



NOTICE OF MEETING

FINANCE AND OPERATIONAL PERFORMANCE COMMITTEE

I hereby give notice that an Ordinary Meeting of the Finance and Operational Performance Committee will be held on:-

DATE: **Thursday, 12 December 2002** **TIME:** **9.30 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

10 December 2002

Sharon Simiona
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8820

MEMBERSHIP:

Councillors	JM	Clews, QSO, JP (Chairperson)
	BA	Brady, JP (Deputy Chairperson)
	DQ	Battersby, JP
	RP	Dallow, QPM, JP
	AC	Fenton
	OE	Hoskin, JP
	PA	Hulse
	JP	Lawley
	GE	Nash, JP
	VS	Neeson, JP
	GB	Presland
	GW	Russell
	CA	Stone
	DA	Yates, JP

Mayor, Bob Harvey, QSO, JP (ex officio)

(Quorum 5 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE FINANCE AND OPERATIONAL
PERFORMANCE COMMITTEE TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON THURSDAY, 12 DECEMBER 2002,
COMMENCING AT 9.30 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) 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 item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Special - Tuesday, 3 December 2002
Ordinary - Thursday, 14 November 2002

RECOMMENDATION

That the minutes of the Special Meeting of the Finance and Operational Performance Committee (Community Wellbeing Fund) held on Tuesday, 3 December 2002 and the Ordinary Meeting of the Finance and Operational Performance Committee held on Thursday, 14 November 2002, as circulated, be taken as read and now be confirmed.



PART I - PRESENTATIONS

4 WAITAKERE PROPERTIES LIMITED

Chief Executive Officer of Waitakere Properties Limited, Allan MacGregor and the Chairman of the Board of Directors, Ross Jewell will make a presentation to the Committee regarding Waitakere Properties Limited's activities.



5 TECHSCAPE LIMITED

The Chairman of the Board of Directors of Techscape Limited, Ross Jewell will be presented at the meeting to update the Finance and Operational Performance Committee on Techscape Limited's activities.



PART II - PROPERTY

6 TRANSFER OF BUILDING ON TUI GLEN

PURPOSE OF THE REPORT

The purpose of this report is to consider transferring ownership of the building occupied by the Conductive Education Foundation on Tui Glen to the Foundation.

BACKGROUND

At its July meeting, the City Development Committee passed the following resolution:

“That the City Development Committee recommends to the Finance and Operational Performance Committee that the building occupied by the Conductive Education Foundation on Tui Glen be transferred into the ownership of Conductive Education Foundation.”

2267/2002

A1

The Conductive Education Foundation currently occupy the old reception lounge on Tui Glen. The building has an area of some 284 square metres, was erected around 1950 and is situated on the northern side of Claude Brookes Drive, a no exit road which serves the Tui Glen Motor Camp. The building today comprises one large meeting room, two kitchens and a number of offices and is in very good repair. It is located on part Lot 11, Deposited Plan 6760 which is a recreation reserve under the Reserves Act 1977 and is shown as open space in the Proposed District Plan as set out on the map as attached at page A1.

Conductive Education is a charitable trust and has been operating since 1992. They run programmes to assist people with motor disorders such as Parkinson's disease and multiple sclerosis as well as stroke victims and those who have suffered head injuries. They offer intensive programmes for adults to teach them increased independence and daily living skills. Forty seven adults at a time are taken through a ten week course by three full time and two part time staff. The Foundation's largest funds provider is the Health Funding Authority.

The Conductive Education Foundation was granted an 18 month lease of the old reception lounge in January 1995 and in July 1999 the Henderson Community Board granted them a lease for a term of five years with a right of renewal for a further term of five years.

STRATEGIC CONTEXT

The Henderson Creek corridor, including Tui Glen Reserve, is classified as a City Wide Reserve due to its high visibility, its importance as a Green Network Ecological Linkage, its relationship with the Henderson Town Centre and the number of important and high profile parks along its length. The future of Tui Glen Reserve is a key component within the development of the Reserve Management Plan for the Henderson Creek Corridor.

In addition to the above, the area is a key component within the Henderson town centre and the Henderson Design Workshop held in September 2001 was the accumulation of a number of planning processes and projects undertaken in Henderson in the past five years. The outcome of the workshop was to develop three precincts, a new library, community and social services hub, parking building, tertiary and revitalised business area in Trading Place/Ratanui Street, a regional attractor and youth facilities adjacent to the aquatic centre and development within, and adjacent to the rail transport centre on Railside Avenue.

The outcome of the workshop highlighted the need for a concentration of activities combined with safe and vibrant movement routes between those activities, in order to stimulate and integrate the economic sectors whilst providing confidence to the investment market. This mixture of initiatives is considered essential to meeting Council's sustainability objectives for Henderson and the wider City.

ISSUES

Conductive Education have approached Council with a submission including two requests.

First, they have requested that the building they occupy should be gifted to them by Council. In view of the fact that the building has been virtually rebuilt by the Foundation, Council currently has to budget for maintenance of the exterior of the building and it is envisaged that Conductive Education has a long-term future on this site, it is recommended that as both a cost effective and strategic move, the building be transferred into the Foundation's ownership.

The retention of the Conductive Education facility on the site links well with adjacent facilities such as walkways and the pool/gym complex. It also fits well with the development of any accommodation or health facilities on the Tui Glen site.

Second, it is their intention that their Tui Glen centre should accommodate additional rehabilitation programmes, facilities and staff and become the headquarters of their national rehabilitation network. To achieve this goal, they wish to extend the existing building, construct a further large room together with three small offices. There is currently a large concrete pad adjacent to the existing building which could be used as the base for any building extension. The Foundation intend to apply to the ASB Charitable Trust to fund the proposed extension and they have requested that Council grant them an extended lease to allow them to qualify for this funding.

Council's policy on leasing land or buildings to community groups provides for a standard term of five years, however the policy provides that Council will consider requests for ten year leases or more in rare cases - for example if the group intends to build its own facilities and an ongoing need for the service can be demonstrated. Council granted the Conductive Education Foundation a five plus five year lease in 1999. It is considered that this is a case where the granting of a renewed lease of five years with a five year right of renewal would enable the Foundation to gain further access to ASB Charitable Trust funding.

The Director: City Services has the delegated authority to approve and set terms and conditions of leases for any community facility. It is therefore recommended that this Committee authorise the Chief Executive to renegotiate the lease with Conductive Education to give them a new term of five years with a five year right of renewal.

RESOURCES

Currently Council budgets several thousand dollars each year for maintenance of the Conductive Education building. While there will be some reduction in the rent paid by the Foundation to reflect the fact that they will be renting only the site rather than the building, this loss in rent will be offset by the fact that all maintenance costs will be borne by the Conductive Education Foundation.

CONCLUSION

In view of Conductive Education's long term future on Tui Glen and the potential savings to Council, it is recommended that the building be transferred to the Foundation and further that this Committee authorises the Chief Executive to renegotiate the lease with Conductive Education to grant them a five year lease with a five year right of renewal for the "footprint" of the area they occupy.

RECOMMENDATIONS

1. That the information be received.
2. That the old Tui Glen reception lounge building be transferred into the ownership of the Conductive Education Foundation.
3. That the Chief Executive be given authority to renegotiate and execute a new lease under section 54(1)(a) of the Reserves Act 1977 with the Conductive Education Foundation for a five plus five years "footprint" lease of the old Tui Glen reception lounge and the adjacent concrete pad (part Lot 11, Deposited Plan 6760) and the lease be executed as negotiated.

Report prepared by: Alastair Dougal, Property Officer.



7 LEASE OF 4 OLYMPIC PLACE

PURPOSE OF THE REPORT

The purpose of this report is to consider granting a lease of 4 Olympic Place to the EcoMatters Environment Trust.

BACKGROUND

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4 Olympic Place is a triangular shaped lot on the corner of Olympic Place and Wolverton Street and is adjacent to Olympic Park. On the lot is a 50 year old, timber framed bungalow of 106 square metres with three bedrooms and a garage underneath. It is a freehold site and was purchased in 1990 by the New Lynn Borough Council. A map attached at page A2 shows the location of the building and the area it is proposed to lease.

The house was leased to the Tapu Community Trust but the Trust surrendered its lease earlier this year. The Tapu Trust had also accommodated the Iranian Community Trust for the last few years. The Iranian Community Trust has been in sole occupation of the house since the Tapu Trust surrendered their lease.

STRATEGIC CONTEXT

The Community Leases Policy states that "priority will be given to groups undertaking activities that will make a significant contribution to:

- improving access to information, education and learning opportunities;
- encouraging the community to be involved in looking after the City's natural, heritage and cultural resources;
- fostering cooperation, partnership, and sharing of resources between community groups;
- promoting a sense of belonging and identity for all people living in Waitakere City."

This policy was adopted in 1998.

ISSUES

Earlier this year, the Tapu Community Trust relinquished their lease and Council's Leisure Services unit invited expressions of interest for the building. An advertisement was placed in the Western Leader on two occasions calling for expressions of interest from community groups. Three groups submitted applications: the EcoMatters Environment Trust, the Iranian Community Trust and Te Wairua O Kowhai Trust.

Leisure Services drew up a list of critical factors to consider in awarding this lease and these factors were weighted to reflect their importance to Council. The factors considered in assessing the applications were:

- Community and City wide benefits: In particular, significant contribution to one or more of the following strategic outcomes:
 - a) Increasing participation in community activities
 - b) Improving access to health, leisure and other services essential to mental health and physical well being
 - c) Improving access to information, education and learning opportunities
 - d) Fostering iwi, hapu and Maori development
 - e) Fostering cultural diversity in Waitakere City
 - f) Meeting the needs of young people
 - g) Encouraging community to be involvement in looking after natural and heritage resources
 - h) Improving safety in homes, neighbourhoods, town centre's
 - i) Fostering co-operation, partnership and sharing of resources between community groups
 - j) Promoting a sense of belonging and identity for all people living in Waitakere City
- A proven need for the services offered and strong levels of community support
- Viability over the likely period of the lease (taking into consideration track record and financial information supplied)
- Willingness and ability to renovate and maintain the building
- Likely amount of use of the building and willingness to share
- Ability of the group to access alternate premises

A group of Council officers meeting as the lease assessment group scored the groups on the above factors. EcoMatters Environment Trust scored the most points and was selected as the preferred tenant for 4 Olympic Place but the Iranian Community Trust also scored highly.

The EcoMatters Environment Trust was formed earlier this year and is comprised of Keep Waitakere Beautiful, Tag Out Trust and the Weedfree Waitakere Trust. The trust intends to develop this property as an environmental educational centre but in the meantime will use it as a base for their activities in weed removal, tree planting and revegetation programmes and graffiti removal. The Trust enjoys a good level of financial support and is confident it will have access to external funding to renovate the building and landscape the site. Tag Out Trust currently has a lease of the old New Lynn Stationmaster's house also in Olympic Place.

It is recommended that while the lease should be awarded to the EcoMatters Trust as head tenant, Council officers will work with EcoMatters and the Iranian Trust to negotiate an arrangement whereby the Iranian Trust are granted a sublease from EcoMatters for a part of the house. The EcoMatters Trust have indicated that they are prepared to continue to accommodate the Iranian Community Trust in the building. Council officers will also work with the Iranian Trust on possible alternative accommodation arrangements.

The Community Leases Policy provides for a standard five year lease term (with a provision that the lease may be renewed for a further five year terms if Council continues to be happy with this use) and it is proposed that a lease of this term should be granted at the minimum rental under the lease policy.

Section 598 of the Local Government Act 1974 permits Council to grant leases to any organisation whose object is promoting the welfare of the community. It is recommended that the lease be granted under this section.

RESOURCES

The building was previously let to the Tapu Community Trust at a low rental. Renting to the EcoMatters Trust will return a slightly higher rental to Council and as a higher standard of property maintenance will also be expected from them, the cost to Council of renting out this property should be reduced from its present level.

CONCLUSION

It is recommended that the lease of 4 Olympic Place be awarded to the EcoMatters Environment Trust but with the EcoMatters Environment Trust also accommodating the Iranian Community Trust at least for the immediate future while alternative accommodation possibilities are worked through with the Iranian Trust.

RECOMMENDATIONS

1. That the information be received.
2. That the Chief Executive be given the delegated authority to negotiate and execute a lease with the EcoMatters Environment Trust.

Report prepared by: Alastair Dougal, Property Officer.



PART III - LEGAL AND CONSTITUTIONAL

8 AFFIXATION OF COMMON SEAL

EXECUTION OF DOCUMENTS: 4 NOVEMBER 2002 - 29 NOVEMBER 2002

N°	NAME	PARTICULARS
2390	WCC – Housing New Zealand Limited	Drainage Easement in gross – 68 Seymour Road, Glen Eden - SPW 20764
2391	WCC – Housing New Zealand Limited	Agreement as to Fencing – 68 Seymour Road, Glen Eden - SPW 20764
2392	WCC – Babich Wines Limited	Drainage Easement in gross – 186-210 Metcalf Road - SPW 21488
2393	WCC – P Brens and M Haribhai	Drainage Easement in gross – 12 Strid Road - SPW 21324
2394	WCC – Ranui Action Project Incorporated	Deed of Guarantee re \$140,000 Loan with ASB Bank Limited - Resolution 3054/2002
2395	WCC	Transmission from Henderson Borough Council to WCC - Certificates of Title Nos.NA14B/290, NA308/232 and NA14B/293
2396	WCC – The Falls Hotel	Renewal of Sub-Lease and Review of Rent – The Falls Hotel Preservation Trust/Waitakere Licensing Trust
2397	WCC – Telecom Mobile Limited	Deed of Renewal – New Lynn Network Site Licence (Delta Avenue)
2398	WCC – Body Corporate 206308 and Arias Group Limited	Water Supply Easement in gross – 1 Piriti Drive - SPW 21145
2399	WCC – Neville Olsen	Warrant of Appointment and Evidence of Identity – No.0022
2400	WCC – Ban Najim Aldin	Warrant of Appointment and Evidence of Identity – No.0023
2401	WCC – BA and KMH Mitchell	Drainage Easement in gross – 50-52 Derwent Crescent - SPW 21480
2402	WCC – GA and D Flutey to JH Lee and IS Song	Deed of Assignment of Lease – 418 Titirangi Road (Lopdell House)
2403	WCC - Waitakere Properties Limited	Water Supply Easement in gross – Harbour View Estate Stage 2B, Edgelea Stage 2 – Certificate of Title.137A/346 “E” on DP 211260
2404	WCC – Raju Raju	Creditor’s Petition – 17 Willerton Avenue - Rate Account 9643 - BNo.789-IM02
2405	WCC – Clinton Lee Campbell	Creditor’s Petition – 49A Pleasant Road, Rate Account 17220 – BNo.793-IM02
2406	WCC – Sarita Devi	Creditor’s Petition – 17 Willerton Avenue – Rate Account 9643 – Bno.788-IM02
2407	WCC – Karen Rose Campbell	Creditor’s Petition – 49A Pleasant Road – Rate Account 17220 – BNo.792-IM02
2408	WCC – Georgina Naioni Parata	Warrant of Appointment and Evidence of Identity – No.0024
2409	WCC – Robert Andrew Grant	Warrant of Appointment & Evidence of Identity – No.0025

N°	NAME	PARTICULARS
2410	WCC – Barry Shaw	Warrant of Appointment and Evidence of Identity – No.0026
2411	WCC – HK and AJ Graham, DA Lyon	Drainage Easement in gross – 11 Karaka Road - SPW 21061
2412	WCC – Christopher Mark Thomas	Warrant of Appointment and Evidence of Identity – No.0027
2413	WCC – Geoffrey William Tremain	Warrant of Appointment and Evidence of Identity – No.0028
2414	WCC – Pascal Balley	Warrant of Appointment and Evidence of Identity – No.0029

RECOMMENDATIONS

1. That the information 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: Magdalene Conceicao, Executive Officer (Legal).



PART IV - FINANCE

9 NORTH CANDIA ROAD LINK

PURPOSE OF THE REPORT

The purpose of this report is to obtain approval to alter the 2002/2003 year budget for the Candia / North Candia Link and Street Lighting Main Street Development.

BACKGROUND

The North Candia project is to extend North Candia Road under the existing rail bridge on the Western Rail Line to join Pooks Road at the Candia Road intersection. The existing O'Neills Road at-grade rail crossing is to be closed to vehicular traffic once the work on North Candia Road is complete. Construction of the Candia Road / North Candia Road connection is planned to commence in January 2003. A budget of \$706,730.00 has been allocated for this work for 2002 / 2003.

