

Memo

18 November 2016

To: Carol McKenzie-Rex, Relationship Manager, Ōtara-Papatoetoe Local Board

From: Sara Chin, Community Grants Advisor Operations, Commercial & Finance

Subject: Urgent decision request of the Ōtara-Papatoetoe Local Board

Purpose

The purpose of this memo is to seek the local board relationship manager's authorisation to commence the urgent decision-making process and if granted, seek formal approval from the chair and deputy chair (or any person acting in these roles) to use the process to make an urgent decision.

The decision required, and the supporting report, are attached to this memo. The urgent decision being sought needs to be authorised by the chair and deputy chair (or any person acting in these roles) by signing this memo. Both this memo and the report will be reported as an information item at the next business meeting if the urgent decision-making process proceeds.

Reason for the urgency

- A grant applicant has proposed a change to the original application, where a formal decision from the local board is required.
- To meet the applicant's need to proceed with subsequent arrangements and meet project start-date.

Decision sought from the chair and deputy chair (or any person acting in these roles)

To amend RN OP/2016/169 to remove the specification of venue and approve the change of event location to the central city.

The venue in the original application is specified as Papatoetoe Town Hall.
The organisers propose to change the event location to the central city.

RN OP/2016/169 currently reads that the grant is "towards venue hire, catering, entertainment, gifts, security, cleaning, Master of Ceremonies (MC) and administration for the 2016 annual senior citizens Christmas dinner on 8 December 2016 - includes \$300 for town hall venue hire."

Background

At the business meeting of 19 September 2016, the Ōtara-Papatoetoe Local Board resolved as follows:

20 Ōtara-Papatoetoe Local Grants and Quick Response Round One 2016/2017

Deputy Chair Ross Robertson and Member Lotu Full Lee declared an interest in this item and took no part in the discussion or voting on the matter.

Resolution number OP/2016/169

MOVED by Chairperson E Collins, seconded by Member MA Gush: _

That the Ōtara-Papatoetoe Local Board:

- a) approve the local grant applications 2016/2017 round one, listed in Table One.

Table One: Ōtara-Papatoetoe Local Grants round one applications (excerpt)

| Applicant | Project | Amount Requested | Amount Approved |
|---|---|------------------|--|
| Ōtara Network Action Committee Charitable Trust | Towards venue hire, catering, entertainment, gifts, security, cleaning, Master of Ceremonies (MC) and administration for the 2016 annual senior citizens Christmas dinner on 8 December 2016. | \$8,500 | \$6,500.00 Includes \$300 for town hall venue hire. |

CARRIED

The Ōtara Network Action Committee (ONAC) is currently organising the Ōtara Senior Citizens Christmas Celebration project which received funding from the board through local grants round one 2016/17.

ONAC is proposing to change the location of the event to Fortuna (located in Sky City, central Auckland) which raises some complications that require consideration of an urgent decision:

- A portion of their grant (\$300) has been resolved by the local board to be tagged towards the hire of Papatoetoe Town Hall, where they were originally going to hold the event.
- The change of location would take the event outside of the Ōtara-Papatoetoe Local Board area which is specified as a lower priority under the local board's grants programme.

Officers provided the initial advice to ONAC that this change is significant and therefore not advisable. However, they have confirmed intention to proceed with the request.

As such, this is now being presented to the Ōtara-Papatoetoe Local Board Chair and Deputy Chair for an urgent decision as to whether or not ONAC's request should be approved.

Attached is the amended budget as well as the original application summary for the board's reference.

Authorisation of the urgent decision-making process:



Signed by Carol McKenzie-Rex
Relationship Manager, Ōtara-Papatoetoe Local Board

Date 18/11/16

Approval for the urgent decision:

Ōtara-Papatoetoe Local Board Local Board Resolution

That the Ōtara-Papatoetoe Local Board amend the original grant resolution OP/2016/169 of September 2016 for funding to Ōtara Network Action Committee for the annual Ōtara senior citizens' Christmas dinner by removing the specification of venue and approving a change of event location to the central city.



Lotu Full
Chairperson, Ōtara-Papatoetoe Local Board

Date 18.11.16



Ross Robertson
Deputy Chairperson, Ōtara-Papatoetoe Local Board

Date 18.11.16