippet of what is new at each house in order for the committee to identify with the unique characteristics and services provided of that Community House.

### **Green Bay Community House**

Installation of a car park and new signage for the house has increased accessibility and hence usage of the house over the few short months they have been in place. The house has been working towards implementing a school holiday programme, scheduled to start this September school holidays, so the playground upgrade in the adjacent park (i.e. Barrons Green) is a welcome asset. The Green Bay Community House Management Committee deserve recognition for their sterling effort throughout the Strategic Planning process, as their sincere commitment to it has resulted in a strengthened committee and dynamic and vibrant plans for the future of the house in serving the community.

### **Titirangi Community House**

The new Coordinator at Titirangi house over the past year has brought a fresh energy to the house, making huge improvements to the services provided. Much focus has been on building a networking infrastructure within the community of local groups and service providers, which the house has implemented and facilitated with success, resulting in higher social cohesion indicators for the community overall. Part of their new *Purpose* statement identified in their Strategic Plan is:

*"We offer the opportunities for the people of Titirangi to expand their knowledge and abilities, make and maintain friendships, and to enjoy their leisure, hobbies and pursuits in a stimulating, inclusive and environmentally friendly atmosphere."*

### **Glen Eden Community House**

The Out of School Care Programme run at the house for before, after school and over the school holidays, continues to be the major accomplishment of Glen Eden Community House. At the request of the Mayor, the house's school holiday programme last winter was part of a pilot project of the New Zealand Decade of Education for Sustainable Development, which established a sustainable education programme in teaching the children to weave items from the local flax bushes. The school holiday programme also has been a major contributor towards the local "Glen Eden Healthy Kai" in teaching the children about healthy food options. Both of these programmes have provided regional (and some national) publicity for the Glen Eden Community House.

### **Te Atatu Community House**

Spread between two separate side-by-side buildings, this house is successful in providing a venue for the large array of courses and service providers for the area during the week, in addition to it being a 'tea and resting' spot for the community attending the weekly Saturday market. The 'brick house' continues to provide a niche service in it being used for a number of cooking classes and food-related health service groups. Changes in the Adult and Community Education funding over this past year has made the planning of courses and programmes difficult for the house, with some advertised courses not being able to take place due to funding cuts. The Collective Community House Coordinators group are working on addressing these issues with the Adult and Community Education funding body.

### **Ranui Community House**

This house has undergone some difficult changes over the past year, with the transfer of the after-school care programme out of the house and most recently the resignation of the Coordinator and some committee members. However, the analysis process that the committee went through as a consequence of these changes has resulted in renewed plans and strengthened opportunities for this house and the community that they serve. The house recently received a repainting of the whole interior and a new sign installed with notice board capability to advertise house activities. The new Coordinator, Lippy Chalmers, started at the end of this reporting period and brings much energy and enthusiasm, with community responsiveness capability, which undoubtedly will be an asset to this house and community.

### **Massey Community House**

Some activities new to the house, as requested by the community over this past year, are an over 50's club, a craft and chat afternoon, and a hip-hop poetry writing course. The flax and t niko weaving classes have been a great success, as some of the products made have been sold at the Massey monthly market thereby providing income to the makers. Some of the cloaks that the same group have made are an example of community spirit, as they have involved the participation of many people at different stages of development while partaking in this traditional and culturally-significant activity. Use of the main area of the house continues to be popular, with large regular-user groups thereby contributing towards the high visitor numbers in house statistics.

### **Sturges West Community House**

No longer a 'new house', Sturges West has proved itself of being of value to the local community. Many local events have been held at the house over the past year, including the house's 1<sup>st</sup> Birthday Bash, which have successfully raised the profile of the house and house services. The calendar shows the house almost at full capacity, offering a huge variety of classes and services. The local playgroup, who meets at the house on a weekly basis, has successfully fundraised for playground equipment recently installed in the little courtyard fenced area. The children's hip-hop dance classes offered once a week have had to add an additional class in order to accommodate the number that wanted to attend. The little room off the kitchen has been used as a caf  on many occasions as a group socialising area, particularly for the weekly walking group that meet at the house both before and after their walk on Thursday mornings. The house is truly being responsive to the community, as demonstrated by the mixture of classes and services added and modified each term and all feedback to Council has been positive.

## **RESOURCING**

For 2006/2007 Council provides financial support via Funding Agreements with each of the seven community houses, which totals \$199,000 including an annual inflation adjustment.

• Te Atatu Community House	\$30,800
• Titirangi Community House	\$35,900
• Ranui Community House	\$35,900
• Sturges West Community House	\$30,800
• Massey Community House	\$33,900
• Green Bay Community House	\$30,800
• Glen Eden Community House	\$35,900

## **CONCLUSION**

A total of 151,330 visits were made to the community houses in Waitakere City over this past financial year. Compared to last financial year (i.e. 2005-2006) there has been an increase of approximately 28,000 more visits this year.

Out of this year's total number of visits:

- 81,078 visits (or 54% of the total visits) were made to attend a regular user/community group activity;
- 37,685 visits (or 25% of the total visits) visited the house to seek information;
- 15,862 visits (or 10% of the total visits) visited to attend an event at the house; and

- 16,705 visits (or 11% of the total visits) visited to attend a community education programme.

Regular-user groups make up the core business of the community houses and as such each house has met their contracted target regarding the average number of users groups per quarter.

New three-year Funding Agreements were signed off by the houses at the start of this financial year, including new service monitoring measures (which were developed in collaboration with the Community House Coordinators). Associated with these measures, the new Quarterly Report Template has been successfully adopted to capture additional data (both qualitative and quantitative) and information regarding the use of the house, and better reflects the spectrum of services each house provides to their local community.

Each of the seven Community Houses have updated their three-year Strategic Plans, reflecting their goals, objectives, and work programmes for the next three years (i.e. until 30 June 2010).

A budget of \$30,000 per annum has been allocated by Council to assist the Community Houses with their financial capacity and accountability. A collaborative process between Council and the seven Community Houses has been established regarding the use of this funding.

The collective accounting assistance fund has enabled a considerable 'financial transformation' across the Community Houses of Waitakere City. Each Community House now has the tools available and individualised expertise assistance to help carry out their financial responsibilities. The result is that more effective bookkeeping and accounting practices are taking place on a daily basis at the houses. This in turn has reduced the work load for the Community House Treasurers, and a strong financial accountability system is in place for each house.

A short update on each Community House has been provided in the section above to assist the committee in identifying with the unique characteristics of each house.

### **RECOMMENDATION**

That the Community Houses Update Annual Report 2006/2007 be received.

Report prepared by: Kimberly Rees, Community Resources Project Leader: Leisure Services.



## **17 AUCKLAND REGIONAL PHYSICAL ACTIVITY AND SPORTS STRATEGY UPDATE**

### **GLOSSARY**

Auckland Regional Physical Activity and Sports Strategy	(ARPASS)
draft Auckland Regional Physical Activity and Sports Strategy	(the Strategy)
Sport and Recreation New Zealand	(SPARC)
Auckland Regional Council	(ARC)
Ministry of Education	(MOE)

## PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee on the progress to date of the Auckland Regional Physical Activity and Sports Strategy (ARPASS) for 2007/2008 financial year.