Tranz Rail's agreement with Council was that the O'Neills Road rail crossing would be closed to vehicular traffic and replaced with the underpass on the North Candia Road. This was in exchange for permission to construct a new rail crossing joining Veronica and Ward Streets in New Lynn. The latter crossing is practically complete but its opening is subject to Tranz Rail approval.

A3

A map of the North Candia Road link is attached at page A3.

STRATEGIC CONTEXT

The North Candia Road project establishes a direct route between Henderson Valley Road and Swanson Road improving connectivity between Swanson and Henderson. This will reduce pressure on alternative routes. This is consistent with Council's policy of improving levels of service through new connections rather than widening existing intersections. The project stems from a Tranz Rail condition on the introduction of a new level crossing between Veronica and Ward Streets in New Lynn to increase connectivity in New Lynn.

ISSUES

BUDGET AVAILABLE

The budget available for the O'Neills Road / Candia Road link in year 2002/2003 is:

1.	Approved budget	\$706,730.00
2.	Contribution from Eco Water Budget for Stormwater works	\$ 37,600.00
3.	Contribution from road maintenance for footpath maintenance	\$ 8,000.00
4.	Contribution from Parks Assets for street trees	\$ 6,500.00
5.	Less expenditure to date	\$ 53,085.00
	Total budget allocated for the North Candia / Candia Road link	\$705,745.00

TENDER PRICE

The O'Neills Road / Candia Road link contract has since been tendered and tenders evaluated. Four price schedule options were provided in the tender process as shown below:

OPTION 1

Option 1 is the full project which includes the North Candia – South Candia link, O'Neills Road rail crossing closure, Cul-de-sac turning head on O'Neills Road and a roundabout for the Pooks Road – Candia Road intersection.

OPTION 2

Option 2 includes the full North Candia – South Candia link, the O’Neills Road rail crossing closure, and the Pooks Road – Candia Road roundabout only.

OPTION 3

Option 3 includes the full North Candia – South Candia link, the O’Neills Road rail crossing closure and the Cul-de-sac turning head on O’Neills Road only.

OPTION 4

Option 4 includes the full North Candia – South Candia link and the O’Neills Road rail crossing closure only.

ADDITIONAL EXPENDITURE TO TENDER PRICE

Professional Services	\$ 31,813.00
Legal Services	\$ 1,000.00
Survey work	\$ 2,500.00
Contingency	\$ 70,000.00
Utility Services	\$ 4,500.00
Tranz Rail Permit	\$ 1,000.00
Consents	\$ 23,000.00
Total	\$133,813.00

COST STRUCTURE AND BUDGET REQUIREMENTS

OPTION	TENDER VALUE	ADDITIONAL EXPENDITURE	TOTAL COST	BUDGET AVAILABLE	DIFFERENCE
OPTION 1 inc. contingency	\$831,610.00	\$133,813.00	\$965,423.00	\$705,745.00	\$259,678.00
OPTION 2 inc. contingency	\$808,840.00	\$133,813.00	\$942,653.00	\$705,745.00	\$236,908.00
OPTION 3 inc. contingency	\$744,540.00	\$133,813.00	\$878,353.00	\$705,745.00	\$172,608.00
OPTION 4 inc. contingency	\$721,770.00	\$133,813.00	\$855,583.00	\$705,745.00	\$149,838.00

CONSTRUCTION RECOMMENDATION

It can be seen from the above that an additional \$149,838.00 budget allocation is required to enable the tender to be awarded and work to commence this financial year. This is the least cost option, Option 4. Option 4 excludes the cul-de-sac turning head on O’Neills Road and the Pooks Road – Candia Road roundabout. The turning head and roundabout could be considered as separate projects in the future. However the roundabout at the newly formed crossroad is highly desirable for traffic safety as an entry point to the residential area of Pooks Road from the rural area to the west.

All options would satisfy the conditions of the agreement with Tranz Rail with regard to the O’Neills Road closure, the North Candia Road link and the Veronica Street – Ward Street link. Without the construction of the North Candia Road link, Tranz Rail may decide to not allow the opening of the Veronica Street – Ward Street link.

However it is recommended that Option 1 be constructed. This is the complete North Candia – South Candia link, O’Neills Road rail crossing closure, Cul-de-sac turning head on O’Neills Road and Pooks Road – Candia Road round-about. From the table above it can be seen that \$259,678.00 additional budget allocation would be required to complete the total project. The addition of the roundabout on Pooks Road would be to improve safety, the cul-de-sac head would be implemented for convenience and manoeuvrability in turning.

BETTERMENT PAYMENT

A contract for the land acquisition for North Candia Road was successfully concluded at the end of June 2002. This contract requires the landowner to pay Council (52% - \$78,000.00) and Transit (48% - \$72,000.00) a total betterment payment of \$150,000.00. This payment is deferred until the landowner develops the land or sells the land.

TENDER

The tenders received are only valid for 60 days and expire on 27 December 2002. The contract thus has to be awarded before then or the works may not commence this financial year.

ADDITIONAL BUDGET

Additional budget allocation of \$259,678.00 is required if Option 1 is to be constructed. This additional funding could be made available from the Street Lighting Main Street Development budget.

The Street Lighting Main Street Development 2002/2003 budget has \$610,000.00 remaining in the budget. This budget is used to provide streetlights mainly in conjunction with the under grounding of the power cables. United Networks arranges the power under grounding projects through a financial year running from January to December. Under grounding work for 2002 is finalised and contracts will not begin until April 2003. Should \$259,678.00 be approved for the Candia – North Candia link, the remaining \$350,322.00 in the Street Lighting budget would be sufficient for the lighting works program from the present to June 2003.

TRANSFUND

The budget issues have been reviewed with Transfund, and a formal application has been made for increased funding support. Transfund may provide \$90,296.00 of the additional costs for option 4 only. At this stage Transfund will not consider giving more than the \$90,296.00 subsidy due to the benefit cost ratio falling below their cut off rate even if Council decides to pursue another option. Additional funding from Transfund will be further pursued as the project progresses. A decision is expected by 6 December 2002. If Council proceeds with Option 1, \$90,296.00 of the additional \$259,678.00 may be recoverable from Transfund.

RESOURCES

Additional funding is required to complete this project, as described in the other sections of this report.

CONCLUSION

The agreement with Tranz Rail is that the O’Neills Road rail crossing be closed for the opening of the Veronica / Ward link in New Lynn. It is vital that the Candia – North Candia link project be implemented.

An additional budget allocation of \$147,338.00 is required to complete only the basic project known as Option 4. However is recommended that an additional budget allocation of \$257,178.00 be provided to complete Option 1. This will increase efficiency, convenience and safety of the project, in particular the safety of the Candia Road / Pooks Road intersection. This can be effected by a transfer from the Street Lighting Main Street Development budget without affecting the street lighting program for 2002 / 2003. \$90,000.00 may be recovered from Transfund and \$72,000.00 will be recovered as betterment when the adjoining lands are developed.

The Tenders Subcommittee will be considering the North Candia tender evaluation on Friday, 13 December 2002.

RECOMMENDATIONS

1. That the information be received.
2. That \$257,178.00 be transferred from the Street Lighting Main Street Development budget to the North Candia Road link budget for the completion of North Candia link project.
3. That betterment proceeds when received be used to repay debt.

Report prepared by: Edwin Dearham, Principal Transport Engineer.



10 LEASE OF PART OF THE CORBAN ESTATE TO PACIFIC ISLAND ADVISORY BOARD AND ASSOCIATED IMPROVEMENTS TO FACILITIES

PURPOSE OF THE REPORT

The purpose of this report is to consider granting a lease of part of Corban Estate to the Pacific Island Advisory Board Incorporated and to propose providing improved facilities at Corban Estate.

BACKGROUND

The Pacific Island Advisory Board of Waitakere City was granted a lease of the old New Lynn Community Centre (also known as the Jack McCorquindale Centre) late last year. However, early this year it was understood the building would be demolished in the near future and that it was no longer a viable accommodation option for them.

A4

It is now proposed that they should occupy an area of Corban Estate known as the World Rooms together with an ancillary area of yard. The Pacific Island Advisory Board has had informal use of this area for some years. The Pacific Island Advisory Board proposes to fund the rental from a mix of external funding and revenue to be generated from activities in the building. A diagram of the proposed lease area and of the site is attached at page A4.

Corban Estate is freehold land owned by Council. There are several heritage buildings on the site leased to the Waitakere Arts and Cultural Development Trust. Other buildings are currently leased on a short-term basis to Waitakere Basketball, Neil Miller, and West City Holden.

STRATEGIC CONTEXT

Henderson is one of the three major town centres in Waitakere City and is recognised as a key centre in the Urban Strategy. It is the City's most centrally located town centre. It is located on the rail corridor and has the largest percentage of retail floor space and community facilities. There is significant opportunity for further development and redevelopment. Good planning and co-ordination are essential to ensure Henderson consolidates its critical position as a key working environment and employment locality, hence furthering Council's objectives in creating a sustainable City.

Corban Estate is one of the four identified development precincts within the Henderson Concept Development Plan. It is a key site for Council in terms of its relationship to Henderson's historical context and its potential for future development as a precinct for cultural facilities and performing arts has been highlighted in Council's recently adopted Arts and Cultural Strategy. Planning and feasibility studies associated with redevelopment of the site are intended to be undertaken through the next financial year, with staged development likely to span across a number of years. In the interim, the intention is to manage the site so that best use is made of the existing building complex, arts and cultural groups are accommodated where possible, and flexibility for redevelopment is retained.

The Pacific Island Advisory Board works in partnership with Council to advance the social, economic, and cultural aspirations of the City's Pacific Island peoples. Support for the Board's plans on the Corban Estate will assist with further development of pan-pacific cultural and economic activity.

ISSUES

Lease to Pacific Island Advisory Board

The Pacific Island Advisory Board has requested a lease of part of Corban Estate to use as a focal point for the Pacific Island community, the establishment of a Pacific Island Business and Cultural Centre, and as a centre to produce and sell cultural products.

The lease will be for a period of twelve months and thereafter the lease can be terminated on three month's notice. The three months notice period will allow reasonable time for planning alternative arrangements by the Board when the lease is terminated and will not be a constraint for Council to redevelop the site in the future. The annual rent is subject to negotiation.

Section 598 of the Local Government Act 1974 permits Council to grant leases to any organisation whose object is promoting the welfare of the community. It is recommended that the lease be granted under this Section.

Improvement of Facilities

Corban Estate is being used successfully for a range of events. Recently these have included Trash to Fashion, the opening of the Corban Estate Arts Centre, weekend markets, and the Pacific Arts Festival. Regular use of the Corban Estate is likely to increase, both in frequency and the numbers attending.

The current toilet facilities are inadequate for this type of use. For larger events organisers are required to provide portable toilets on a temporary basis. In order to improve the facilities and to support the on-going use of Corban Estate it is proposed that Council purchases a portacom toilet block to locate on site in the area to be leased by the Pacific Island Advisory Board. The existing toilet block, located near the Homestead, is also proposed to be modified to appropriate standards for disabled access.

Maintenance and cleaning of the portacom facilities would become part of the responsibilities of the Pacific Island Advisory Board within their lease. Arrangements would be made in the lease to ensure access to the facilities for other users on the site and during the course of events.

Future redevelopment of the site is likely to involve a number of stages and during this period the portacom facility would continue to be utilised. Following redevelopment, or at any appropriate time, the portacom facilities would be resold. It is intended to purchase a second-hand facility in order to minimize the initial cost and depreciation.

Kitchen facilities within the World Rooms are also inadequate and these will need to be provided either within the leased area or by purchasing a further portacom facility. The water supply line to the kitchen requires replacement. The existing pipe is in poor condition and water quality is marginal as a result.

The ancillary area of yard proposed within the lease is for the purposes of car parking and for outdoor cultural activities. Responsibility for car parking management and rubbish removal would lie with the Board. The existing traffic arrangements within the site would require minor alteration to accommodate this change and to improve traffic and pedestrian safety.

Estimated costs for providing these facilities and improvements are \$95,000 and are broken down as follows:

Portacom Toilet Block	\$ 35,000
Delivery	\$ 1,500
Site Establishment	\$ 5,000
Disabled Toilet Provision	\$ 3,500
Kitchen, including Equipment	\$ 20,000
Plumbing and Drainage	\$ 9,000
Lighting and Electrical	\$ 3,000
Pavement alterations & Road Marking	\$ 9,000
Project Management	\$ 4,000
Contingency	\$ 5,000
Total Estimate	\$ 95,000

Funding has not been provided for this work within the 2002/2003 Annual Plan. The current facilities are inadequate to cope with the anticipated use of the site over the next few years. Health and Safety issues arising from this situation warrant establishment of improved facilities in the short term. In terms of the funding policy the proposed work requires capital expenditure and this should be funded by loan.

CONCLUSION

To facilitate the establishment of a Pacific Island Community Centre, it is recommended that Council enter into a lease with the Pacific Island Advisory Board of Waitakere City for the World Rooms and an ancillary area in the Corban Estate and that Council provide improved toilet and kitchen facilities and undertake minor works to improve traffic and pedestrian safety on the site.

RECOMMENDATIONS

1. That the information be received.
2. That the Chief Executive be given authority to negotiate and execute a lease with the Pacific Island Advisory Board of Waitakere City Incorporated for the World Rooms and an ancillary area in the Corban Estate under Section 598 of the Local Government Act 1974, and that the lease be executed as negotiated.
3. That approval be given to carry out improvements at Corban Estate by providing kitchen and toilet facilities and implementing minor traffic and pedestrian safety measures.
4. That a loan of \$95,000 for the provision of additional facilities and improvements at Corban Estate be approved.
5. That the rental proceeds be applied to the loan and debt repayment.

Report prepared by: Barry Carter, Business Manager: Property, Consultancy Services.



11 TE RANGI HIROA RESERVE ACQUISITION

PURPOSE OF THE REPORT

The purpose of this report is to request additional expenditure from the Land Subdivision Reserve Fund to purchase a piece of private land required to ensure Council ownership of all the land included in the Te Rangi Hiroa Reserve as identified in the recently adopted Reserve Management Plan.

BACKGROUND

The Reserve Management Plan for Te Rangi Hiroa Reserve was adopted by the Massey Community Board in October 2002.

The Management Plan identified the requirement to purchase a small piece of riparian land within the Reserve network that has been previously overlooked and that is currently in private ownership.

STRATEGIC CONTEXT

The Management Plan for Te Rangi Hiroa/Birdwood Estate Winery was prepared in the context of the Parks Strategy, which provides guidelines on the management of parks within the City.

The Management Plan also sits within the context of the Green Network, which aims to integrate native ecosystems on private and public land by recreating a vegetated link between the Waitakere Ranges and the City's harbours. The goals of the Green Network, promoted in the Plan are to: provide ecosystem protection, form ecological corridors, enhance the landscape, enhance public access to natural areas, mitigate hazards and protect water quality.

The Parks Strategy identifies the Swanson Stream corridor as an area of significance to the Green Network. Starling Park, Te Rangi Hiroa and Birdwood Winery Estate are all identified as City wide reserves. Areas of Te Rangi Hiroa are identified as *managed* or *restoration* natural areas in the District Plan. The Swanson and Momutu Stream corridors provide valuable opportunities for public access to the streams and their riparian margins by means of a walkway linking to other reserves along the Green Network as well as to local schools. The Reserves are home to several clubs that provide recreational opportunities for a region wide membership.

ISSUES

A5 - A6 During investigations associated with title searches for the Management Plan it was discovered that a small piece of stream land within the park area was actually still in private ownership. A plan indicating the area of land in question is attached at page A5. The land consists of 369m² (Lot 11 DP 40763 as indicated in the Certificate of Title Plan at page A6).

Council has been maintaining and administering the land as part of the Te Rangi Hiroa Reserve for some years, under the false impression that the land was owned by Council.

A7 - A9 A valuation was carried out by Bristow Barbour and Walker in March 2002, this valuation is attached at pages A7 to A9. The value of the land in question is \$3,000 - \$4,000.

The owners, Mr and Mrs Morris were approached and indicated that they would be happy to consider selling the land to Council to complete the reserve network for the upper end of the valuers suggested range (\$4,000).

RESOURCES

There is currently no budget allocated for purchase of reserve land at Te Rangi Hiroa.

There is sufficient money within the Land Subdivision Reserve Fund to fund this purchase.

CONCLUSION

The purchase of this small piece of land will ensure the green network linkages are consistent within Te Rangi Hiroa Reserve. The adopted Management Plan identifies the requirement to purchase this piece of land.

