
TAWA COMMUNITY BOARD NEWSLETTER

1. Purpose of Report

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

2. Recommendations

It is recommended that the Tawa Community Board:

1. *Receives the information.*
2. *Agrees that the Tawa Community Board will produce a Winter 2010 newsletter.*
3. *Agrees that the Chair and Malcolm Sparrow be delegated responsibility to draft and approve the Tawa Community Board Winter newsletter.*
4. *Resolves that delivery of the Tawa Community Board Winter newsletter be undertaken by Reach Media before the end of June 2010.*
5. *Resolves that the production and delivery of the Tawa Community Board Winter newsletter be funded out of the Tawa Community Board discretionary fund.*

3. Background

The last Tawa Community Board newsletter was published in April 2010. That newsletter cost approximately \$1,000 to produce and deliver and was paid for from the Tawa Community Board's discretionary fund. A copy of that newsletter is attached as appendix 1.

The discretionary fund has an annual budget of \$10,000. There is currently approximately \$3,600 remaining in the fund which has not been ring-fenced for other projects (i.e. the Tawa Community Civic Awards).

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 \$600.

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 \$400 (including GST).

In total, the estimated cost of production and delivery of the newsletter would be approximately \$1000.

The 'pre-election period' commences on 7 July 2010 and lasts until election day, on 9 October 2010. During this time, there is a moratorium on all mass communication facilities, such as the community board newsletter. This is to avoid the promotion, or perceived promotion, of any incumbent elected member by the local authority. As such, the newsletter must be produced and delivered before the pre-election period.

5. Conclusion

It is recommended that the Board adopt the recommendations.

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