## BACKGROUND

In January 2001 a ministerial taskforce produced a report defining a vision for sport, fitness and leisure in New Zealand for the next 25 years. This report included many recommendations and in February 2002 Sport and Recreation New Zealand (SPARC) was formed to implement these recommendations. SPARC was formed as a merger of the Hillary Commission, the New Zealand Sports Foundation and the policy arm of the Office of Tourism and Sport.

SPARC developed the following mission statement:

*“By 2006 to be recognised as world leading in our approach to sport and physical recreation measured by: (1) being the most active nation, (2) having the most effective sport and recreation systems and (3) having athletes and teams winning consistently in events that matter to New Zealanders.”*

SPARC identified a number of key strategies for achieving this mission, one of which was:

*“The need for more effective regional coordination in the planning and provision of sport, recreation and leisure. Improved collaboration and cooperation across regions was identified as a priority to create a regional view that would bring the issues of the region into focus, reduce fragmentation of effort, leverage skills, grow leadership capability and better utilise resources.”*

The four Auckland Regional Sports Trusts had already identified the need for a coordinated approach and as a result formed the Auckland Regional Sports Trust Alliance. The need for improved integration in the Auckland region was put to the seven Auckland city and district council's, the Auckland Regional Council (ARC), the Regional Sports Trusts and the Ministry of Health by SPARC. In 2003 these organisations came together and signed a Memorandum of Understanding that defined how they would work together as partners to develop a regional sport and recreation strategy for the Auckland region.

The City Development Committee made the following resolutions at their May 2002 meeting:

1. *That Waitakere City approves the Terms of Reference for the Auckland Regional Sport and Recreation Strategy in principle.*
2. *That Waitakere City commits staff time as outlined in the Agenda report for the coming financial year towards the development of the Strategy.*
3. *That regular reports on the progress of the development of the strategy be provided to the City Development Committee.*
4. *That it be recommended to Council that \$10,000 be included in the Annual Plan process for the Auckland Regional Sport and Physical Activity Strategy.*

In March 2005 the draft Auckland Regional Sport and Recreation Strategy was presented to the City Development Committee and the following resolutions were made:

2. *That the City Development Committee supports the Auckland Regional Sport and Recreation Strategy being put out for stakeholder consultation.*
3. *That the City Development Committee recommends to the Long Term Council Community Plan and Annual Plan Special Committee that funding for the implementation of the Strategy to the value of \$19,184 per annum for the next five years starting 1 July 2005 be included in the final deliberations of the 2005/2006 Annual Plan.*

324/2005

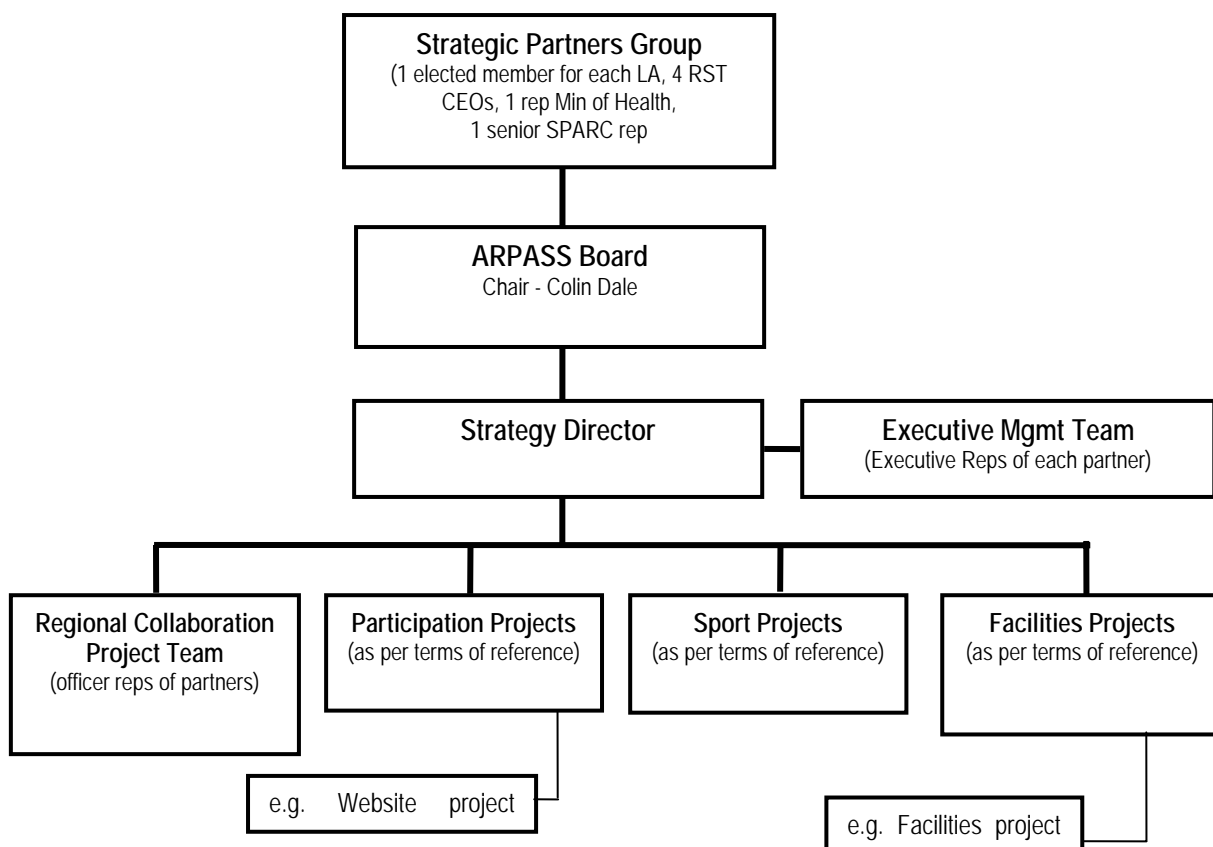
Consultation took place over four weeks and included the draft Auckland Regional Physical Activity and Sports Strategy (the Strategy) being sent to all identified stakeholders inviting feedback either through written response or through a number of workshops held around the Auckland region. Public notification occurred through the New Zealand Herald and Councils' internet and intranet sites. The Stakeholder consultation resulted in the Strategy evolving to reflect the feedback and as such there have been a number of format and content changes. One particular change is the title of the strategy has changed from Auckland Region Sport and Recreation Strategy to that of Auckland Regional Physical Activity and Sports Strategy.

### **ARPASS Vision**

"Auckland is a region where physical activity through exercise, sport, active transport (such as walking and cycling) or active recreation, is a way of life."