The owners of the land are comfortable with selling the land at the price indicated by the Council appointed valuer.

It is considered to be strategically appropriate to complete the reserve network ownership of Te Rangi Hiroa by purchasing this piece of land.

RECOMMENDATIONS

1. That the information be received.
2. That \$4,000 be allocated for the purchase of Lot 11 DP40763 from the Land Subdivision Reserve Fund.

Report prepared by: Renee Lambert, Service Manager Landscape Development.



12 WAIKUMETE CEMETERY AND CREMATORIUM PROPOSED FEE STRUCTURE

PURPOSE OF THE REPORT

This report seeks the Committee's approval and subsequent recommendation to Council for amendments to the current burial and cremation fee structure.

STRATEGIC CONTEXT

Under the Burial and Cremation Act 1964 Council is legally required to ensure that an operational cemetery is available within its jurisdiction.

Council's Funding Policy for Waikumete Cemetery and Crematorium states:

"Burial and Crematorium services, including maintenance of plots, will be funded from user charges. The level of user charges will cover the cost of debt servicing and the decline in service potential of the assets."

The last fee increase for burials at Waikumete was in January 2002. In 1998 Council approved the move to a 3-tiered price differential based on the desirability of burial sites within Waikumete, the purpose being to recover associated costs, as indicated by the Funding Policy. Though this has resulted in increased burial revenues, it has not disadvantaged those residents with limited spending power and is comparable with other Cemetery fees in the region.

Waikumete Cemetery also provides specific areas for religious denominations, these being Hebrew, Liberal Hebrew, Muslim and Liberal Muslim areas, and which were also last reviewed in January 2002.

All fees quoted in this report are GST inclusive.

ISSUES

It is proposed to review the fees to recover costs increases and provide funding to address a number of issues that have been recently identified at the Cemetery and Crematorium, as follows:

- Developing and implementing a marketing plan;
- Developing and implementing a comprehensive asset management plan;
- Replacing the cremator;
- Consideration of providing reception facilities;
- Improving routine and preventative maintenance; and
- Implementing the conservation plan and landscape maintenance plan.

These issues are being further developed for consideration by Council through the 2003/2004 Annual Plan and Long Term Council Community Plan.

BURIAL LEVY - ONGOING MAINTENANCE

The Conservation Plan for Waikumete Cemetery has estimated the maximum burial capacity to be 30 years. The subsequent Landscape Maintenance Plan for the Cemetery identified the work and associated costs required for the ongoing maintenance of both the older and operational areas of the Cemetery.

The Waikumete Special Fund was established to provide for the upgrading and ongoing maintenance of Waikumete Cemetery. It is necessary, and in line with industry best practice, to set aside a levy fee with each plot sale to fund future maintenance needs. It is currently estimated that in order to cover on-going maintenance, approximately 10% of plot sales be set aside. This will have an estimated annual financial impact of \$47,250.00, which will result in the Cemetery being unable to fulfil the current financial policy. Any impact upon rates will need to be included within the Annual Budget process.

The issue of any amendment of the Funding Policy will be considered via the Long Term Financial and Strategic Plan.

PROPOSED MUSLIM / HEBREW PLOT PURCHASE AND BURIAL FEES

In order to comply with Council's Funding Policy and align with the existing price differentiation of burial plots located within 'preferred' areas, it is consistent to adjust the plot purchase price and digging fee for the following areas:

WAIKUMETE CEMETERY		Existing Fees	Proposed Fees	% Increase
Hebrew (includes Liberal Hebrew)	Plot purchase	\$1,525.50	\$1,602.00	5%
	Digging fee	\$650.25	\$682.75	5%
Muslim (includes Liberal Muslim)	Plot purchase	\$1,800.00	\$1,890.00	5%
	Digging fee	\$780.75	\$820.00	5%

Table 1: Proposed Muslim/Hebrew Fees for Waikumete

It should be noted from the table above that:

- (a) the proposed increase in the Hebrew digging fee to \$682.75 is set to reflect the required hand digging;
- (b) the Muslim digging fee reflects the special requirements of the Muslim Association;
- (c) the Muslim plot price reflects that the graves are 1.8m wide and not the standard 1.2m.

Due to the nature of the Muslim and Hebrew burial (ie. the family manage the burial rather than a Funeral Director), consultation has been undertaken with the Hebrew and Muslim Associations, who recognise that a price review is now due.

Waikumete is the only cemetery within the Auckland region that provides a specific area for Hebrew burials and one of two providing for Muslim burials.

A comparison of fees is shown in the table below:

ITEM		Current Waikumete	Proposed Waikumete	% Change	North Shore	Purewa	Manukau	Mangere	
Cremation	Cremation Only	\$236.25	\$236.25	0%	255.00	\$247.50	\$210.00	\$200.00	
	Chapel Hire	\$135.00	\$150.00	11.1%	\$150.00	\$320.63	\$110.00	\$160.00	
	Full Service	\$371.25	\$386.25	4%	\$405.00	\$568.13	\$320.00	\$360.00	
	Cremation - Saturday Fee	AM	\$200.00	\$210.00	5%	AM \$250.00	\$135.00	\$150.00	\$112.50
		PM	\$300.00	\$315.00	5%	PM \$350.00	PM \$135.00	PM \$150.00	PM \$112.50
	Ash Interment	\$120.00	\$126.00	5%	\$120.00	\$236.25	\$100.00	\$90.00	

ITEM		Current Waikumete	Proposed Waikumete	% Change	North Shore	Purewa	Manukau	Mangere
Plots	Lawn	\$1,300.50	\$1,365.50	5%	\$1,450.00	\$2,812.50	\$1,460.00	\$1,400.00
	Berm	\$1,525.50	\$1,602.00	5%	\$1,750.00		\$1,840.00	\$1,900.00
	East Berm	\$2,850.75	\$2,993.50	5%	-			
Digging	Interment - single depth	\$519.75	\$545.75	5%	\$550.00	\$787.50	\$485.00	\$378
	Double depth	\$650.25	\$682.75	5%	\$750.00	\$843.75	\$485.00	\$441
	Triple depth						\$530.00	\$680
	Interment - Saturday Fee	AM \$200.00	\$210.00	5%	\$250.00	\$337.50	\$280.00	\$112.50
		PM \$300.00	\$315.00	5%	\$350.00	\$416.25	\$280.00	\$112.50
Miscel- laneous	RSA maintenance fee	\$162.00	\$170.00	5%	\$250.00		\$315.00	
	Disinterment	\$1,500.00	\$1,575.00	5%	\$600.00	\$2,000.00	\$2,000.00	\$2,200.00
	Mausoleum Site	\$9,000.00	\$9,450.00	5%				
	Monumental fee	\$30.00	\$30.00	0		\$200.00	\$30.00	\$33.75
Date of last increase		01/01/02			01/10/00	01/05/02	01/07/02	01/11/02

Table 2: Current Fees Comparison With Other Cemeteries

It should be noted that the other Auckland Cemeteries and Crematoria have indicated that their current level of fees will be increased in 2003.

SWANSON CEMETERY AND URUPA

Consultation with the industry has been undertaken with regard to a plot fee price increase and no adverse comment has been received. An increase in the plot purchase price for Swanson Cemetery and the Urupa will bring the charges in line with other comparable sites within Waikumete Cemetery. The proposed fees are set out in Table 3.

SWANSON CEMETERY and URUPA		Existing Fees	Proposed Fees
Plot Purchase Swanson		\$1300.50	\$1,365.50
Plot Purchase Urupa		\$1225.00	\$1,365.50
Digging fee	Single Depth	\$519.75	\$545.75
	Double Depth	\$650.25	\$682.75

Table 3: Existing and Proposed Fees for Swanson Cemetery and Urupa

CONCLUSION

Following a review of the market and consultation with the relevant interested parties and Associations, it is now considered appropriate for an increase in some fees in order to recoup the full costs associated with burial and future maintenance in these areas.

RECOMMENDATIONS

1. That the information be received.
2. That it be recommended to Council that the following fees be set, to be effective from 1 January 2003.

WAIKUMETE CEMETERY & CREMATORIUM		PROPOSED FEES (including GST & maintenance levy where applicable)
Waikumete Plots	Lawn and Eco Burial Plots	\$1,365.50
	Berm	\$1,602.00
	East Berm	\$2,993.50
Hebrew <i>(includes Liberal Hebrew)</i>	Plot Purchase	\$1,602.00
	Digging Fee	\$682.75
Muslim <i>(includes Liberal Muslim)</i>	Plot Purchase	\$1,890.00
	Digging Fee	\$820.00
Swanson Cemetery	Plot Purchase	\$1,365.50
	Digging Fee Single Depth	\$545.75
	Double Depth	\$682.75
Cremations	Monday to Friday	\$236.25
	Saturday - Morning	\$436.25
	Saturday - Afternoon	\$536.25

Report prepared by: Graham Resnick, Manager: Waikumete Cemetery & Crematorium.



13 OPERATING AND CAPITAL EXPENDITURE SUMMARIES

PURPOSE OF THE REPORT

The purpose of this report is to inform the Finance and Operational Performance Committee as to the level of the year to date operating and capital expenditure by Unit compared to budget.

BACKGROUND

This Unit summary report is produced on the months falling between the more formal “quarterly” reporting. Quarterly reporting is produced for the periods ending September 30, December 31, and March 31 within each financial year.

This report covers expenditure for the 4 months ending 31 October 2002. The 1st Quarter Review was presented to this Committee last month. The next full review will be carried out at the “Half Yearly Review” the results of which will be reported through the 2003/04 Draft Annual Plan process early in the new year.

A10

The financial summaries are attached at page A10.

If you require any further information in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

RECOMMENDATION

That the information be received.

Report prepared by: Alec Third, Chief Management Accountant.



14 STATUS OF SPECIAL FUNDS

PURPOSE OF THE REPORT

The purpose of this report is to keep the Finance and Operational Performance Committee informed as to the status of Special Funds.

FUNDS

A11

The summary of Special Fund balances as at 31 October 2002 and summary transactions for the 4 months to date is attached at page A11.

If you require any further information in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

RECOMMENDATION

That the information be received.

Report prepared by: Alec Third, Chief Management Accountant.



15 BORROWING AND INVESTMENT REPORT

This report has been circulated separately with the agenda.



16 **OPTIONS FOR THE USE OF UNITEDNETWORKS LIMITED SHARE SALE PROCEEDS**

This report has been circulated separately with the agenda.



17 **PAYMENTS FOR APPROVAL**

PURPOSE OF THE REPORT

The purpose of this report is to advise of payments made by the Council. This is in accordance with Council policy and the Public Bodies Contracts Act.

BACKGROUND

The Public Bodies Contracts Act requires the reporting to the Council of payments made under delegation. 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.

PAYMENTS

A12 A summary schedule of payments made for the period 18 October 2002 to 21 November 2002 is attached at page A12.

A13 - A16 A further schedule of all payments of \$5,000 and above, together with the reason for the payment is attached at pages A13 to A16. 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.

RECOMMENDATION

That the information be received and that the contracts let, and the payments made, be approved.

Report prepared by: Andrew Pollock, Director: Finance.



18 **IMPLEMENTATION OF LOCAL GOVERNMENT (RATING) ACT 2002**

PURPOSE OF THE REPORT

The purpose of this report is to address some of the impacts of the Local Government (Rating) Act 2002 on the setting of rates for the 2003/2004 year, and advise the Finance and Operational Performance Committee of matters in respect of which decisions will be required in preparation for the implementation of the provisions of the Act which come into effect on 1 July 2003.

BACKGROUND

Under the provisions of the new legislation, most decisions affecting the levying and remission of rates are required to be set as part of the Annual Plan process, rather than by separate and parallel processes as in the past, such as the special order process to change the rating system.

Although most of the new legislation does not take effect until 1 July 2003, advice has been received from Local Government New Zealand that matters necessary or desirable to bring an enactment into operation can be addressed before the commencement date of legislation.

Therefore the provisions of the new Act with regard to the setting of rates and adoption of policies on remission and postponement of rates can, in their entirety, be applied in respect of the 2003/2004 year provided the Annual Plan is not adopted before the commencement date of the Act, 1 July 2003.

CHANGES TO DIFFERENTIAL RATING SYSTEM AND LEVEL OF UNIFORM ANNUAL CHARGES

The new Act requires that the differential categories applying to general and targeted rates must be identified in the Annual Plan, as must the factors to be used to calculate rates. Proposed changes to rating differentials, and the levels of uniform annual charges should be included in the consultation phase of the Annual Plan. This should also include indications of the impact of the plan on rates.

Therefore the Committee should give consideration to any changes it wishes to make to the differential rating system and/or level of uniform annual charges in time for inclusion of any proposed changes in the public consultation process on the 2003/2004 annual plan.

CHARGING OF UNIFORM ANNUAL CHARGES

Section 15 of the new Act provides that the Council may set a Uniform Annual General Charge as—

- a. A fixed amount per rating unit, or
- b. A fixed amount per separately used or inhabited part of a unit.

Previously only one Uniform Annual General Charge could be levied on each rateable property, irrespective of the number of household units that there were on the property. In order to compensate for the inequities in the level of rating on properties with different numbers of households, there are separate rating differentials for multi-unit residential properties with higher rates in the dollar which endeavour to recover the Uniform Annual General Charges otherwise unable to be levied.

If a separate Uniform Annual General Charge is levied on each separately inhabited part of a unit, the multi-unit residential differential will have to be changed. Charging on this basis will enable a much more equitable charge on each block of units, but with rates on some multi-unit properties increasing to compensate for the under recovery of the Uniform Annual General Charge in the past. The differential category will still have to be retained whilst the stepped differential system continues, but with modification to reflect the land value per single residential unit.

However there has not been a similar differential on multi-units in the business sector. Where a multi-unit business property has been occupied under a lease of more than 12 months, each unit has been able in the past to be rated separately, and has been charged a Uniform Annual General Charge on each unit. However there are other multi-unit business properties subject to tenancies of less than 12 months that have only been charged one Uniform Annual General Charge per overall property, e.g. separate shops in an arcade, or shopping mall.

Under the new legislation generally such units in a multi-unit block with a lease of more than 12 months will not be rated separately, and will in future be included in the combined assessment for the whole property.

If a Uniform Annual General Charge is charged on each separately used part of a property, in some of these business properties the rates will be unchanged (where it was previously separately rated under a lease), but in others the rates will increase (such as shops in an arcade subject to a tenancy rather than a lease of more than 12 months).

A decision will be required by the Council on whether to charge a Uniform Annual General Charge on each separately used or inhabited part of a rating unit.

If a Uniform Annual General Charge is to be levied on all separately used parts of properties, it will also be appropriate to consider whether there are circumstances where this should not be the case.

A decision will also be required on whether other Uniform Annual Charges such as for targeted rates should be levied on the basis of one per rating unit, or on every separately used or inhabited part of a rating unit.

TARGETED RATES

The new Act provides greater flexibility in targeting of charges for services. A targeted rate may be set for any function, or combination of functions identified in the annual plan.

A17 - A19

Attached at pages A17 to A19 are schedules 2 and 3 to the Act.

Schedule 2 of the Act lists matters that may be used to define categories of land on which a targeted rate is to be levied. These include use to which the land is put, area of land, the provision or availability to the land of a service provided by the Council, where the property is situated, and the property value.

Schedule 3 of the Act lists the factors that may be used in calculating liability for a targeted rate. These include the property value, land area, number of separately used or inhabited parts of a rating unit, the extent of the provision of any service (provided it can be measured objectively and is able to be verified), and the number or nature of connections to any reticulation system.

Non-rateable land is only liable for targeted rates set solely for water supply, sewage disposal, or waste collection, and only for any of these three services if it is provided to that land. Sewage disposal is no longer described in relation to the sewerage reticulation system, and therefore may be able to include septic tanks. Therefore septic tank cleaning charges may be able to be applied to non-rateable properties in the Outer Area.

The functions currently that would seem to be most appropriate to be funded from targeted rates are water supply, wastewater, waste collection, and rural sewage (septic tank cleaning). The Peoples' Park may also have to be funded as a targeted rate.

Wastewater costs can still be levied as a targeted rate calculated on the property value as at present, but will show separately on the rates assessment.

With regard to the Rural Sewerage Charge, a legal opinion is to be sought as to the extent to which it will be possible to design the charges to reflect different sizes of septic tanks, "high tech" tanks not requiring as frequent cleaning, or subject to a maintenance contract, and vacant sites on which no sewage is generated.

