

TAWA COMMUNITY BOARD CHRISTMAS NEWSLETTER

1. Purpose of Report

This report submits for the Board's consideration recommendations which would enable the design, production and delivery of a Tawa Community Board Christmas Newsletter.

2. Recommendations

It is recommended that the Tawa Community Board:

1. *Receive the information.*
2. *Agree that the Tawa Community Board will produce a Christmas 2009 newsletter*
3. *Agree that the Chair and Malcolm Sparrow be delegated responsibility to draft the Tawa Community Board Christmas newsletter.*
4. *Resolve that delivery of the Tawa Community Board Christmas newsletter be undertaken by Reach Media.*
5. *Resolve that the production and delivery of the Tawa Community Board Christmas newsletter be funded out of the Tawa Community Board discretionary fund.*

3. Background

The discretionary fund has an annual budget of \$10,000. No monies have been expended this financial year.

The last Tawa Community Board newsletter was published in 2007. That newsletter cost approximately \$1,200 to produce and deliver and was paid for from the Tawa Community Board's discretionary fund.

4. Discussion

There are approximately 5,000 households in the Tawa area. Wellington City Council's Publication & Design team has advised that the cost of printing and folding 5,000 A4 double sided black on white 80gsm paper folded to A5 is approximately \$580.00. It will take approximately 24 hours to produce all of the newsletters.

New Zealand Post's partners Reach Media have advised that the Wellington City Council rate for unaddressed delivery to 5,000 households in the Tawa area would be approximately \$345. In order to ensure that the newsletters are delivered in good time for Christmas, Reach Media have advised that the newsletters should be at their distribution centre no later than 15 December 2009.

In total, the estimated cost of production and delivery of the newsletter would be approximately \$925.

5. Conclusion

It is recommended that the Board adopt the recommendations.

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