The Strategy outlines the necessary actions to achieve this vision under the following four goals:

1. Regional Collaboration  
Effective regional collaboration is developed between Local Authorities, Regional Sport Trusts, Regional Sports Organisations, Health sector, the Education sector, Iwi and Maori communities, other ethnic groups and other stakeholders in addressing regional physical activity and sport issues.
2. Participation  
Implement regional initiatives that increase Auckland physical activity levels.
3. Sport  
Develop initiatives that ensure sport in the region grows its capability to deliver quality sporting experiences and environments to players, coaches, administrators and volunteers.
4. Regional Facilities  
Current and future regional facilities are planned, developed and managed to serve the current and future needs of all Aucklanders.



## Project Structure

The project is structured as follows:

## Governance

SPARC is the majority funder of the strategy implementation, at \$1-million over 5 years - 2005-2010. Funding has been matched by the Strategy Partners. The Ministry of Health is an advocate to the strategy.

ARPASS has been established as a separate entity to be able to independently make decisions on implementation projects. The ARPASS Trust has the role of being the accountability and governing mechanism for the strategy funds and employment of the Strategy Director.

Current board:

Colin Dale	- Chair
David Kennedy	- Counties Manukau Sport
Lynton Campbell	- Sport Auckland
Nick Schouten	- Sport Waitakere
Charles Ronaldson	- Harbour Sport
Owen Cook	- Independent

The Strategic Partners Group is the political representation of each of the Strategy Partners. Their role is to ensure that the implementation projects remain in line with the Vision and Outcomes of the strategy and provide links to respective organisations.

The Strategic Partners Group meet quarterly and provide sign-off on the business plan, finances and major projects such as the facilities project. Chief Executive Officer, Project Sponsor, Mr Harry O'Rourke, chairs this group.

The Strategic Partner representatives (strategy governance) are:

Auckland City Council	-	Cr Richard Northey
Manukau City Council	-	Cr John Walker
North Shore City Council	-	Cr Margaret Miles, Cr Peter White
Waitakere City Council	-	Cr Ross Dallow
Rodney District Council	-	Cr John Watson
Franklin District Council	-	Cr Magan Ranchod
Papakura District Council	-	Cr Peter Goldsmith
Auckland Regional Council	-	Cr Sandra Coney
Ministry of Health	-	Barbara Lusk

### STRATEGIC CONTEXT

Council's 1994 Leisure Strategy sets the strategic framework for provision of Waitakere City leisure services for the improvement of the well being of the City's people and communities by the provision and support of a diverse range of leisure opportunities.

Leisure facilities and activities contribute to the wellbeing of the City's residents, by providing recreation opportunities that promote health and social cohesion. This contributes to the Council's Strong Communities strategic platform, with a goal that in the next ten years Council will develop the City as a renowned hub of social, arts, leisure, sports and recreation. The Council's Leisure Strategy, Community Facility Plan, Parks Strategy and Funding Policy guide the provision of 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.

Partnerships with external parties enabling wider community development are a key component of the Wellbeing Strategy. Partnership with Central Government, territorial authorities and other service providers enables greater reach into the community, obtained in an efficient and sustainable manner.

### ISSUES

Since the adoption of the ARPASS Strategy in October 2005, a number of strategic goals and objectives have had projects initiated to ensure the outcomes of the Strategy are progressed in the following strategic areas:

Strategic Goal	Current Projects	Completed Projects
Regional Collaboration	<ul style="list-style-type: none"> <li>Greater Auckland Regional Facilities project</li> <li>Incentive programme for schools participation in walking school buses agreed</li> <li>ARTA School Travel Plan</li> <li>LTCCP presentations</li> </ul>	<ul style="list-style-type: none"> <li>Media and Communication Strategy</li> <li>Ministry of Education joint project</li> <li>Walking school bus collaboration project</li> <li>LTCCP review</li> <li>ARTA school bus collaboration project</li> </ul>

Strategic Goal	Current Projects	Completed Projects
Participation	<ul style="list-style-type: none"> <li>• Text2Play project being scoped</li> <li>• Green Prescription mobile phone texting initiative</li> <li>• Low Physical Activity Community Mapping Project</li> </ul>	<ul style="list-style-type: none"> <li>• Play Day website developed</li> <li>• CMON Get Up - text2play project</li> </ul>
Sport	<ul style="list-style-type: none"> <li>• Best practice tool being developed for regional sports organisations</li> <li>• National Sports Organisations working party formed</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Auckland forum</li> </ul>
Regional Facilities	<ul style="list-style-type: none"> <li>• Greater Auckland Facilities Project</li> <li>• Greater Auckland Regional Netball Facilities Project</li> </ul>	<ul style="list-style-type: none"> <li>• Auckland Region Paddling and Rowing Facilities Strategy.</li> <li>• Regional Aquatics Facilities Strategy</li> <li>• Disabilities audit</li> </ul>

### Findings of Major Regional Projects of Interest to Waitakere City Council

#### 1. Greater Auckland Regional Facilities Project

Successful planning and management of regional sports facilities is one of the most fundamental challenges facing the greater Auckland region.

To support this plan will be the development of a set of Regional Facilities principles that record a framework to assist agencies plan, develop and manage regional facilities. This framework will include a clear process for assessing and evaluating regional facility proposals.

Given the population of the greater Auckland region and its impact on the nation across many sectors, the greater Auckland region has the ability to significantly contribute to national sport and physical activity aspirations and these should be considered within the regional context.

A Facilities Working Party, comprising representatives from each of the authorities, SPARC, Auckland Plus, Tourism Auckland, ASB Charitable Trust and regional representation, oversees the governance of the study.

The study depends for its success on informed input. Focussed stakeholder groups will be established to provide specific input and will include national and regional sporting bodies, central government agencies and funders. This work will need to associate and link seamlessly with the work of the Metro Project, Major Events Strategy, national facilities audit and high performance strategy.

A crucial component to the strategy will be identifying and validating the programmes and events that these facilities will cater for and planning appropriately scaled and designed facilities which meet this identified need.

Identifying the capital costs of identified facilities, as well as the future financial impacts is a vital outcome, as is a practical focus on successful implementation timings, future governance and management options and coordination of activities to prevent duplication and rationalise and validate future provision and investment to facilities.

A further challenge is to align this work with existing growth and infrastructure strategies that effect access and timings and location options. A formal project management framework is proposed to keep the project on time and within budget.

The knowledge gained from this exercise will be of invaluable assistance to councils, the community, the sport sector and investors, as a basis for informed future decision-making.

An Inception Report was developed which identified the initial planning for the study and establishes the project scope by phase, timing, deliverables and cost. It will build on work already undertaken or planned and seek to compile this information centrally.

This Inception Report has been agreed to by the Facilities Working Party as a way to progress this project and from this a Request for Proposal was developed and advertised through July 2007.

Seven Proposals have been received for this project, with a selection committee made up of Council officers from five of the seven participating councils and the Strategy Director selecting the consultants on August 29<sup>th</sup> 2007.

The budget for this project is \$200,000 with a completion date of July 2008.

The major items included within the project scope are:

- Literature review of existing regional research and plans from project partners to centralise the information;
- Define the significant issues in respect of regional facilities provision across the Auckland Region and reported solutions;
- Develop criteria and definitions for assessing and differentiating between regional and national facility standards;
- Determine a hierarchical network plan for facilities across the greater Auckland region that meet identified programmes and events taking into account;
- Provision of a plan that prioritises and quantifies proposed developments including indicative capital costings and provisional operational costs; and
- Test the viability of proposed facilities with regard to accessibility, transport links, growth nodes, catchment areas, ability to meet identified markets and competitors.