Charges to schools and kindergartens for wastewater disposal were in the 2002/2003 year were affected by two factors, the calculation of the charge based on the land value of the whole school property, and the effects of the Rating Powers (Special Provision for Certain Rates for Educational Establishments) Amendment Act 2001, the "Donnelly Act". This Act applied a formula to the calculation of rates payable on schools based on the hypothetical number of toilets deemed to be at each school according to staff and student numbers, with a reduced charge per toilet connection for each toilet connection after the first 4 toilets. This Act, applied only for the 2002/2003 year as it was repealed with the passing of the Local Government (Rating) Act 2002.

The repealing of this Act will mean that rates on most schools will probably increase in the 2003/2004 year, despite a reduction in rates payable by some schools, and increase for other schools for the 2002/2003 year as a result of these two factors.

It is recommended that charges for water supply, sewage disposal, waste collection, Peoples' Park and rural sewage be levied as targeted rates.

RATES REMISSION POLICY

The new Act provides that a local authority may adopt a policy that provides for remission of rates. This policy must be prepared as part of the annual plan and adopted in accordance with the special consultative procedure.

A rates remission policy adopted under the Act must include a statement of –

- a. the objectives sought to be achieved by remission of rates; and
- b. the conditions and criteria to be met in order for rates to be remitted.

A rates remission policy adopted under the provisions of the Act can only be amended or revoked in accordance with the special consultative procedure. Therefore some care must be taken in the drafting of such a policy.

There is a transitional provision in the new Act that provides that a local authority may remit rates after the commencement of the Act as if the Rating Powers Act 1988 were still in force. This provision remains in force until 30 June 2004. This enables the existing rates remission policy to continue until 30 June 2004.

The new Act does not impose any restrictions on the remission of rates provided it is in accordance with the adopted policy.

A decision will be required by the Council on whether the rates remission policy should be based on the current policy and essentially be limited to community organisations, or should it be extended to include for example, incentives to development. However if an extension of the current policy to include incentives to development is desired, such incentives should be considered in a much wider context of how best to achieve the objectives of such a policy, which measures are most likely to be effective, and do rate remissions achieve their objective.

Advice has been received that it is also necessary consider whether the Council should have a policy on remission of rates on Maori Land. Currently Waitakere City does not have any land to which the relevant Sections of the Act apply. Nevertheless, it is our understanding is that it may be necessary to resolve to not have such a policy.

RATES POSTPONEMENT POLICY

A similar provision is contained in the new Act for the adoption of a policy that provides for postponement of the requirement to pay rates. This also must be prepared as part of the annual plan and adopted in accordance with the special consultative procedure.

A rates postponement policy adopted under the Act must include a statement of –

- c. the objectives sought to be achieved by remission of rates; and
- d. the conditions and criteria to be met in order for rates to be remitted.

Similarly a rates postponement policy adopted under the provisions of the Act can only be amended or revoked in accordance with the special consultative procedure. Unlike the rates remission policy, if an application for rates postponement complies with the policy, rates must be postponed. Therefore some care must be taken in the drafting of such a policy.

A transitional provision similar to the rates remission provision applies to the postponement of rates until 30 June 2004.

A decision will be required by the Council on an appropriate rates postponement policy.

RECOMMENDATIONS

1. That the information be received.
2. That reports be submitted to the February 2003 meeting of the Finance and Operational Performance Committee on:
 - a. Charging of uniform annual charges on each separately used or inhabited part of a rating unit,
 - b. Changes to the differential rating system consequential to the implementation of the new rating legislation,
 - c. The rates remission policy,
 - d. The rates postponement policy.
3. That the Finance and Operational Performance Committee decide what other changes to the rating system, and the level of uniform annual charges it wishes to be modelled for inclusion in the consultation on the 2003/2004 Annual Plan.

Report prepared by: Andrew Pollock, Director: Finance.



PART V - GENERAL

19 INTEGRATED TRAFFIC MANAGEMENT FOR THE AUCKLAND METROPOLITAN AREA - MEMORANDUM OF UNDERSTANDING FOR PARTICIPANTS

This report has been circulated separately with the agenda.



20 SPORT WAITAKERE - TWELVE MONTH REPORT

PURPOSE OF THE REPORT

The purpose of this report is to provide a 2001/2002 end of year report on the Sport Waitakere Funding and Service Agreement.

BACKGROUND

The key objectives of the Funding and Service Agreement with Sport Waitakere are as follows:

1. Obtain greater community participation in leisure and recreational activities.
2. Support professional and specialist delivery of citywide programmes and events and strengthen partnerships with other leisure providers in the City.
3. Increase the available leisure and recreational services and benefits to residents
4. Support leisure programmes that provide opportunities for recreational experiences of natural environments.

A further general objective agreed between the parties is to promote safety, health and injury prevention in each of the programmes.

The Sport Waitakere Funding and Service Agreement Contract for 2001/2002 provides for general support of Sport Waitakere's programmes and specific support for some programmes and activities with a range of key performance measures particularly for the Great Outdoors, Active Life and Street Sports.

STRATEGIC CONTEXT

Leisure facilities and activities contribute to the well being of the City's residents, by providing recreation opportunities that promote health and social cohesion. The Council's Leisure Strategy, Community Facility Plan, Parks Strategy and Funding Policy 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 is provided.

ISSUES

Sport Waitakere went through many changes over this 12-month contractual period. A major change was the departure of the Chief Executive Officer Mark Iverson, whose position has since been filled by the Operations Manager Tu Nu'ual'i'itia. There has also been a number of other staff changes within the team with the flow-on impact of a general decreased level of operational services. The new team is now working together to bring the services up to a desired level of delivery.

Sport Waitakere, in consultation with Waitakere City Council, developed a range of programmes that supports sport and encourages physical activity. The general focus of these programmes has remained fairly constant over the previous years. For the 2002/2003 year these programmes have been reviewed and will be developed to reflect the changing environment in Sport Waitakere and to align better with Council objectives as well as giving a better basis for performance measurement.

The Sport Waitakere funding and service agreement contract for 2001/2002 had a range of key performance measures under the categories of Great Outdoors, Active Life and Street Sports. The following is a summary of the key activities and performances relating to these areas.

The Great Outdoors

Objective: To encourage more people to be more active through leisure opportunities in Waitakere's natural environment.

A key event in this category was the Fresh Up Have a Go Sports Day, held on 16 March 2002 at Karamatura Valley in Huia. Over 30 different activities were run on the day, with a special emphasis on outdoor adventure. The most popular attractions included the vertical bungy, abseiling, and the climbing wall. Family fun races were also held, such as sack races and a tug of war. The event was considered a success, surpassing the 3,000 target of people attending. Approximately 3,500 attended on the day, of which 93% lived in Waitakere City. From the evaluations received from participants, 100% indicated they had had fun and enjoyed the event. 100% also indicated that they were inspired to do something else to enjoy the great outdoors as a result of the event.

Over 850 people participated in walks organised to promote the Great Outdoors programmes and Waitakere's natural environment with 12 "Special Interest Walks" and 9 "Night Walks With Nature" being held, many of which were fully booked, highlighting the popularity of these walks. The "Coast to Coast" walk also saw 115 people participating in this day on the coast to coast walkway.

Sport Waitakere has maintained an extensive database of outdoor leisure providers and community leisure groups, with over 5,000 listed on the database, each of who receive the Active Living Newsletters throughout the year. The information from this database has also been made available to Council, within policy constraints.

Street Sports

Objective: To promote active participation of positive recreational alternatives for youth.

The Streetsports' highlight was the reintroduction of weekly youth nights at Te Atatu Peninsula Community Centre and the Big Top Recreation Centre, which attracted children aged mainly between 8 and 15 years. The Te Atatu Peninsula nights were held over six weeks and were well received with 350 youth attending, unfortunately however, the turnout at the Big Top over a four week period did not mirror the same success with the turnout being disappointing.

The Waitakere Youth Forums were also continued and developed throughout the year to provide the opportunity to network and liaise with youth services and providers.

Although Sport Waitakere experienced success in many of the Streetsports programmes, overall they were unable to meet the targeted number for those participating in Streetsports. The lack of performance on this target has been partially attributed to the changes in staff and management, but with the additional new staff now working at Sport Waitakere, this issue has been addressed to ensure targets are met in the 2002/2003 year.

Active Life

Objective: To encourage more people to be more active, more often, safely.

One of the initiatives under the Active Life programme is organising rest home games and providing and facilitating for older adult fitness. Target numbers were reached in the rest home games with positive feedback from the participants. From these games a new initiative was undertaken in creating the Ten Pin Rest Home Challenge that was run as a competition over a four-week period. This competition proved to be an immediate success with having over 400 residents participating.

Providing injury prevention training is another initiative under Active Life. The "Step Ahead Falls Prevention Programme" is a falls prevention initiative aimed at reducing the number of falls in older people living the community and actively involve these people in maintaining and improving their quality of life. This programme was run in partnership with Age Concern, Arthritis New Zealand, and Falls Prevention consultants. The training and courses provided proved to be very popular with 55 facilitators trained and 146 people attending the courses throughout the year.

OTHER INITIATIVES

Sport Waitakere also hosted three major events in Waitakere City, all in partnership with Council and all of which proved to be very successful, again highlighting the success of the partnership between Council and Sport Waitakere.

In February Sport Waitakere brought the Telecom Rugby Super 12 pre-season game between the Auckland Blues and Waikato Chiefs to Waitakere Stadium. This event also gave Waitakere the opportunity to show more of its own rugby talent with the Kelston Boys High School 1st XV and Massey High School 1st XV playing the curtain raiser to the match. The event overall was a great success as demonstrated by the 9,000 people who attended on the day. This success was again repeated in March when Sport Waitakere brought the Vodafone Warriors to Waitakere Stadium to take on the West Auckland Cowboys with approximately 4,000 people attending.

The Pasifika Games held in Moire Park in December drew in approximately 6,000 competitors, volunteers and staff onsite on the day, helping to achieve Sport Waitakere's objective of promoting, recognising and celebrating the Pacific Island communities' contribution to New Zealand through positive participation in sport and active leisure.

RESOURCES

The Sport Waitakere general contract is provided for in the Annual Plan both in terms of staffing and financial contribution.

Council staff support many of the programmes and events both in their official capacity and as volunteers. Many of the activities utilise Council facilities both indoor and outdoor.

CONCLUSION

The contractual 12-month period has been one of great change for Sport Waitakere and through this time Sport Waitakere has achieved many positive results through the successes of their programmes. Unfortunately however, Sport Waitakere did not meet all of their contractual obligations with Council by falling short of the targeted number of participants in Streetsports. This lack of performance has been partially attributed to the changes in staff and management. However, Sport Waitakere has come through this change of new staff, including a new CEO, with a new strategic direction and positive approach for the future. To reflect these changes within Sport Waitakere the 2002/2003 Funding and Service Agreement has been developed further. These changes will make the Agreement more in line with Council's objectives and provide an improved structure for performance measurement.

RECOMMENDATION

That the information be received.

Report prepared by: Helen Anderson, Leisure Projects Leader.



21 WASTEWATER CONTRACT NEGOTIATIONS BETWEEN WAITAKERE CITY COUNCIL AND WATERCARE SERVICES LIMITED

PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee on negotiations to develop a bulk wastewater agreement with Watercare Services Limited.

BACKGROUND

An agreement for the supply of bulk water by Watercare Services to the Council has been jointly negotiated with Watercare by a team of representatives from each of the six Local Network Operators who comprise all of Watercare's bulk water customers, i.e. Metro Water Limited, North Shore City Council, Manukau Water, Waitakere City Council, Rodney District Council, and United Water International Pty Limited.

Now that the bulk water agreement has been completed it is proposed to develop a contract for wastewater services provided by Watercare Services Limited.

Progress reports on the contract negotiations were submitted to the 12 September 2002 and 14 November 2002 meetings of the Finance and Operational Performance Committee.

STRATEGIC CONTEXT

Council's strategies for wastewater are as follows:

- The City's wastewater network is managed to "best practice" standards and safeguard public health and the environment, while allowing people choices about disposal options and wastewater minimisation.
- Safe treatment and disposal of wastewater is provided to the community in a way that:
 - encourages demand management and alternative treatment solutions;
 - ensures treatment systems are compatible with reuse and recycling initiatives and the natural water cycle; and
 - provides the opportunity for the community to make choices over their wastewater disposal.

ISSUES

The contract negotiations have been progressing satisfactorily, however there are a number of issues that will need to be worked through, as follows:

- **Negotiations deadline** – both Watercare and Metrowater have a requirement in their Statement of Corporate Intent to complete wastewater contract negotiations by 31 March 2003. There is no such deadline for Waitakere City Council. There is some concern that the objective of meeting this deadline may result in an unsatisfactory contract being prepared that does not achieve the Council's overall objectives for the contract, as approved by the Committee on 12 September 2002.
- **Auckland Metropolitan Drainage Board Act** – Watercare appears to rely on the provisions of the Act as being non-negotiable. This approach may eventually result in an unsatisfactory contract that will not contribute to Council's strategic direction and lack alignment with the direction of the Local Government Bill (2001).
- **Trade Wastes** – Council and the Local Network Operators consider that more robust management of trade wastes is required. As well, the Local Government Bill 2001 imposes requirements on local authorities to manage trade wastes. This is conflict with the current arrangements whereby Watercare is the sole provider of trade wastes services as well as fulfilling a regulatory role.
- **Future Planning** – The Local Network Operators are promoting a more progressive approach towards the planning of future works to ensure that wastewater capital works are optimised to deliver levels of service at least cost to the community. For example, the present artificial boundary between Watercare and Local Network Operators assets means that at times a more effective solution to a local wastewater problem could be affected in the Watercare network, but Watercare will not carry out such works. The proposal by the Local Network Operators promotes an integrated approach, but there seems to be some reluctance by Watercare to accept this for reasons of their unfettered rights under the Auckland Metropolitan Drainage Act.
- **Tariff** – The Local Network Operators are proposing a tariff that is based on the polluter pays and area of benefit principles. In the long term, this is seen as the fairest way of allocating wastewater costs, but it is likely that there will be a need for a three-year transition period to enable work to be completed on measuring equipment, calibration and tariff modelling. It is proving difficult to reach agreement on the principles behind the tariff and transition period.

It is planned to have a draft contract ready by March 2003 and report back to the Committee to enable the Committee to consider the implications of contract negotiations.

IMPACT ON WASTEWATER COSTS

At present Watercare calculates the cost of wastewater services as follows:

- the total income requirement for Watercare is established through its Funding Plan;
- income from trade wastes is deducted from the total income requirement; and
- the remaining balance is funded by Watercare's customer Councils and Local Network Operators, calculated as a pro-rata charge based on population and rating volume.

Even if the present method of charging is retained, there may be an increase in bulk wastewater charges to Waitakere City from 2003/2004 as the method of allocating costs has not been revised by Watercare since 1991.

The long term costs for wastewater to the City are likely to increase significantly beyond 2004/2005 and this will be included in the Long Term Council Community Plan for consultation on the impact of wastewater costs on our community.

RESOURCES

At this stage it is proposed to negotiate the contract by providing staff resources to the process managed by the Local Network Operators Group.

There may be a need for legal, commercial and technical input at a later date and this has been provided for in the 2002/2003 Annual Plan.

CONCLUSION

Progress is being made with regard to the bulk wastewater contract negotiations.

There are a number of issues being worked through at present and these will be reported back to the Committee for its guidance and feedback.

It is planned to report back in March or April 2003, subject to satisfactory progress being made to the contract negotiation process.

RECOMMENDATIONS

1. That the information be received.
2. That a further report on this matter be submitted to the Finance and Operational Performance Committee by 12 April 2003 in order to further consider the implications of a bulk wastewater contract with Watercare Services Limited.

Report prepared by: Tony Miguel, Manager EcoWater Solutions.



22 2001/2002 COMMUNITY CENTRE ANNUAL PERFORMANCE REPORT

PURPOSE OF THE REPORT

The purpose of the report is to inform the Finance and Operational Performance Committee on the Community Centres' annual performance for the 2001/2002 financial year, and to update on current operations.

BACKGROUND

Council owns and manages six Community Centres that cater for a wide range of community groups and activities through the provision of bookable spaces and the facilitation of activities. Community Centres also play a role in hosting civic events, including the City's key festivals and events such as the Going West Literary Festival (incl. Storyfest), Teen West Festival Day and a variety of event and festival days.

Community Centres also play host to a number of community events and festivals – examples include the Waitakere Secondary Schools Career Expo, Te Roopu Kapahaka O Te Atatu's annual friendly festival, Waitakere Multicultural Society and other cultural societies events, Local and Central government meetings and workshops, Corporate conferences and functions, and many more one-off celebrations.