## 2. Regional Aquatic Facilities Strategy

ARPASS hosted all councils and associated codes at both national and regional levels to a series of workshops to agree project outcomes and process prior to the selection of a consultant.

StratCorp Consulting circulated feedback on an initial Consultation paper. The feedback was analysed at a workshop of all partners on 19 April 2007, from which a final report on facilities across the regional was prepared.

The final report provides a regional view as to the demand and nature of demand (i.e. recreational versus formal), for aquatics facilities across the Auckland region and identifies the scale and development locations across the region.

The items of note for the councils of the Auckland region are as follows (direct from the strategy document):

*Regional Facilities*

Discussion:

The report has provided a comprehensive discussion of what constitutes a 'regional' facility (Section 3), the current situation (Section 4), what the key issues and challenges are (Section 5), where we should be going (Section 6) and how we should get there (Section 7). Based on this information, the following recommendations for future regional facilities in the Auckland Region context are made.

Recommendation/s:

#	Recommendations	Priority	Responsibility
1	Develop a new regional facility in Albany, North Shore City, in terms of leisure water attractions and features.	High	North Shore City Council
2	Continue to ensure collaborative arrangements are in place to maintain community access to the Millennium Institute (North Shore City) for club swimming and water polo training and competitions.	High	North Shore City Council & Associations
3	<p>Investigate the feasibility of developing a new regional aquatic facility in the south/eastern part of the region capable of hosting FINA-compliant national standard events and competitions for swimming, water polo and synchronised swimming. (Facility designs should consider opportunities to effectively provide additional temporary infrastructure which may be required in order to host international standard events should the need arise.)</p> <p>'District' standard diving facilities up to 5m platform disciplines could also be considered within the proposed new regional facility. However, it should be noted that at present there is insufficient evidence of demand to warrant the development of additional regional diving facilities within the region. Furthermore, development of 'district' standard facilities (as suggested above) should only be considered within the context of a strategic Diving Participation Development Strategy (or similar), under the auspice of NZ Diving, which demonstrates an active commitment, performance targets and resource capabilities to promote diving membership and participation growth in the region.</p> <p>Any new facility should also incorporate regional standard leisure water features and attractions, as well as appropriate infrastructure to service localised catchment needs (e.g. learn-to-swim, gymnasium, etc).</p>	High	ARPASS to facilitate with Auckland City, Manukau City, Papakura District and Franklin District Councils.

	Opportunities for collaborative partnerships between Auckland City, Manukau City, Papakura District and Franklin District Council should be explored, including possible upgrade to one of the existing 'District' standard facilities to regional status.		
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The section below provides a high-level summary of the aquatic facility recommendations Waitakere City Council.

Discussion:

- Waitakere City is expected to grow by an additional 75,900 people by 2026. This represents an increase of around 43% from current levels.
- The City currently provides two aquatic facilities, including the West Wave Aquatic Centre (the only regional facility in the study area).
- The current level of 'local' facility provision (1:186,444 people) is less than the indicative generic ration (i.e. 1:30,000-50,000 people).
- There is evidence of high demand for aquatic facilities, including overcrowding, waiting lists and competition for access to water space, particularly at West Wave Aquatic Centre.
- 

Recommendation/s:

#	Recommendations	Priority	Responsibility
1	Critically review of the current level of local aquatic facility provision in the City and assess if this is adequate to meet current and future demand.	High	Waitakere City Council
2	Continue to maintain and upgrade (where appropriate) the West Wave Aquatic Centre as a regional facility, capable of hosting FINA compliant national standard competitions and events for the four main aquatic sports, that is: swimming, water polo, synchronised swimming and diving.	Ongoing	Waitakere City Council
3	Continue to maintain and upgrade (where appropriate) the West Wave Aquatic Centre as a regional facility in terms of leisure water attractions and features.	High	Waitakere City Council

3. Paddling/Rowing Facilities Strategy

ARPASS hosted all Councils and associated codes at both National and Regional levels to a series of workshops to agree project outcomes and process prior to selection of a consultant.

An interim report was circulated and workshop of all parties was held 21 March 2007. A draft plan has been developed and was work-shopped with a Steering Group. A final report for councils was completed end of July 2007.

This document will provide a regional view as to the demand for paddling and rowing facilities across the greater Auckland region and identify the scale and development locations and align this with sources of external funding. For councils it provides an overview of the preferred locations and scale of facilities required.

The recommendations are:

- The development of Hobson Bay as a Regional Facility;
- The development of the Tamaki River adjacent to Ian Shaw Park as a sub-regional site;
- The development of Lucas Creek, Greenhithe as a sub-regional site; and
- The full analysis of these sites is detailed in the full report on pages 52-63.

Each site will require further project team application and feasibility work which should include the codes associated with those sites, Council and the Regional Sports Trust to support the projects development.

#### 4. Ministry of Education

An ARPASS, Ministry of Education (MOE) and ASB Charitable Trust project team has been put together to examine:

- Principles for assisting school / Council / community planning of facilities;
- Linking Council plans with schools infrastructure plans; and
- Principles for operational/maintenance issues.

The MOE has included the process into national guidelines as of July 2007.

This process will align education planning and funding with council recreation needs and external funding sources

Waitakere City will need to consider ensuring all officers who have connection with schools and community-based facility planning are aware of this process. ARPASS will be working with external funders and Regional Sports Trust personnel to ensure they are aware and utilise this process also.

#### 5. Disabilities Audit

All facilities of councils within the greater Auckland region have been audited. ARC parks are complete. Meetings to discuss implementation will begin now all audits are complete. The implementation of the recommendations will allow for the facilities to be marketed to the disability community safe in the knowledge that they provide accessible activity and provision.

### **Summary of Implications for Waitakere City Council**

The work that ARPASS is conducting is not committing Council to any actions, however, it does give Council the information to make strategic and operational decisions with a regional context in mind, to help avoid duplication in the region. Studies such as the Auckland Regional Aquatics Facilities Strategy and the Auckland Regional Paddling and Rowing Strategy provide Council with a regional view of current facilities, gaps in the market and opportunities to be explored. It is up to Council whether it would like to act on any of the recommendations.

ARPASS is also embarking upon regional campaigns to promote and address sport and physical activity levels in the region. Initiatives such as Play Day and Text2Play are designed to increase participation in the region, which is principally a SPARC goal. Council's input to these initiatives are to provide base information and promotion through our existing networks.

## RESOURCES

The initial budget for Council's contribution to the partnership was \$19,184, however, the ARC declined to contribute to the initiative and as such the ARC share of the budget was split between all other partners on a percentage-of-population pro-rata basis. The result is Council's share of the cost is now \$22,736 per annum for the remainder of the ARPASS strategy implementation, which has been budgeted in Council's Long Term Council Community Plan until 2009/2010.

Council officers provide some professional time to attend ARPASS meetings and contribute to specific projects when required.