STRATEGIC CONTEXT

The Centres contribute to Council's strategic and policy objectives within the Wellbeing Support pathway by providing accessible public buildings which contribute to a sense of belonging and foster community wellbeing. The First Call for Children policy also has significant relevance in identifying the need for provision of programmes within the centres for youth.

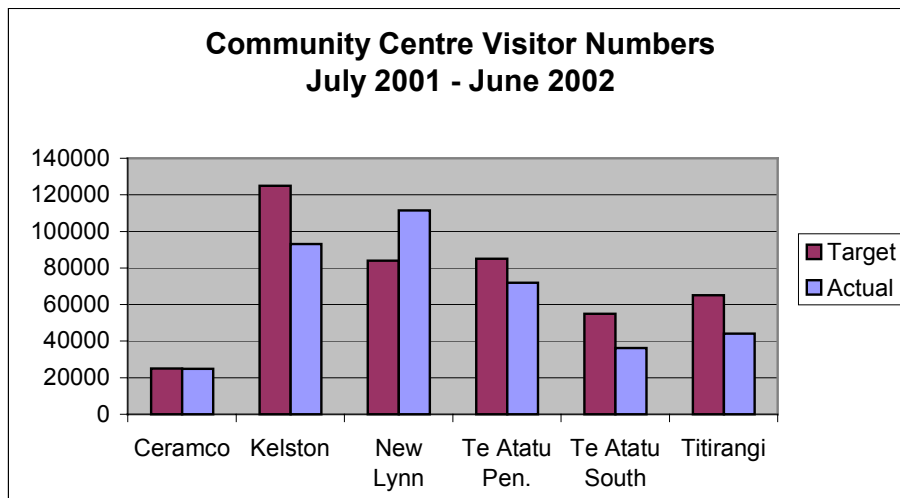
Council adopted a Community Facilities Plan in 2000, which outlines the strategies and actions to be undertaken over the next ten years on how Council will help to provide buildings for the general community to use.

ISSUES

Annual Performance Measures

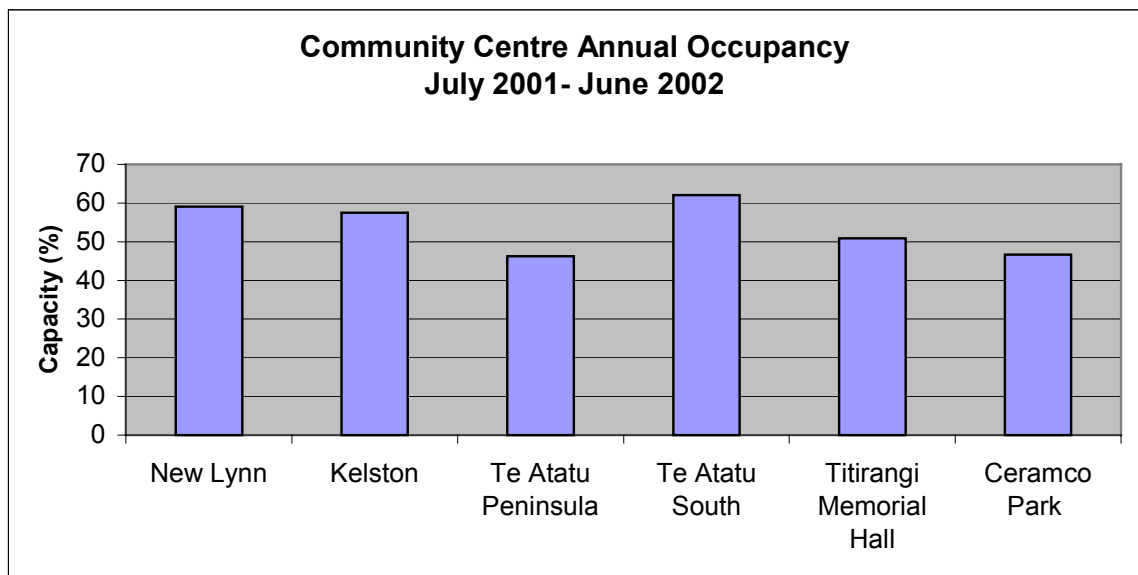
The key booking measures of community centre performances are numbers of visits, volume of occupancy, range of activity and achievement of financial targets.

Number of Visits



A total of 381,870 people have visited the centres July 2001 – June 2002, to attend some form of activity or event. This is below our target of 439,000 which is due to activities and events taking place at other venues such as the Corban Arts Estate Centre.

Annual Occupancy

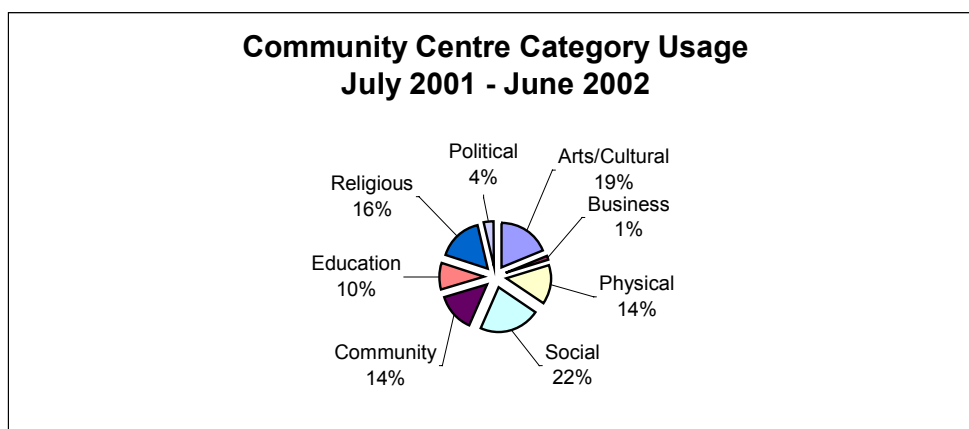


The target occupancy set for 2001/2002 for all Community Centres was 55%. As reflected in the graph above, New Lynn, Kelston and Te Atatu South continue to have good occupancy levels. Te Atatu Peninsula Community Centre has an occupancy level of 53.4% in the main hall, but its final occupancy total is affected by the low use of its smaller rooms.

Range of Activities

A20 - A21

Each centre offers similar core activities, however due to the different design and cultural mix of the community/area, the centres attract different activities and develop distinct personalities. The following pie chart demonstrates the averaged proportion of different uses in all centres. Attachment A at pages A20 to A21 has individual pie charts for each centre. These demonstrate that opportunities exist for expanding and decreasing some categories of usage in some centres to ensure an appropriate range of activities are provided.



Financial

The forecasted and actual revenue figures from Community Centre hireage are as follows:

01 July 2001 – 30 November 2002	2001/2002 Budget	2001/2002 Actual
Kelston Community Centre	67,021	69,634
Titirangi War Memorial Hall	22,088	19,759
Ceramco Park Function Centre	19,974	17,397
New Lynn Community Centre	67,764	66,494
Te Atatu Peninsula Community Centre	52,209	45,807
Te Atatu South Community Centre	23,279	23,806
TOTAL	\$252,335	\$242,897

Overall Community Centre revenue is \$9,438 under projected targets for the 2001/2002 financial year. Although Kelston Community Centre has achieved budget target, revenue is down on last year due to the loss of several cultural festivals and events to the New Lynn Community Centre and the Corbans Estate Art Centre.

An increase of \$26,000 in revenue from the last financial year was achieved, largely reflected in the increase of receipts for the new New Lynn Community Centre.

Operational Subsidy

The annual 2001/2002 operational subsidy for Community Centres is 0.73 cents per visitor. Although Titirangi, Te Atatu Peninsula and Ceramco did not achieve budgeted targets it is anticipated that when budgeted targets are achieved for the following year that the operational subsidy will decrease, making the cost per visitor not only economical but affordable to use the facilities.

Developments

The resignation of Community Activity Facilitator Penny Mahon in May 2002 has resulted in a restructuring of centre management operations. In replacement of the vacant Community Activity Facilitator position, three part-time Community Centre Assistants have been employed to staff offices at the three main Centres – New Lynn, Kelston and Te Atatu Peninsula. The advantages of having staff out at the community centres is that they will provide customer service to new and existing visitors and user groups, and undertake the day-to-day management of these facilities which has been difficult to manage when previously no staff were on site on a daily basis. This new structure is on a 12-month trial until June 2002 whereby it will be reviewed. The remaining Community Activity Facilitator will continue to oversee the management of all six Waitakere Community Centres, with resources now available to provide more focus on promotions and activity facilitation. The Call Centre continues to manage and process casual bookings and enquiries.

A22 - A25

There have been concerns raised recently from both the community and Council regarding the New Lynn Community Centre Management, Security and Design. These issues have been explored fully in a report submitted to the New Lynn Community Board on 30 September 2002. Please refer to the attached report for detailed information and actions taken - Appendix B attached at pages A22 to A25.

Promotions and Publicity

Generic advertising for Community Centre activities currently consists of individual centre programme flyers (approx 2000 distributed per centre, per annum), posters and community signage (including 2 Ad Shells) and Council's website. Quarterly advertisements are also placed in the "Western Leader Focus on Community Education" Insert.

A comprehensive Business / Marketing and Promotions plan has recently been undertaken for New Lynn and Kelston Community Centres. The outcome will be a detailed operational and promotion plan, which is to be implemented on a priority identified basis over the next 1 – 5 years. A report outlining this marketing plan will be presented to Council in February/March 2003.

CONCLUSION

The Community Centres continue to provide high quality facilities to meet community demand and need.

- 381,870 people visited Waitakere Community Centres July 2001 – June 2002.
- Average occupancy rates are 50.54%, which is 4½% under the target occupancy rate of 55%.
- A good balance has been achieved in the range of activities currently undertaken in Waitakere City Community Centres.
- Total income for the 2001/2002 Financial year was \$242,897.
- Generic Community Centre marketing and promotion initiatives continue, with a comprehensive Business / Marketing Plan underway for New Lynn and Kelston Community Centres.

RECOMMENDATION

That the information be received.

Report prepared by: Jo-Anne Inanasi, and Robert Matamu Community Activity Facilitator,
Leisure Services.



PART VI - SUBCOMMITTEE REPORTS

23 COMMUNITY SPORT FUND ALLOCATION SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS SPECIAL MEETING HELD ON THURSDAY, 21 NOVEMBER 2002

1. APPLICATION FOR CONVERSION OF COMMUNITY SPORT FUND LOAN TO GRANT

The Subcommittee Recommends:

That it be recommend to Council that the loan from the Community Sport Fund to the Waitakere Regional Sports Trust for \$800,000 be converted to a grant, subject to sign off on the business plan by the Director: Finance.

2. OTHER MATTERS CONSIDERED

A26 - A27

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 A26 to A27.

The Subcommittee Recommends:

That the Special Meeting report of the Community Sport Fund Allocation Subcommittee held on Thursday, 21 November 2002 be received.

BA Brady, JP
CHAIRPERSON



24 CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON WEDNESDAY, 20 NOVEMBER 2002 AND RECONVENED ON TUESDAY, 26 NOVEMBER 2002

1. CREATIVE COMMUNITIES SCHEME ALLOCATION - SEPTEMBER 2002

The Subcommittee Recommends:

That the following allocation of subsidies for the September 2002 round as determined by the Creative Communities Scheme Allocation Subcommittee be approved.

Appln No:	Group Name	Year	Funds Requested	Amount allocated
1	Auckland Conductive Education Foundation	2002/2	\$1,847.00	\$1,000.00
2	Children's Christmas Gift Making Day	2002/2	\$992.50	\$400.00

Appln No:	Group Name	Year	Funds Requested	Amount allocated
3	Children's Literature Foundation of NZ Inc/Storylines Festival	2002/2	\$5,000.00	Nil
4	Elizabeth Hampton	2002/2	\$4,455.00	Nil
5	Graham Braddock	2002/2	\$2,275.00	\$1,000.00
6	Henderson Childrens Art House	2002/2	\$3,000.00	\$2,000.00
7	Living Theatre	2002/2	\$4,200.00	Nil
8	Lopdell House Gallery	2002/2	\$2,350.00	Nil
9	Matafetu Smith	2002/2	\$4,850.00	\$1,100.00
10	New Lynn Kindergarten	2002/2	\$505.00	\$505.00
11	Nukunonu Aukilani Tumau	2002/2	\$5,000.00	\$2,500.00
12	Physically Disabled & Abe Bodied (PHAB)	2002/2	\$1,600.00	\$1,000.00
13	Samoan Catholic Youth Group	2002/2	\$2,760.00	\$1,200.00
14	Tamaiti Pasefika Sports / Cultural Group	2002/2	\$2,000.00	\$1,000.00
15	Tauga Peka Weavers Group	2002/2	\$2,090.00	\$1,000.00
16	Te Puawai Trust	2002/2	\$85,000.00	Nil
17	Te Rakau Hua o Te Wao Tapu Trust	2002/2	\$1,935.00	\$1,935.00
18	The Salvation Army	2002/2	\$4,500.00	Nil
19	Torotoro Trust	2002/2	\$7,000.00	\$2,200.00
20	University of Auckland - Faculty of Arts	2002/2	\$900.00	\$450.00
21	Vaine Ki Ite Au	2002/2	\$5,000.00	\$2,000.00
22	Vineyard Community Trust	2002/2	\$8,105.00	\$3,000.00
23	Viti Centre Trust - Youth Services	2002/2	\$4,000.00	\$2,500.00
24	Waitakere Arts & Cultural Development Trust	2002/2	\$5,000.00	Nil
25	Waitakere Arts & Cultural Development Trust	2002/2	\$2,200.00	Nil
26	Waitakere Central Community Arts Council	2002/2	\$2,720.00	\$2,320.00
27	Waitakere Kindergarten	2002/2	\$788.00	\$788.00
28	West Auckland Women's Centre	2002/2	\$16,508.00	Nil

Appln No:	Group Name	Year	Funds Requested	Amount allocated
29	Woodlands Park Primary School	2002/2	\$3,546.43	\$3,000.00
30	833 Records	2002/2	\$6,000.00	\$4,000.00
31	Anton Steel	2002/2	\$4,999.00	Nil
32	Auckland Chinese Education Society Inc.	2002/2	\$3,850.00	\$1,000.00
33	Auckland Philharmonia Orchestra Society	2002/2	\$4,425.00	Nil
34	Brigid Ursula Bisley	2002/2	\$8,000.00	\$3,000.00
35	Class Act Opera Trust	2002/2	\$3,000.00	Nil
36	Fresh Produce Company	2002/2	\$3,000.00	Nil
37	Gleem Productions	2002/2	\$5,000.00	Nil
38	Glen Eden Community House	2002/2	\$3,369.00	\$1,500.00
39	Hand Solo	2002/2	\$4,935.00	\$1,500.00
40	Laingholm District Citizens Association (1998) Inc.	2002/2	\$2,500.00	\$500.00
41	Laingholm Primary School	2002/2	\$7,500.00	\$2,500.00
42	Live and Direct Ltd	2002/2	\$4,200.00	\$2,500.00
43	Mau Dance Ltd	2002/2	\$3,000.00	\$2,500.00
44	Melting Productions	2002/2	\$2,800.00	\$750.00
45	Neville Howard Smith	2002/2	\$2,706.93	\$1,000.00
46	New Zealand Nepal Society Inc.	2002/2	\$3,550.00	\$1,000.00
47	Red Eye Films	2002/2	\$5,000.00	\$2,500.00
48	Sally Griffin	2002/2	\$4,000.00	\$2,000.00
49	SCOW Inc	2002/2	\$5,000.00	\$1,000.00
50	Sir Blak'ie Trust	2002/2		Nil
51	Sir Blak'ie Trust	2002/2	\$23,000.00	Nil
52	Spring Fling Enterprise	2002/2	\$850.00	Nil
53	Theatre For The Blind	2002/2	\$2,500.00	\$2,000.00
54	Theatre Stampede	2002/2	\$1,090.00	\$1,090.00

Appln No:	Group Name	Year	Funds Requested	Amount allocated
55	Vaevae Manava Tongan Community Trust	2002/2	\$5,000.00	\$3,000.00
56	West Auckland Mental Health Support Trust	2002/2	\$3,000.00	\$1,000.00
57	Aloma Trust	2002/2	\$4,500.00	Nil
58	Kim Margaret Stewart	2002/2	\$1,817.00	Nil
59	Mata Ki Lunga	2002/2	\$5,000.00	\$4,000.00
60	Tangi Kaara Ki Avaiki	2002/2	\$5,340.00	\$2,000.00
61	Tupulaga Waitakere Support Trust	2002/2	\$6,098.00	\$2,000.00
	TOTAL		\$329,058.86	\$73,238.00
	Amount Available For Allocation			\$73,320.00

2. OTHER MATTERS CONSIDERED

A28 - A37

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 A28 to A37.

The Subcommittee Recommends:

That the Ordinary Meeting report of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 20 November 2002 and reconvened on Tuesday, 26 November 2002 be received.

VS Neeson, JP
CHAIRPERSON



25 EMERGENCY SERVICES SPECIAL COMMITTEE

THE SPECIAL COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON TUESDAY, 3 DECEMBER 2002

MATTERS CONSIDERED

A39 - A40

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 A38 to A40.

The Special Committee Recommends:

That the Ordinary Meeting report of the Emergency Services Special Committee held on Tuesday, 3 December 2002 be received.

DQ Battersby, JP

CHAIRPERSON



26 TENDERS SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETINGS HELD ON FRIDAY, 15 NOVEMBER 2002 AND FRIDAY, 29 NOVEMBER 2002

MATTERS CONSIDERED

A41 - A46

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 A41 to A46.

The Subcommittee Recommends:

That the Ordinary Meeting reports of the Tenders Subcommittee held on Friday, 15 November 2002 and Friday, 29 November 2002 be received.

JM Clews, QSO, JP

CHAIRPERSON



PART VII - CONFIDENTIAL ITEMS

27 LAND PURCHASE TRIG ROAD

28 WATERCARE SERVICES LIMITED - APPOINTMENT OF DIRECTORS

These items will be considered in the Confidential Supplement of the agenda, and have been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, namely Land Purchase Trig Road and Watercare Services Limited - Appointment of Directors.

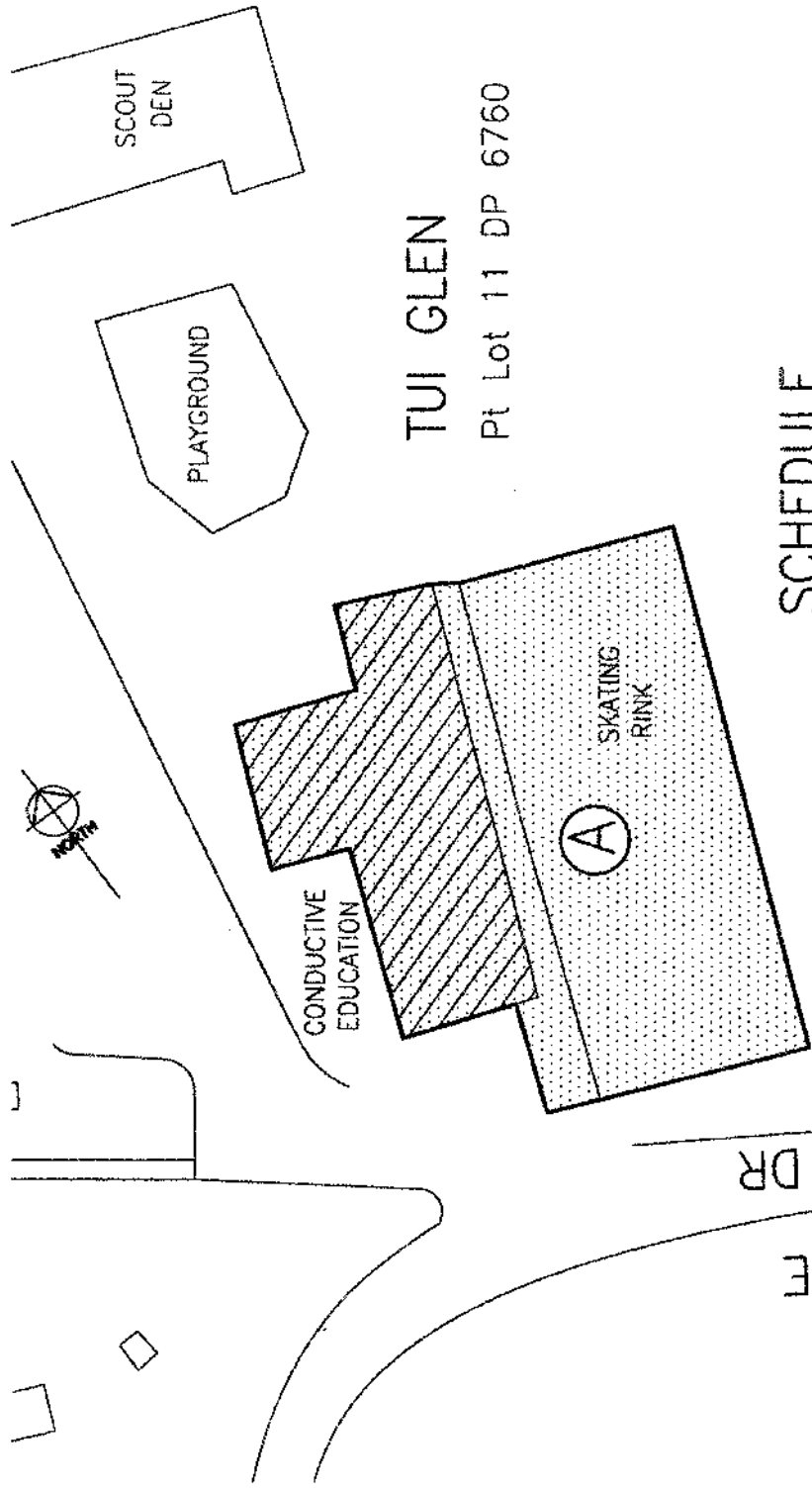
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation of each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as 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.
<ul style="list-style-type: none"> • Land Purchase Trig Road • Watercare Services Limited - Appointment of Directors 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); • Protect the privacy of natural persons, including that of deceased natural persons. 	<p>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.</p>

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)(a)(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 reports contain information which if released would effect the Council's negotiating position and confidential information provided by an outside organisation regarding applicants for appointment as Directors to Watercare Services Limited.*

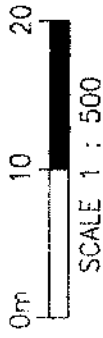




TUI GLEN
Pt Lot 11 DP 6760

SCHEDULE
BUILDING & LAND TO BE LEASED

SHOWN	DESCRIPTION	AREA
(A)	Pt Lot 11 DP 6760	968m ² (APPROX.)

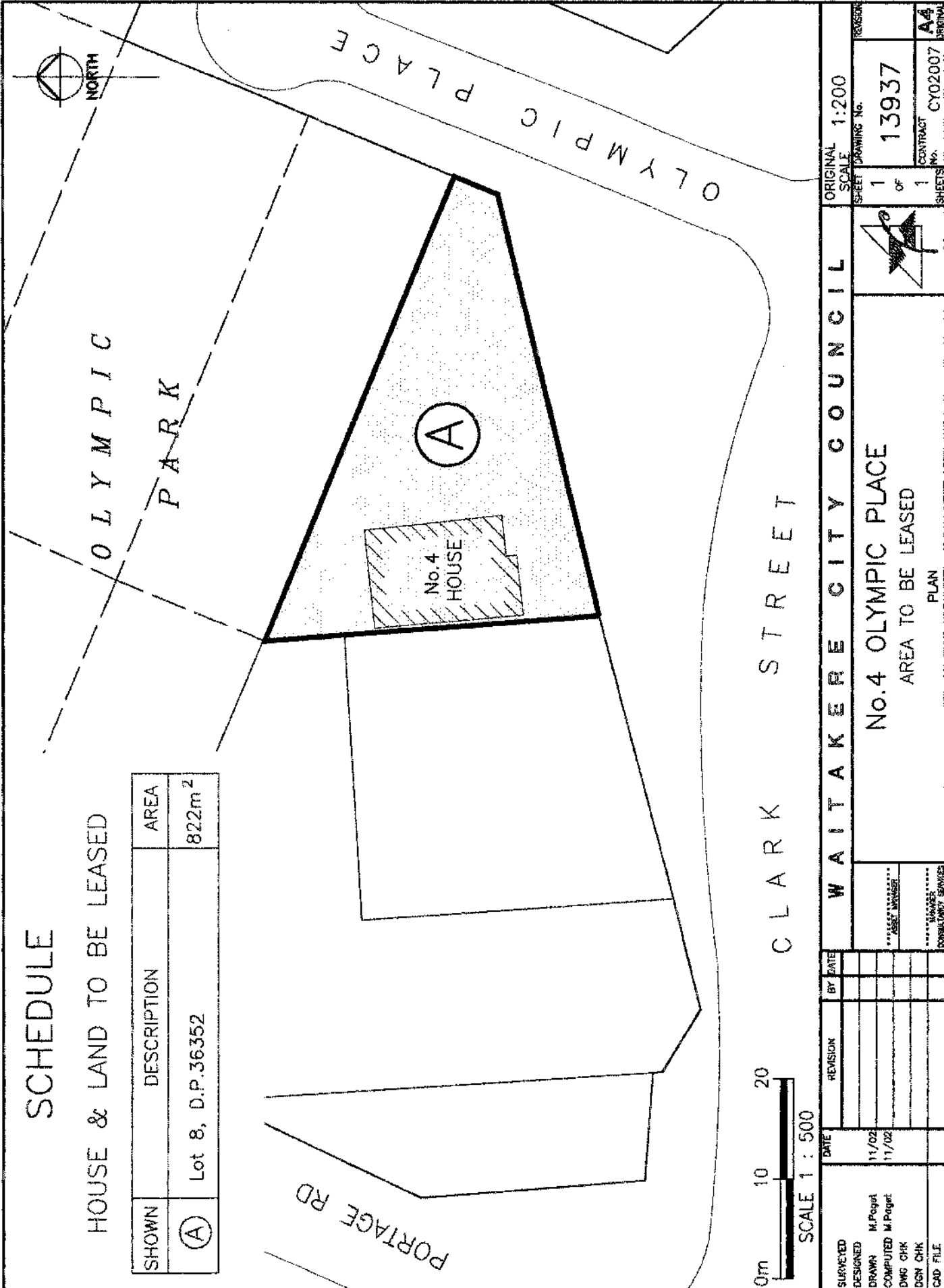


SURVEYED		DATE		REVISION		BY		DATE		W A I T A K E R E C I T Y C O U N C I L		ORIGINAL SCALE 1:500	
DESIGNED										TUI GLEN		SHEET DRAWING NO. 1 OF 1	
DRAWN		11/02								AREA TO BE LEASED		CONTRACT No. CY02007	
COMPUTED M.Lee										PLAN		SHEETS ORIGINAL	
DWG CHK										ASSET IMAGE		13942	
DGN CHK										CONTRACT No. CY02007		A4 ORIGINAL	
CAD FILE #13942		11/02								CONTRACT No. CY02007		A4 ORIGINAL	

SCHEDULE

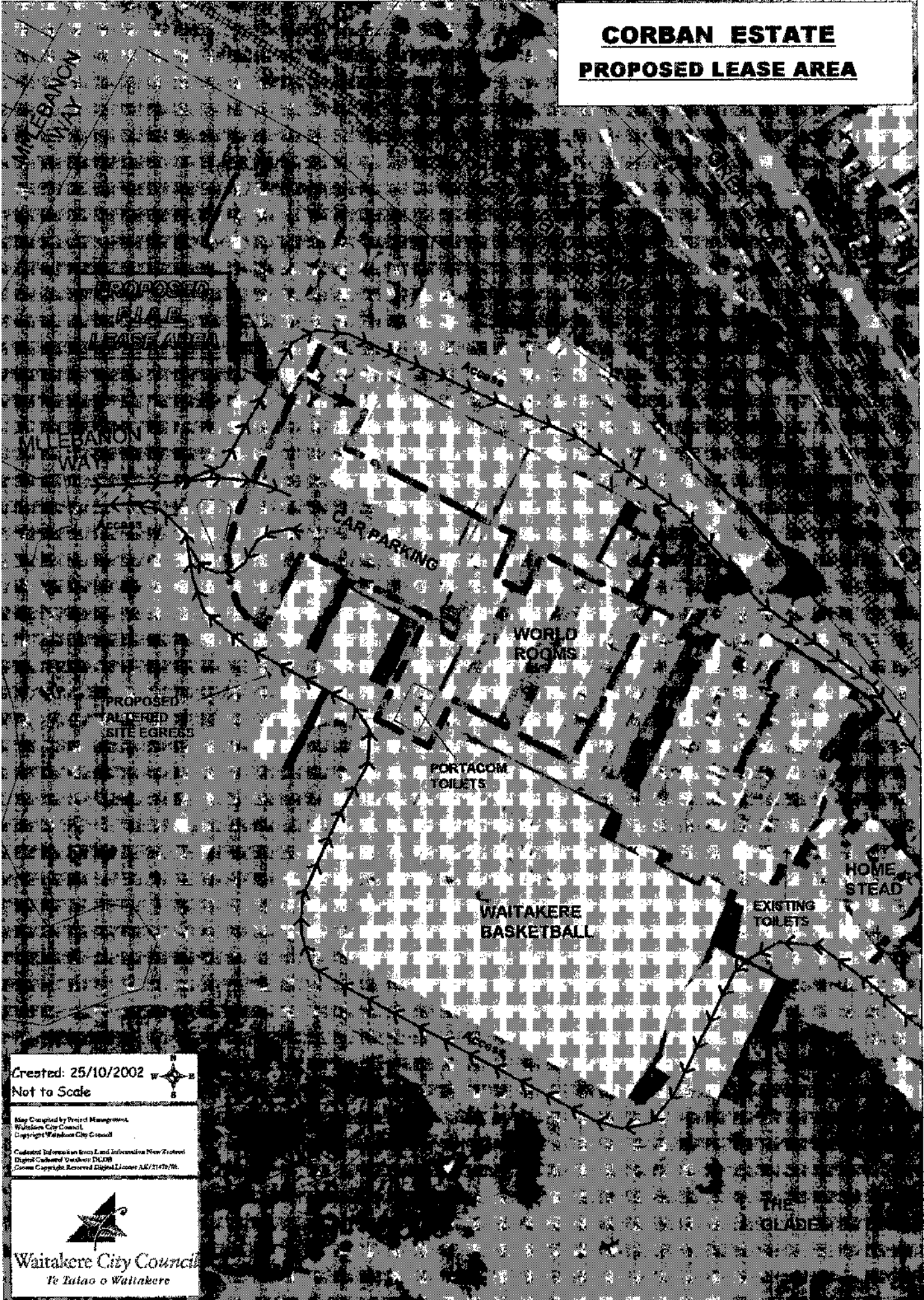
HOUSE & LAND TO BE LEASED

SHOWN	DESCRIPTION	AREA
(A)	Lot 8, D.P.36352	822m ²



SURVEYED DESIGNED DRAWN M. Peggut COMPUTED M. Peggut DWG CHK DSN CHK CAD FILE	DATE	REVISION	BY	DATE	WAITAKERE CITY COUNCIL No.4 OLYMPIC PLACE AREA TO BE LEASED PLAN		ORIGINAL SCALE	1:200
	11/02 11/02	ASSET MANAGER PLANNING CONSULTANTS SERVICES	SHEETS 1 of 1	SHEET DRAWING No. 13937			CONTRACT No. CY02007	REVISION A4 ORIGINAL