## CONCLUSION

In the year two of implementation, the number of projects identified and developed has been pleasing and many of the first year projects are coming to completion.

The majority of first and second year projects were heavily based on participation and alignment of programmes and planning processes of the strategy partners. The future projects for year three (2007/2008) are more focused on sport and facility outcomes with the participation push being identification of projects for Maori and Pacific Island communities identified within the Low Physical Activity Community Mapping Project.

Partners such as District Health Boards and Central Government agencies (Te Puni Kokiri and Ministry Pacific Island Affairs) are working these concepts into their work programmes. The buy-in from other sector agencies and relevant regional agencies, such as Auckland Plus and ARTA, Tourism Auckland and the ASB Charitable Trust, would also indicate that the sport and physical activity/recreation sector has the ability to significantly influence and assist others sectors achieve respective outcomes.

The implementation structure is working well with all partners involved from the inception of projects. This means that all issues and input is considered within any final brief. The brief then ensures that projects remain within identifiable scopes and timeframes.

The Strategy Director is progressing the implementation of strategy goals well and has developed an excellent working relationship with all partners. The strategy director is expanding the reach of the ARPASS strategy and is increasingly building on partnerships which will benefit the sector.

## RECOMMENDATION

That the Auckland Regional Physical Activity and Sports Strategy Update report be received.

Report prepared by: Louis Rattray, Leisure Services Manager: Leisure.



18 **WAITAKERE PACIFIC ARTS AND CULTURAL TRUST: AUDIT REPORTS 2005/2006 AND 2006/2007**

**GLOSSARY**

Waitakere Pacific Arts and Cultural Trust (WPACT)  
Waitakere Pacific Arts Centre (WPAC)

**PURPOSE OF THE REPORT**

The purpose of this report is to update the Finance and Operational Performance Committee on the audited reports of the Waitakere Pacific Arts and Cultural Trust (WPACT) - 2005/2006 and 2006/2007 and to propose recommendations for the ongoing monitoring of WPACT's financial management.

**BACKGROUND**

The WPACT, as an independent trust set up to deliver a programme of Pacific arts and cultural development on the Corban Estate, has been in existence for two years. During that time it has endeavoured to introduce an organisational structure to the Waitakere Pacific Arts Centre (WPAC), which would weave together the informal delivery structure of the existing Pacific community on the estate with a system which creates accountability and transparency to a level which meets Council's expectations for organisational management.

Because of the long history of the informal community group on the Corban Estate, this has created some misunderstandings and disruption, despite the best intentions of all parties. It is to the credit of all concerned that this process is continuing and that delivery of services to the Pacific and wider community is ongoing.

In June of this year, the Pacific Mamas registered their own trust, a move which, in principle, is supported by WPACT. Currently both trusts are in dialogue as to how they can work together to support the strengths that each organisation has to offer and to create a funding structure that allows the support that Council has endorsed for the community groups, especially the Pacific Mamas, to occur.

WPACT receives an operating budget through the Annual Plan process.

**STRATEGIC CONTEXT**

The development and support of Pacific arts and culture is identified in the Arts and Cultural Strategy (2002).

Council's strategic platforms around Strong Communities and Urban and Rural Villages are strengthened by the existence of arts and cultural precincts, which offer opportunities for people to gather experience and grow in knowledge of their cultures, history and art forms.

The cultural tourism activity, cultural immersion programmes and the development of a strong, economic focus for Pacific cultural product contribute to the Strong Innovative Economy Platform and Vibrant Arts and Culture Community Outcome.

The promotion of the 'cultural wellbeing' of the City's residents is clearly identified in the Local Government Act 2002.

## ISSUES

At the July 2007 meeting of the Culture, Arts and Events Special Committee the following resolutions were passed:

- “1 That the Waitakere Pacific Arts and Cultural trust report be received.
2. That the financial statements of the Waitakere Pacific Arts and Cultural Trust for the 2005/2006 and 2006/2007 years be audited, completed and reported back to the satisfaction of Council.
3. That no monies for the 2007/2008 financial year be released for the Waitakere Pacific Arts and Cultural Trust until resolution 2 is enacted and a new performance agreement and budgets are approved by the Council.
4. That a Council workshop be organised as soon as possible to address the financial matters raised at the meeting, including the future direction of arts development on the site and to enable the drafting of the new performance agreement.”

3038/2007

The audited reports for the 2005/2006 and 2006/2007 financial years have been completed and submitted to the Director: Quality Assurance for analysis and advice. The two financial years received qualified audit reports, with a letter outlining areas of financial management that require improvements.

Quality Assurance officers met with the WPACT auditors to discuss the reasons for the qualified audit opinions. The main reason noted by the auditors relates to untidy record keeping, especially the lack of separation of WPACT's transactions from those of the Pacific Mamas. The auditors also noted they were not aware of any instances of misappropriation.

In response to these issues, Council has included the following measures in the 2007/2008 Funding and Service Agreement with WPACT.

- **Performance measure 2.1:** the establishment and formalisation of a working relationship between the WPACT and the Pacific Mamas by 30 November 2007. This will include formalising record keeping and invoicing of transactions between the two entities.
- **Performance measure 8.1:** quarterly reporting on financial management to Council.
- **Performance measure 9.1:** implementing the recommendations of the 2006/2007 audit.

The changes to the measures in the Funding and Service Agreement with WPACT are similar to those Council has included in its Funding and Service Agreement with Lopdell House Society in the past, to enhance accountability.

Subject to approval to continue to fund WPACT, a Funding and Service Agreement has been submitted to the Culture, Arts and Events Special Committee. The performance targets specified in this agreement are detailed and measurable and provide a very clear set of targets for delivery in the 2007/2008 year.

A Councillor workshop, as resolved at the July 2007 meeting of the Culture, Arts and Events Special Committee, was held in August 2007. The complex of issues relating to the delivery of Pacific arts and cultural services at the Corban Estate was fully explored. Issues relating to the audited accounts were deferred until the directives of the Finance and Operational Performance Committee have been resolved.

A proposal specifying the delivery of the Pacifica Living Arts Festival has been presented to the Director: Public Affairs and approved for implementation. The \$45,000 identified in the 2007/2008 Annual Plan for this project has been released on the basis that to deliver this festival in November, it is imperative that planning and expenditure is available now.

## **RESOURCES**

An annual operating grant of \$130,000 is identified in the Annual Plan 2007/2008. A further \$45,000 is in the Annual Plan 2007/2008 for delivery of the Pacifica Living Arts Festival.

## **CONCLUSION**

The WPACT has, as directed, submitted audited financial accounts for the 2005/2006 and 2006/2007 financial years. These reports indicate that the auditors have submitted qualified reports for both years, with an accompanying letter outlining the reasons for this. Quality Assurance officers have met with the WPACT auditors to discuss the reasons behind the audit qualifications and are satisfied with the explanations provided by the auditors. To enhance future accountability, changes have been made to the measures contained in the Funding and Service Agreement between Council and the WPACT.

## **RECOMMENDATIONS**

1. That the Waitakere Pacific Arts and Cultural Trust: Audit Reports 2005/2006 and 2006/2007 report be received.
2. That the Finance and Operational Performance Committee notes the reasons behind the qualified audit of the Waitakere Pacific Arts and Cultural Trust 2005/2006 and 2006/2007.
3. That the Finance and Operational Performance Committee approve that measures 2.1, 8.1 and 9.1 be included in the Funding and Service Agreement between Council and the Waitakere Pacific Arts and Cultural Trust, to enhance future accountability by the Waitakere Pacific Arts and Cultural Trust.
4. That the Finance and Operational and Performance Committee resolutions be referred to the Culture, Arts and Events Special Committee as part of the consideration in the approval of the Waitakere Pacific Arts and Cultural Trust Funding and Service Agreement 2007/2008.

Report prepared by: Naomi McCleary, Manager: Arts.



## **19 COMMUNITY WELLBEING FUND ALLOCATION 2007/2008**

### **GLOSSARY**

Community Wellbeing Fund	(CWF)
Finance and Operational Performance Committee	(FOP)
The Trust Community Fund	(TTCF)

### **PURPOSE OF THE REPORT**

The purpose of this report is for the Finance and Operational Performance Committee (FOP) to assess applications and allocate funding for the Community Wellbeing Fund (CWF).

## BACKGROUND

The CWF provides small sums of money to a wide range of groups in the community, who provide local services and activities on a voluntary or 'not for profit' basis.

Recently the Council increased the amount of money allocated to \$110,000. Of this total amount, \$55,000 is tagged to City-wide projects which the Finance and Operational Performance Committee reviews. The balance is allocated to each community board on a pro-rata ward-population basis.

In the 2007 CWF round of allocations, only a few applications were received for the community boards. The total amount requested from the community boards was \$20,797 (excluding those applications that were ineligible). Therefore the balance of the allocated funding to the community boards (\$27,620) has been pooled with the City-wide funding (due to the high number of applications). A total amount of \$82,620 is available to allocate to the City-wide applications.

## STRATEGIC CONTEXT

The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan 2006-2016, a set of community outcomes must be identified for the City. Council takes these into account in the formulation of its strategic direction and budgeting and provides a mandated set of strategic outcomes to assess grants against.

A number of Council's Community Outcomes and Council's Strategic Platforms priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platforms priorities are proposed to be the key areas for which the CWF would be assessed against. The key Community Outcomes include: Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Platforms are Strong Communities and Urban and Rural Villages.

As part of the prioritisation process, applications to the CWF will be assessed against the contribution for achieving the social-wellbeing-oriented Community Outcomes and Council's Strategic Platforms priorities.

## ISSUES

In the recent 2007/2008 funding round, 60 applications were received. Fourteen of the applications were ineligible and 46 were eligible, requesting a total of \$120,832. The maximum amount that can be applied for by each applicant is \$3,000. The total amount of funding that is available to distribute is \$82,620 (including the remainder of the community board funding).

The advertising for this funding round consisted of:

- Two advertisements in the Western Leader "Open now" and "Closing soon";
- Community Assistance Newsletter - posted to 1,000 community groups;
- CWF workshops (Maori, Pacific Island and general);
- Community capacity-building workshop (96 participants);
- Intranet/Internet information;
- Information and application forms were provided to:
  - Waitakere City Council libraries
  - Waitakere City Council Community Centres
  - Citizen's Advice Bureau
  - Community Waitakere

- Information sent out via email and post to the following Council-owned databases:
  - Maori Issues
  - Community funding
  - Pacific Island Advisory Board
  - Wellbeing Collaboration group.

### Review of the CWF

At the May 2007 meeting of the Finance and Operational Performance Committee, the review of the Community Wellbeing Fund (CWF) was received and the following recommendations were endorsed:

- “1. That the Community Wellbeing Fund 2006/2007 report be received.
2. That future applications to the Community Wellbeing Fund be prioritised against the Community Outcomes and Council’s strategic platforms be approved.
3. That a review of the Community Assistance Policy be undertaken and reported back to the Finance and Operational Performance Committee for approval.”

(839/2007)

### Action points from the CWF review

The issues that the CWF review identified were considered in the 2007/2008 round of allocations:

#### Maori and Pacific Island applications

Consultation workshops were held for Maori and Pacific Island applicants to provide advice and support on how to complete a successful application to the CWF. During workshops, Maori and Pacific Island applicants were provided with the opportunity to discuss what projects they would like to be funded by the CWF.

- **Maori applicants identified the following:**  
Language, training and support; environment and cultural activities (Maori perspective on the environment); women’s wanaga (workshops on health and wellbeing topics); Marae kawa (protocol); and creating tukutuku panels in Maraes (creating carved tukutuku panels provides youth with skills, understanding the materials where they come from, inter-relating with elders, and gain knowledge from elders and family).
- **Pacific Island applicants identified the following:**  
Cultural adjustment programmes; elderly needs; single parent’s workshops; homework centres; youth and driving license educational programmes (it was noted that a number of Pacific Island youth did not have their driver’s license); gardening - growing community vegetable gardens; workshops on how to access funding and provide appropriate accountability; and workshops about local government processes.

It was noted that the CWF criteria excludes arts and cultural projects for funding. This was identified as a significant barrier to Maori and Pacific Island applicants. Culture and art was considered an intrinsic component of all their activities and projects. It is recommended that a review of these criteria is completed and adapted for the next round of funding.

Alignment with external funding sources and the type of activity that is funded

Each organisation was scored out of ten (ten being the highest and zero the lowest) on the following areas:

- Equipment receives no points because external funding agencies provide support for these types of projects.
- Strategic planning and training receives a high number of points because there are significant long-term benefits from organisations carrying out these activities.
- Volunteer expenses and events are provided with a medium score, as it was identified that external funding agencies provide support to organisations that request volunteer expenses.
- A medium score is allocated to community events which could be supported by external funding agencies and the Council's Public Affairs events fund.

Purpose of the organisation linking with CWF policy priorities

- The priority purposes of an organisation were identified in the CWF and Community Assistance policies such as: social service, support, advice, health and disability; services targeted to Maori, Pacific Island, minority ethnic groups, children, women or older people and community-based education.
- The applications score higher if they were able to provide support to more than one of these priorities.

Organisation and project's contribution to the Community Outcomes

- Applications are assessed against a number of relevant Community Outcomes including: Strong Communities, Working Together, Toiora - Healthy Lifestyles, and Urban and Rural Villages.
- Each organisation's project is assessed against the Community Outcomes priorities and as to whether it provides a measurable outcome.

Level of benefit to the community

- The level of which the project benefits the community is assessed to ascertain the amount of benefit the community will receive and whether it would be of long-term or of short-term benefit.

Number of residents from Waitakere City that will benefit from the project/ activity

- The number of people that benefit from the project results in a higher score.

In consultation with Community Outcomes Strategic Advisor and a Business Analyst the following issues were identified as also necessary for the assessment:

Organisation's financial position

- If an organisation is relatively self-sufficient (i.e. an organisation has a high Net Operating Surplus and significant assets), then it receives a low score. However, if the organisation is in need of financial assistance (i.e. the applicant has a Net Operating loss and no assets), then it receives more points. **Please note:** this criteria has a small weighted percentage because it is still under construction and needs a more robust system of review.