**CORBAN ESTATE
PROPOSED LEASE AREA**



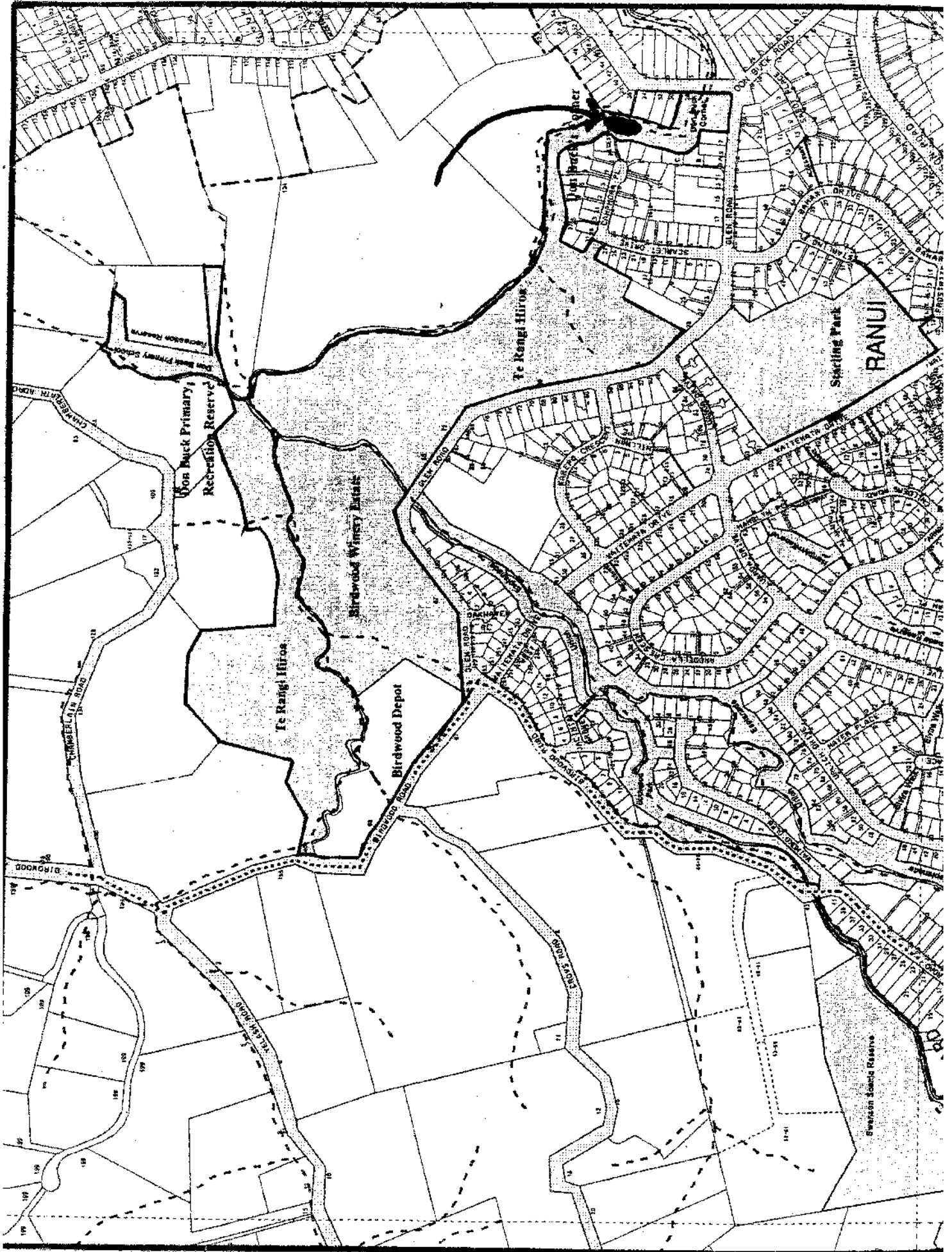
Created: 25/10/2002
Not to Scale

Map Compiled by Project Managers,
Waitakere City Council,
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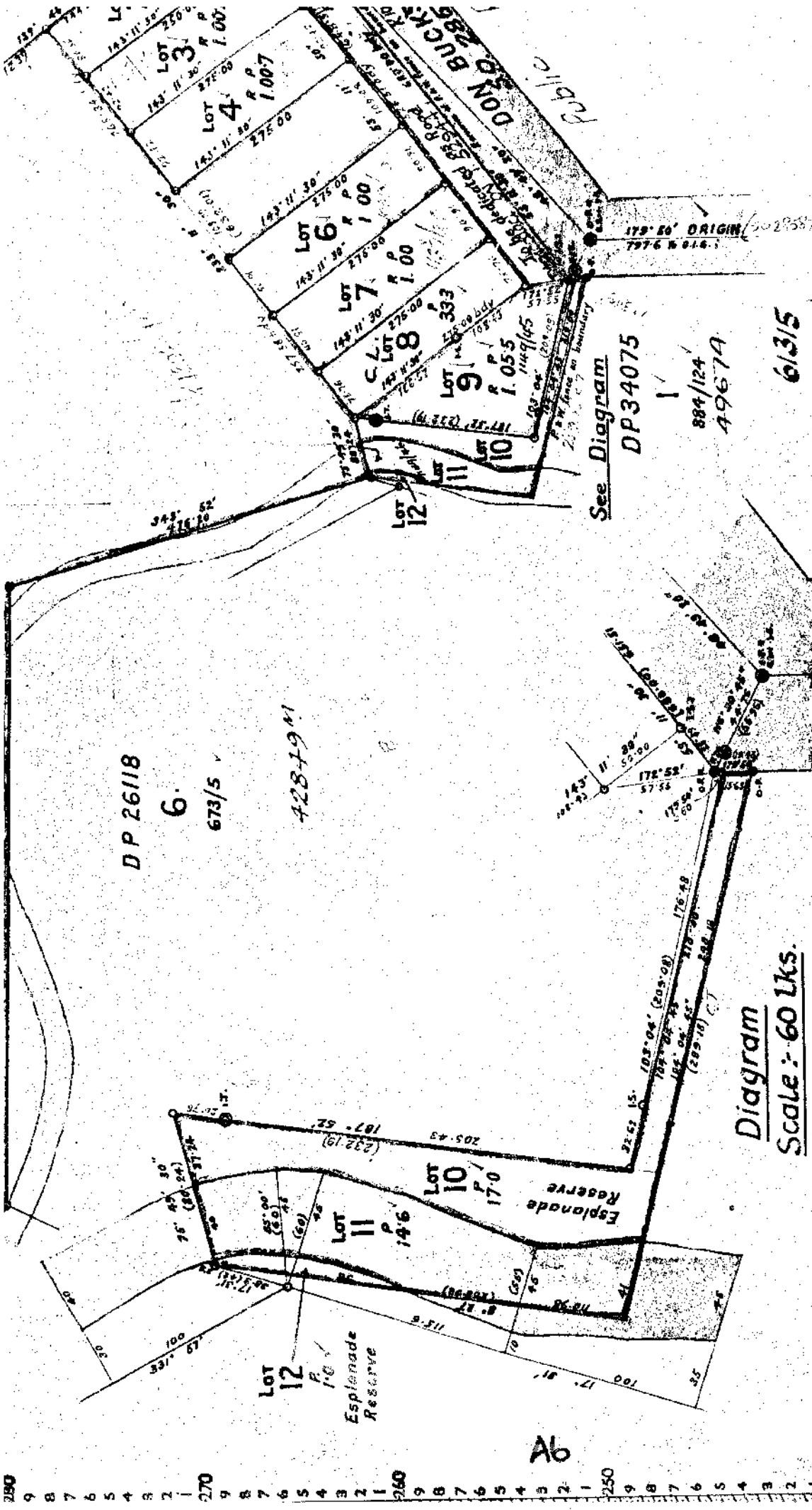
Coloured Information from Land Information New Zealand
Digital Cadastre Viewer DCLW
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Waitakere City Council
Te Tūāro o Waitākere



A5
Reserves Map



Town of Swanson Extn. No. 46

Diagram
Scale: 60 Yds.

PARTS OF ALLOTMENTS 5 AND 15 PARISH OF WAIPAREIRA

Comprised in C.I. 994/266

SURVEY DIST. & BLK. WAITEMATA XIV

LAND DIST. NORTH AUCKLAND LOCAL BODY WAITEMATA COUNTY

Approved as to Survey

Chief Surveyor.

L.T. Draughtsman.

A6

BRISTOW BARBOUR & WALKER

REGISTERED VALUERS AND PROPERTY CONSULTANTS

North-West

27 March, 2002
REF: DW02-4191

Please refer Office

The Manager
Consultancy Services
Waitakere City Council
Private Bag 93-109
Henderson
WAITAKERE CITY



BRISTOW BARBOUR & WALKER LIMITED

Auckland Office

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Waitakere Office

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Henderson
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Fax 837-0737

North-West Office

Kumeu Village
PO Box 521
Kumeu
Phone 412-9170
Fax 412-9172

Registered Valuers

Michael J. Bristow *Director*
David J. Walker *Director*
Campbell N. Barbour *Director*
Karen A. Cooke *SNZPI*
Geoff R. Maxwell *SNZPI*
David J. Grubb *SNZPI*
Edward Bell *B.Prop.*

Associate Valuers

Stephen I. Doyle *B.Prop.*
Richard A. Papps *B.B.S.*
Adam G. Boon *B.Prop.*
Nicole H. Leotta *B.Prop.*

Attention: Mr M Heiatt

Dear Sir,

Re: **Proposed Purchase**
Land Adjacent to Te Rangi Hiroa Reserve

In accordance with instructions received, we inspected the subject land 24 March, 2002 and submit herewith our brief report and valuation.

NATURE OF LAND:

The subject Lot 11 DP 40763 forms part of attached C/T 1302/100. It appears to comprise part of the stream within the narrow southern section of that title with an area of 369m².

SUMMARY OF EXISTING TITLE (1302/100 – AH & WA Morris):

This property comprises an irregular shaped rear block of 4.4396 hectares. It is essentially a 'lifestyle' holding, with a predominantly strongly undulating contour and cover comprising mainly second growth native bush. There are however easy contoured plateau areas in pasture. Aspect tends towards the south, with a good degree of privacy provided. Location is immediately adjacent to suburban Massey/Ranui, handy to services.

Existing zoning is 'Birdwood Special Area', with the western part of the property designated as a proposed reserve. This area has been subject to 'Structure Plan' studies. In terms of the Birdwood Urban Concept Plan, the proposal for the subject is a reserve on the western part of the property, with the balance rural-residential.

Land Adjacent to Te Rangi Hiroa Reserve

NATURE OF BRIEF:

To assess current market value to Lot 11, which is to be amalgamated with the adjoining Te Rangi Hiroa Reserve.

MARKET AND VALUATION CONSIDERATIONS:

Lot 11 is not a separately saleable entity and therefore its value must be considered in the context of its existing title and the utility value it will provide to the adjoining reserve.

In both instances, it is not of significant utility value, with this land area also relatively nominal. We therefore consider the subject land of limited added value in both contexts. We note that the balance of C/T 1302/100 will retain Riparian Rights to the Swanson Stream, as shown on the Title.

In summary, we consider that Lot 11 is of limited utility value to its existing Title in particular. However, we also acknowledge that a prudent purchaser would expect a reasonable level of monetary consideration to compensate for the loss of 369m². Our purchase price recommendation is therefore within the following range:-

\$3,000 - \$4,000 (THREE THOUSAND TO FOUR THOUSAND DOLLARS)

The above assessment is inclusive of any GST assessable and assumes that all actual and reasonable costs of the boundary change will be met by the Waitakere City Council.

The effective date of valuation is 24 March, 2002.

DECLARATION:

The Valuer is not a building construction or structural expert and is therefore unable to certify structural soundness of the improvements. Readers of this report should make their own enquiries. Further, the valuation does not purport to certify the soil stability or condition of underground services. It assumes compliance in all respects with Territorial Authority Ordinances/The Building Act 1991, and does not certify that all building improvements lie within title boundaries. Furthermore this valuation assumes (unless otherwise stated) that a Territorial Authority Land Information Memorandum/Project Information Memorandum would not reveal any non-complying features and/or requisitions. Our valuation assumes the availability of full replacement insurance cover for the improvements under normal terms and conditions.

Land Adjacent to Te Rangi Hiroa Reserve

This valuation has been prepared on specific instructions for Waitakere City Council for the purpose of purchasing land adjacent to Te Rangi Hiroa Reserve. The report is not to be relied upon by any other person or for any other purpose. We accept no liability to third parties, nor do we contemplate that this report would be relied upon by third parties. We invite other parties who may come into possession of this report to seek our written consent to them relying on this report. We reserve our right to withhold consent or to review the contents of this report in the event that our consent is sought. Neither the whole, nor any part of this valuation report or any reference to it may be included in any published document, circulation or statement without the written approval of the author as to the form and context in which it may appear.

We trust that this information is sufficient for your requirements but should you have any query regarding this report, or should there be any matter arising, we would be pleased to assist.

Yours faithfully,
BRISTOW BARBOUR & WALKER



David J Walker
REGISTERED VALUER, SNZPI, ANZIV

Waitakere City Council
Management Report
October 2002

Operating Costs	Actual Spent YearToDate	% Spent on Budget	Full Year Budget
Executive Suite	443,227	21%	2,073,278
Maori Issues	157,691	38%	419,729
Public Affairs	674,783	35%	1,948,638
Corporate and Civic Services	4,221,808	37%	11,372,572
Finance	394,454	28%	1,397,603
Strategic Projects	718,000	21%	3,347,232
Strategic Group	1,218,511	24%	5,172,683
City Enterprises	9,073,642	35%	25,918,459
City Services	8,198,990	25%	32,420,172
Total Operational Expenditure	25,101,106	30%	84,070,366

Capital Expenditure	Actual Spent YearToDate	% Spent on Budget	Full Year Budget
Executive Suite	0	0%	10,000
Public Affairs	0	0%	10,000
Strategic Projects	3,829,925	11%	35,814,364
Corporate and Civic Services			
Plant Renewal	99,475	19%	511,800
Civic and Administration	28,661	2%	1,884,000
Information Management	188,563	7%	2,661,922
Libraries	311,347	12%	2,621,514
Total Corporate & Civic	628,046	8%	7,679,236
City Enterprises			
Animal Welfare Services	5,380	22%	25,000
Cemetery & Crematorium	42,735	4%	1,092,900
Property Expenditure	104,600	8%	1,312,726
Aquatic and Recreation Centre	3,184,063	54%	5,888,114
Solid Waste and Baling Station	23,294	8%	300,000
Ecowater Renewals	1,078,890	17%	6,232,566
Ecowater Capital Works	1,038,472	7%	14,672,925
Ecowater Business Assets	30,395	26%	117,000
Total City Enterprises	5,507,829	19%	29,641,231
City Services			
Consent Services	0	0%	33,078
Leisure Services	1,949,349	26%	7,600,000
Aftercare and Special Projects	66,085	10%	683,793
Roading Renewals	38,844	1%	5,354,440
Roading Capital Works	478,304	5%	9,604,591
Parks and Green Assets Renewals	52,750	4%	1,300,983
Parks and Green Assets Capital Works	98,298	2%	4,155,200
Total City Services	2,683,630	9%	28,732,085
Total Capital Expenditure	12,649,430	12%	101,886,916

Waitakere City Council
Special Funds Report
October 2002

SPECIAL FUNDS	Opening		Est. Interest		Closing		Budget /		Est. Yr End Balance
	Balance	Receipts	Expenditure	Accrued	Balance	Commitments	Commitments		
Restricted Funds									
Recreation & Sport Fund	1,365,615	83,999	98,568	26,200	1,377,246	987,576		389,670	
Auckland Regional Services Trust (Arts)	1,052,033	0	0	20,200	1,072,233			1,072,233	
Land Subdivision Reserve Fund	4,315,015	647,215	219,339	86,500	4,829,391	1,646,961		3,182,430	
Waikumete Cemetery & Park Fund	2,226,423	0	31,142	42,600	2,237,881	289,358		1,948,523	
People's Park Fund	364,587	156,667	0	0	521,254	426,667		94,587	
	9,323,673	887,881	349,049	175,500	10,038,005	3,350,562		6,687,443	
Non Restricted Funds									
Waitemata Asset Acquisition Fund	93,071	0	0	0	93,071			93,071	
New Lynn Asset Acquisition Fund	347,107	0	0	0	347,107	342,000		5,107	
Disaster Recovery Fund	2,497,272	0	0	0	2,497,272			2,497,272	
Rural Fire Recovery Fund	9,916	0	0	0	9,916	(53,300)		9,916	
Quarry Aftercare Fund	740,173	16,700	0	0	756,873			790,173	
Testing Station Plant Renewal Fund	46,000	0	0	0	46,000	46,000		0	
Social Programme Fund	580,277	0	0	11,100	591,377	(13,000)		604,377	
	4,313,816	16,700	0	11,100	4,341,616	341,700		3,999,916	
Total Special / Separate Funds	13,637,489	904,581	349,049	156,600	14,379,621	3,692,262		10,687,359	