Size of funds requested

- Consideration of the amount of funds requested by an organisation is taken into account so those that request less money will have more weight than those that request more money.

## **New Criteria and Scoring System**

From the work undertaken as identified above, a new criteria and scoring system has been established in collaboration with Council's officers.

Each organisation was scored out of ten (ten being the highest score and zero the lowest) on the following items, which were then multiplied by their weighted percentages:

- Type of activity (30%)
- Purpose of the organisation (15%)
- Contribution to the Community Outcomes (15%)
- The level of benefit to the community (10%)
- Number of residents within Waitakere benefited (10%)
- Organisation's financial position (5%)
- Size of funds requested (15%)

Each application is scored on weighted criteria identified above. These scores are then added together and then a total grade (i.e. percentage) is assigned to each application. Each application is then prioritised based on their grades. Applications that obtain an "A grade" (over 80%) receive all the funding that was recommended to each one. Those applications that receive a "Fail" (under 50%) are allocated no money. Those applications that receive a grade between 50% and 80% are allocated the remainder of the money on a pro-rata basis.

A consultation/analysis group (included the following representatives from the ASB Community Trust and The Trust Community Fund (TTCF), as well as Council officers: Strategic Advisor of Community Outcomes, Senior Community Liaison Officer, Wellbeing Collaboration Project Manager, Events and Special Projects Manager, and Social Infrastructure Planner), conducted an assessment of the criteria and scoring using a random sample of CWF applications. This resulted in refining the measures to those that were approved and used in this round of CWF.

## **Application Information**

*A118-A182*

The original applications are available for inspection from the Council Grants Officer prior to and at the meeting. Attached at pages A118 to A182 are one-page summaries. All applications have been sorted from highest to lowest in terms of their grade. This assessment has been based on the information provided in the application.

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

## **Funding Available**

FOP has a total of \$82,620 to allocate via this scheme. The Committee has 46 eligible applications to consider for financial assistance with the total amount requested being \$120,832.

Fourteen of the applications were made ineligible because they had either outstanding accountability or applied twice to the City-wide fund for over \$3000.

It was recognised while reviewing the CWF applications that a number of groups were providing similar services. It is recommended that we establish in the CWF policy the following statement:

*“Following receipt of your application, it may be apparent that more than one application has been received to provide similar services. At this point, the grants administrator will contact both applicants to find out whether there is a duplication of services. If so:*

- one organisation may choose to withdraw their application;*
- both organisations may collaborate on a joint application to consolidate service provision;*
- both applications may be revised to rationalise services.”*

<b>Group Name</b>	<b>Grade</b>	<b>Funds Requested</b>	<b>Funds Recommended</b>
Friendship Centre Trust	100%	\$3,000	\$3,000
Parents Inc	100%	\$3,000	\$3,000
Waitakere Anti-Violence Essential Services	100%	\$1,500	\$1,500
Parent Aid Waitakere Inc	100%	\$3,000	\$3,000
The Western Refuge Society Inc	100%	\$3,000	\$3,000
West Auckland Community Toy Library	100%	\$1,100	\$1,100
Drug Free Ambassadors New Zealand Inc	100%	\$2,423	\$2,423
New Zealand Nepalese Association	100%	\$1,000	\$1,000
Mana Wahine Taumata Tanga	79%	\$1,225	\$889
Rape Crisis (Auckland) Inc	79%	\$3,000	\$2,169
Disability Information Waitakere Network Inc	79%	\$3,000	\$2,169
Waitakere Kiribati Community Association	79%	\$3,000	\$2,169
Life Education Trust	78%	\$2,828	\$2,019
Violence Free Waitakere	78%	\$3,000	\$2,135
Grandparents Raising Grandchildren West Auckland	78%	\$2,778	\$1,977
West Auckland Women's Centre	78%	\$3,000	\$2,135
Karekare Surf Lifesaving Patrol Inc	77%	\$2,353	\$1,658
Ace Space - Waitakere Learning Shop	77%	\$1,095	\$772
Auckland Single Parents' Trust	76%	\$3,000	\$2,093
New Zealand Guangzhou Chinese Association Incorporated	76%	\$2,832	\$1,733
Wellness Out West Trust - Waitakere Working Women	75%	\$2,528	\$1,746
The Auckland District Kidney Society Inc	75%	\$3,000	\$2,066
Piha Surf Life Saving Club	74%	\$3,000	\$2,031
Waitakere Abuse and Trauma	74%	\$1,860	\$1,255
Ohomairangi Limited	74%	\$2,839	\$1,916
Alternatives to Violence Project - Auckland	71%	\$3,000	\$1,963
Waitakere Restorative Justice	70%	\$3,000	\$1,921
Hazara Afghan Association of New Zealand	70%	\$3,000	\$1,914
Waitakere Ace Network	69%	\$2,500	\$1,590
Monte Cecilia House Trust	69%	\$3,000	\$1,894
West Auckland Parents Centre Inc	69%	\$1,892	\$1,190
Care Waitakere Trust	67%	\$3,000	\$1,839
Project K Waitakere	67%	\$2,829	\$1,727
Titirangi Community Radio Trust	65%	\$3,000	\$1,790
Nga Kakano O Te Kaihanga Childhood Centre	63%	\$1,250	\$720

Group Name	Grade	Funds Requested	Funds Recommended
Children's Autism Foundation	63%	\$3,000	\$1,722
The Auckland Observatory and Planetarium Trust	63%	\$3,000	\$1,722
Waitakere Grey Power Association Inc	62%	\$2,000	\$1,143
Ischro	62%	\$3,000	\$1,417
Peace Foundation	60%	\$3,000	\$1,660
Tuvalu Community Trust	60%	\$3,000	\$1,653
Yoga Institute of New Zealand	60%	\$3,000	\$1,646
Waitakere Adult Literacy Inc	59%	\$3,000	\$1,611
Man Alive Incorporated	56%	\$3,000	\$1,549
Waitakere Health Link	55%	\$3,000	\$1,515
Te Whanau O Waipareira Trust	54%	\$3,000	\$1,481
Peninsula Women's Conference	Ineligible		
Te Ukaipo Mercy Initiatives Rangatahi Limited	Ineligible		
Auckland Conductive Education Foundation	Ineligible		
Auckland Sexual Abuse Help Foundation	Ineligible		
Auckland Sexual Abuse Help Foundation	Ineligible		
Chinese New Settlers Services Trust	Ineligible		
Fetu Pupula Aoga Amata	Ineligible		
Friendship Centre Trust	Ineligible		
Parents Inc	Ineligible		
Tuvalu Community Trust	Ineligible		
United North Piha Lifeguard Service	Ineligible		
United Sri Lanka Association	Ineligible		
Vaevae-Manava Tongan Community Trust	Ineligible		
Youthline Waitakere	Ineligible		
<b>Totals</b>		<b>\$120,832</b>	<b>\$82,620</b>

## CONCLUSION

There are 46 eligible applications for financial assistance totalling \$120,832, with a total budget of \$82,620 to allocate. It is suggested that the Finance and Operational Performance Committee work through the applications in order, making a preliminary allocation on each application. The Committee may then wish to go back and revisit any allocation before coming to a final decision.

The criteria of the CWF that states arts and cultural projects will not be funded and should be reviewed in consideration of the intrinsic value these components have to all Maori and Pacific Island projects.

That the CWF priorities and criteria now align with the Community Outcomes and Council's strategic direction and that the new scoring system be received by the Committee.

It is recommended that a statement be added to the CWF policy, requesting applicants that are providing duplicate services, collaborate where appropriate.

## RECOMMENDATIONS

1. That the Community Wellbeing Fund Allocation 2007/2008 report be received.
2. That the new criteria and scoring system be utilised by the current Finance and Operational Performance Committee for 2007/2008 round of allocations.
3. That the criteria relating to arts and culture currently in the Community Wellbeing Fund policy be reviewed.
4. That the Community Wellbeing Fund policy includes the following clause:  
  
*“Following receipt of your application, it may be apparent that more than one application has been received to provide similar services. At this point, the grants administrator will contact both applicants to find out whether there is a duplication of services. If so:*
  - *one organisation may choose to withdraw their application;*
  - *both organisations may collaborate on a joint application to consolidate service provision;*
  - *both applications may be revised to rationalise services.”*
5. That the unallocated Community Board component of the fund, being \$27,620, be approved for City-wide allocation.
6. That the Finance and Operational Performance Committee considers applications to the Community Wellbeing Fund and allocates funding as per the process outlined in the report and the following recommended amounts:

<b>Group Name</b>	<b>Funds Recommended</b>
Friendship Centre Trust	\$3,000
Parents Inc	\$3,000
Waitakere Anti-Violence Essential Services	\$1,500
Parent Aid Waitakere Inc	\$3,000
The Western Refuge Society Inc	\$3,000
West Auckland Community Toy Library	\$1,100
Drug Free Ambassadors New Zealand Inc	\$2,423
New Zealand Nepalese Association	\$1,000
Mana Wahine Taumata Tanga	\$889
Rape Crisis (Auckland) Inc	\$2,169
Disability Information Waitakere Network Inc	\$2,169
Waitakere Kiribati Community Association	\$2,169
Life Education Trust	\$2,019
Violence Free Waitakere	\$2,135
Grandparents Raising Grandchildren West Auckland	\$1,977
West Auckland Women's Centre	\$2,135
Karekare Surf Lifesaving Patrol Inc	\$1,658
Ace Space - Waitakere Learning Shop	\$772
Auckland Single Parents Trust	\$2,093
New Zealand Guangzhou Chinese Association Incorporated	\$1,733
Wellness Out West Trust - Waitakere Working Women	\$1,746

Group Name	Funds Recommended
The Auckland District Kidney Society Inc	\$2,066
Piha Surf Life Saving Club	\$2,031
Waitakere Abuse and Trauma	\$1,255
Ohomairangi Limited	\$1,916
Alternatives to Violence Project - Auckland	\$1,963
Waitakere Restorative Justice	\$1,921
Hazara Afghan Association of New Zealand	\$1,914
Waitakere Ace Network	\$1,590
Monte Cecilia House Trust	\$1,894
West Auckland Parents Centre Inc	\$1,190
Care Waitakere Trust	\$1,839
Project K Waitakere	\$1,727
Titirangi Community Radio Trust	\$1,790
Nga Kakano O Te Kaihanga Childhood Centre	\$720
Children's Autism Foundation	\$1,722
The Auckland Observatory & Planetarium Trust	\$1,722
Waitakere Grey Power Association Inc	\$1,143
Ischro	\$1,417
Peace Foundation	\$1,660
Tuvalu Community Trust	\$1,653
Yoga Institute Of New Zealand	\$1,646
Waitakere Adult Literacy Inc	\$1,611
Man Alive Incorporated	\$1,549
Waitakere Health Link	\$1,515
Te Whanau O Waipareira Trust	\$1,481
<b>Totals</b>	<b>\$82,620</b>

Report prepared by: Greta Buchanan, Council Grants Officer



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**REPORTS FROM THE SUBCOMMITTEES**

**20 EMERGENCY SERVICES SPECIAL COMMITTEE**

**THE SPECIAL COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON TUESDAY, 31 JULY 2007**

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**MATTERS CONSIDERED**

*A183-A184*

The Special Committee 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 A183 to A184.

**The Special Committee Recommends:**

That the Meeting report of the Emergency Services Special Committee held on Tuesday, 31 July 2007 be received.

DQ Battersby, JP  
**CHAIRMAN**



**21 TENDERS SUBCOMMITTEE**

**THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON FRIDAY, 3 AUGUST 2007, FRIDAY, 17 AUGUST 2007 AND FRIDAY, 31 AUGUST 2007**

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**MATTERS CONSIDERED**

*A185-A194*

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 A185 to A194.

**The Subcommittee Recommends:**

That the Meeting reports of the Tenders Subcommittee held on Friday, 3 August 2007, Friday, 17 August 2007 and Friday, 31 August 2007 be received.

JM Clews, QSO, JP  
**CHAIRMAN**



**PART F - RECOMMENDATIONS FROM OTHER MEETINGS**

**22 RECOMMENDATION FROM MASSEY COMMUNITY BOARD**

Massey Community Board recommends to the Finance and Operational Performance Committee:

That funding be allocated to the Hillwell Drive, Henderson - Parking Review project at the half-yearly review.



**PART G - PUBLIC EXCLUDED MATTERS**

**23 PROPOSED LAND ACQUISITIONS: NEW LYNN TRANSIT-ORIENTED DEVELOPMENT PROJECT**

**24 PROPOSED SUB-LICENCE OF TELECOMMUNICATIONS SITE AT EXHIBITION DRIVE, LAINGHOLM**

**25 STANDING COMMITTEE RECOMMENDATIONS - PUBLIC EXCLUDED**

**RECOMMENDATIONS FROM PROJECTS SPECIAL COMMITTEE**

These items 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 parts of the proceedings of this meeting, namely, Proposed Land Acquisitions: New Lynn Transit-Oriented Development Project, and Proposed Sub-Licence of Telecommunications Site at Exhibition Drive, Laingholm.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation of each 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 each of the matters to be considered.	Reason for passing this resolution in relation to each of the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
Proposed Land Acquisitions: New Lynn Transit-Oriented Development Project.	The withholding of information is necessary in order to: <ul style="list-style-type: none"> <li>• enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	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.

General subject of each of the matters to be considered.	Reason for passing this resolution in relation to each of the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
Proposed Sub-Licence of Telecommunications Site at Exhibition Drive, Laingholm.	<ul style="list-style-type: none"> <li>enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	
Recommendation from Projects Special Committee  Waitakere Stadium Grandstand - Construction Status July/August 2007.	<ul style="list-style-type: none"> <li>enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	

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:

- The report contains information which if released, could affect the Council's negotiations.*