PAYMENTS FOR APPROVAL 18 OCTOBER 2002 TO 21 NOVEMBER 2002

The following payments are reported for the period 18 October 2002 to 21 November 2002

a) Wages and Salaries (net of tax)		2,984,985
b) Payments to ARC		5,645
c) Watercare Services Limited		2,013,398
d) Inland Revenue Department		786,225
e) Loans - repayment of maturities/interest		23,938,270
f) Investments		127,316,208
g) Contract payments over \$50,000:		
Arrow Civil Engineers Ltd	Roundabout Construction	190,981
Asplundh Tree Expert (NZ) Ltd	Tree Maintenance	51,260
Auckland Civil Ltd	Lincoln Road Widening and Road Works	163,669
Audit New Zealand	Audit and Assurance Services	82,117
Brett Garea Environments	Te Atatu Walkway	53,279
Civil Construction Group Ltd	Stormwater Contracts	102,237
Datacom Systems Ltd	Computer Charges	60,931
Excell Corp	Various Contracts	254,486
Field Drainage Specialists Ltd	Various Contracts	67,166
Genesis Energy	Power Accounts/Street Lighting	96,078
Gibson O'Connor Ltd	Aquatic Centre Upgrade	349,761
Giles Civil Ltd	Ranui Village Traffic Calming	55,563
Hamilton Perry Industries Ltd	Mobile Shelving for Records Area	54,652
Horizontal Earth Drilling Ltd	Various Contracts	116,507
Hughes Civil Ltd	Stormwater Contracts	59,666
J B Pipeline Services Ltd	Watermain Contracts	92,842
Murray & Buckley	Watermain Contracts	62,274
NZ Post Ltd	Postage	68,350
Onyx Group Ltd	Domestic and Inorganic Collection	245,596
Parks & Maintenance Services Ltd	Various Contracts	100,665
Perry Waste Services Ltd	Waste Removal	150,398
Quotable Value New Zealand	Valuation Fees	92,512
Recreational Turf Services	Sports Park Maintenance	115,724
Spray Marks Roadmarkings (TGA) Ltd	Roadmarking Contract	60,008
Techscape Limited	Various Contracts	820,042
Telecom New Zealand Ltd	Calls & Charges	127,873
URS New Zealand	Various Contracts	55,760
Waste Management NZ Ltd	Waste Disposal	396,464
Works Infrastructure Ltd	Various Contracts	191,676
		4,338,537
Other payments over \$50,000:		
Auckland City Council	AREDS Implementation	101,874
Auckland Regional Transport Network Ltd	Share Purchase and Contribution to Costs	762,048
Corban Estate Art Centre	Quarterly Grant	157,500
Department For Courts	Share of Infringement Notices	58,740
KPMG Legal	Legal Fees	114,562
Lopdell House Society Inc	Quarterly Grant	50,625
NZ Police	Share of Fines	78,462
Waitakere Playhouse Theatre Trust	Grant	225,000
		1,548,811
Other payments under \$50,000		3,451,104
TOTAL PAYMENTS		166,383,183

SUPPLIER	AMOUNT	DESCRIPTION
Agile (NZ) Ltd	10,055.25	Annual Maintenance Contract
Air New Zealand Limited	18,720.62	Travel
Airventures Limited	8,437.50	Multi Media Services To Trash To Fashion
Alex & Rosalie White Family Trust	5,934.38	Rent - GPT Building
All Shine Cleaners	7,759.83	Cleaning - Civic Centre
AMP Asset Management NZ Ltd - Property	15,272.47	Rent - New Lynn Library/Service Centre/CAB
Approved Building Certifiers	10,965.00	Crossing Bond Refunds
Aqualab (NZ) Ltd	8,940.38	Drinking Water Quality Testing
Armourguard Electronic Services Limited	10,107.90	Security Patrols
Armourguard Security Ltd	10,870.03	Noise Control
Arrow Civil Engineers Ltd	69,277.53	Veronica/Ward St Link
Arrow Civil Engineers Ltd	121,703.61	Roundabout - Don Buck/Triangle
Arthur D Riley & Co Ltd	33,440.63	Water Meters
Askews Library Services Ltd	5,006.90	Books
Asplundh Tree Expert (NZ) Ltd	51,620.91	Tree & Parks Maintenance
Associated Environmental Services Ltd	38,155.80	Various Contract
Atf Systems (NZ) Limited	34,425.46	Computerware
Atlas Gantech (NZ) Ltd	13,340.25	Radio Telephones
Auckland Children's Xmas Parade Trust	7,875.00	Sponsorship
Auckland City Council	6,389.79	Sponsorship Te Waka Awhino O Aotearoa Strategy
Auckland City Council	95,475.00	A.R.E.D.S Implementation
Auckland Civil Ltd	125,317.35	Lincoln Rd Widening
Auckland Civil Ltd	38,351.79	Seal Extension - Cornwallis
Auckland Regional Council	5,645.88	Consents - Annual Charges
Auckland Regional Transport Network Ltd	83,680.75	Shareholders Contribution
Auckland Regional Transport Network Ltd	678,468.00	Shares
Audit New Zealand	53,429.96	Assurance Services
Audit New Zealand	28,667.50	Audit Fees
Automatic Door & Building Maintenance	5,236.37	Door & Building Maintenance Contract
Beaurepaires For Tyres	35,995.50	Tyres - Refuse Station
Boffa Mskell Ltd	10,567.37	Various Contract
Boise New Zealand Limited	16,245.13	Stationery
Bookworks	13,076.00	Books
BP Fuelcard	22,610.03	Fuel
Brave Design Ltd	17,881.88	Frosted Graphic Windows - Aquatic Centre
Brett Collicutt Builders Ltd	11,250.00	Massey Community Centre & Plunket Centre
Brett Garea Environments	53,279.58	Te Atatu Walkway
Brian Perry Ltd	6,620.01	Aftercare Gas Extraction
Bristow & Partners	5,062.50	Reserve Contribution Assessment
Builder Services Ltd	6,736.51	Lopdell House Repairs
Building Industry Authority	15,478.14	Levy - October 2002
Building Research Association NZ	24,006.43	Levy - October 2002
C B Norwood Distributors Ltd	6,093.77	Repairs To Digger
Cato Bolam Consultants Ltd	7,686.00	District Plan Co Ordinator
Cato Bolam Consultants Ltd	8,080.88	District Plan Co-Ordinator
Caunce Consultants NZ Ltd	6,087.79	Retentions
Chamonix Holdings Limited	5,501.25	Rent - Glen Eden Library
Chemchek NZ	6,312.66	Water Testing Chemicals
Civic Contractors Ltd	35,673.44	Litter Pickup
Civic Contractors Ltd	5,702.28	Litter Controls
Civil Construction Group Ltd	24,733.71	Totara Ave Culvert/40 View Rd Stormwater Contracts
Civil Construction Group Ltd	70,090.85	Victory Rd Stormwater
Civil Construction Group Ltd	7,412.50	Blueridge/Lockington/Fairdene Contract
Construction Techniques Ltd	6,300.73	Repairs To Massey Reservoir
Contact Energy Ltd	18,755.80	Gas Charges
Corban Estate Art Centre	157,500.00	Quarterly Operating Grant
Craftsman Gardener Services Ltd	5,776.88	Planting For Reclamation Programme
Creative Spaces Ltd	8,516.25	Aquatic Centre Shutdown Maintenance
Creative Spaces Ltd	10,639.08	Aquatic Centre Shutdown Maintenance
D J Wood Building Contractor Ltd	15,209.35	Carpentry Maintenance
Datacom Systems Ltd	60,931.90	Computer Charges
Denise Bijoux	7,500.00	Interest
Department For Courts	12,990.00	Share of Infringement Notices
Department For Courts	11,760.00	Share of Infringement Notices
Department For Courts	12,720.00	Share of Infringement Notices
Department For Courts	12,000.00	Share of Infringement Notices
Department For Courts	9,270.00	Share of Infringement Notices
Directions Ltd	20,620.97	Signs Maintenance
Drake Personnel NZ Limited	8,930.07	Temporary Staff
Drake Personnel NZ Limited	9,000.72	Temporary Staff
Drake Personnel NZ Limited	11,491.43	Temporary Staff

Drake Personnel NZ Limited	15,180.45	Temporary Staff
Ebsco NZ Ltd	6,727.43	Books
Eco City Waitakere Toastmasters Club	5,833.51	Establishment Costs
Ed Johnston & Co	35,000.00	Ranui Action Project Funds Release
Electrix Ltd	26,830.60	Street Light Maintenance 2002/2003
Etchtec Productions	7,650.00	Stainless Steel Sculpture Fabrication
Eurest NZ Ltd	13,398.63	Catering
Europian Industries Ltd	7,204.92	Files
Excell Corp	29,972.04	Crown Lynn PI Wastewater Upgrade
Excell Corp	118,426.92	Various Contracts
Excell Corp	106,087.74	Various Contract
Field Drainage Specialists Ltd	67,166.24	Various Contract
Fuji Xerox New Zealand Ltd	12,417.69	Photocopying & Paper
Fulton Hogan-Waikato	13,950.00	Resealing & Pre Seal Repairs
Genesis Energy	6,074.90	Power Accounts
Genesis Energy	12,442.93	Power Accounts
Genesis Energy	71,737.50	Power Accounts
Genesis Energy	5,822.67	Power Accounts
Gibson O'Connor Ltd	349,761.74	Aquatic Centre Upgrade
Giles Civil Ltd	55,563.64	Ranui Village Traffic Calming
Graham & Keys	16,880.63	Public Toilets Upgrade
Haines Recruitment	26,441.86	Advertising
Haines Recruitment	13,056.55	Advertising
Halyard Investments Limited	14,531.25	Rent - VTS & COF Lane
Hamilton Perry Industries Ltd	54,652.08	Mobile Shelving For Records Area
Hansen International Australasia	11,508.75	Hansen Support
HEB Contractors	15,628.21	Various Contracts
Hewlett-Packard (NZ) Ltd	8,448.44	Support - July/October 2002
Horizontal Earth Drilling Ltd	61,946.69	Various Contracts
Horizontal Earth Drilling Ltd	54,561.25	Waimumu Rd/Hobby Court Stormwater
Hughes Civil Ltd	18,635.00	Rosier Rd Stormwater
Hughes Civil Ltd	41,031.56	Kingdale Rd Stormwater
Hydraulic Modelling Services	6,861.63	Catchment Management Plans
I C P Blo Limited	7,000.00	Driveway Bond Refund
Ian Coombes Ltd	7,691.63	Aqua Prints
Independent News Auckland Ltd	10,298.08	Advertising
Infrastructure Management Consulting Services	8,339.51	Water Assets Engineer
Inland Revenue Department	79,633.67	F.B.T September Quarter
Inland Revenue Department	340,213.51	P.A.Y.E
Inland Revenue Department	366,377.87	P.A.Y.E
Isthmus Group	14,568.75	Te Atatu Walkway
Isthmus Group	8,865.00	Te Atatu Walkway
J B Pipeline Services Ltd	54,545.56	Watermain Renewals
J B Pipeline Services Ltd	38,296.78	Watermain Contracts
Jade Direct Ltd	5,456.73	Payroll Processing
Jensen & Rothville	12,614.83	Community Centres Cleaning
John W Cargill Plumbing Ltd	9,065.76	Plumbing
John W Cargill Plumbing Ltd	11,905.21	Plumbing
K J Earl	9,783.00	Painting & Decorating Contract
Kaon Technologies Ltd	5,427.00	Boarder Wear Support
Kennedy Furniture Ltd	41,971.94	Office Furniture
KPMG Legal	33,973.03	Legal Fees
KPMG Legal	6,157.45	Legal Salary
KPMG Legal	45,178.22	Legal Fees
KPMG Legal	23,096.87	Legal Fees
KPMG Legal	6,157.42	Legal Salary
Lincoln Park Estate Limited	10,149.00	Maintenance Bond
Lineset Graphics	16,042.95	Waitakere City News
Lineset Graphics	16,312.50	City News - Spring Update Newsletter
Liquid Waste Disposal Ltd	24,767.18	Wastewater Management
Local Government New Zealand	13,600.00	Apportionments 2Nd Tranche
Lopdell House Society Inc	50,625.00	Quarterly Grant
Macroplan Australia	6,863.98	Hobsonville Air Base Cost Benefit Analysis
Mainworks Property & Construction Ltd	24,349.06	Retentions Contract 10219
Marsa Consultancy Ltd	25,344.97	Telemetry System Maintenance Upgrade
Matthew Casey Barrister	11,630.71	Legal Fees
Mcintosh Fletcher Civil Ltd	7,144.54	Piha Domain Grounds Reinstatement
Mediamax Limited	9,639.00	Gnema Advertising
Metabuilt	45,843.98	Refuse Station Doors
Ministry Of Agric & Forestry	6,536.00	Dutch Elm Disease Contribution
Mogridge & Associates Ltd	15,693.75	Advice - Hobsonville Development
Moore Gallagher	14,136.63	Printing
Murray & Buckley	56,739.64	Watermain Renewal Rankin Ave/Parade
Murray & Buckley	5,534.43	Watermain Contracts
N Harte	5,066.32	Quality Assurance

N Z Micrographic Services Ltd	30,532.50	Canon Microfilm Scanner
N Z Police	78,462.50	Share Of Fines
N Z Post Ltd	21,610.31	Postage
N Z Post Ltd	9,055.32	Postage
N Z Post Ltd	37,684.50	Postage
N Z Water And Wastes Assoc	6,131.25	Memberships & Levy
Nasey Contractors Ltd	8,539.23	Retentions Various Contracts
Ngati Whatua O Orakei Corporate Ltd	9,375.74	Consultation Oct/Nov
Nick Liefing Contractors Ltd	7,938.00	Park Furniture Renewals
Norcross Stationery Ltd	14,828.59	Stationery
NZ Kilkiti Association	9,300.00	World Cup 2003 Payment
Odyssey 2000 Ltd	6,131.25	P.S.G Equipment
Odyssey Energy Ltd	10,080.00	Streetlights Database Contract
Onyx Group Ltd	245,596.62	Domestic & Inorganic Collections
Open Systems Specialists Ltd	5,625.00	Agency Staff
Open Systems Specialists Ltd	5,625.00	Agency Staff
Pacific Rim Institute Of Sustainable Management	6,018.75	Develop Strategy For Community Input
Pacific Rim Institute Of Sustainable Management	6,581.25	Communities Project
Pacific Scaffolding Limited	7,256.25	Seating Hire - Trash To Fashion
Paora Sharples	7,094.40	Trainer Te Reo
Parks & Maintenance Services Ltd	32,743.13	Various Repairs & Maintenance
Parks & Maintenance Services Ltd	27,257.32	Playground Maintenance
Parks & Maintenance Services Ltd	5,828.07	Various Maintenance Work
Parks & Maintenance Services Ltd	23,254.00	Various Contacts
Parks & Maintenance Services Ltd	11,583.03	Playground Maintenance
Parkwood Developments (Henderson) Ltd	6,969.00	Works Bond Refund
Pat Walsh Contracting Ltd	5,917.50	Driveway Bond -114C Colwill Rd
Pattle Delamore Partners Ltd	24,702.32	Closed Landfills
People Bizness Ltd	11,812.50	Conflict Resolution
Perry Waste Services Ltd	150,398.68	Cartage
Pricewaterhousecoopers	17,156.25	Professional Services
Professional Property & Cleaning Service	25,068.07	Cleaning Contract
Pulse Cpr	8,370.00	Event Calendars
Pulse Cpr	9,731.25	Art Work RAV
Qmax Ltd	7,155.28	Catchment Management Plans Contract/Techscape Alliance
Quotable Value N Z Ltd	92,512.50	Valuation Fees
R J Hill Laboratories Ltd	5,981.85	Lab Service
Ranui Action Project	30,000.00	Ranui Action Project Funds Release
Ranui Action Project	8,000.00	Ranui Action Project Funds Release
Recreational Turf Services	63,557.88	Sports Park Maintenance
Recreational Turf Services	52,166.40	Sports Park Maintenance
Riley Consultants Ltd	12,552.90	Professional Services
Riteway Electrical Services	7,438.47	Electrical Repairs
Roadstone Construction Ltd	7,789.69	Retentions
Roadstone Construction Ltd	12,437.01	Retentions
Rocon Printing Co Ltd	12,128.51	Printing
Rodney District Council	48,375.00	Amriens Rd Ext. Seal Contract
Satchtech Automation Ltd	10,294.31	Upgrade Bas 2800 & To Sigma
Satellite Investments Ltd	32,652.65	Rent - 131 Lincoln Rd
Scholastic New Zealand Limited	5,712.59	Books
Sensomatic New Zealand Ltd	9,798.76	Electronic Article Surveillance System
Serco Group NZ Ltd	9,508.59	Flail Mowing
Simpson Grierson (Auckland)	32,423.00	Legal Fees
Skye Group Pty Ltd	9,903.75	Aquatic Centre Stock
Smartforce New Zealand Ltd	25,312.50	Campers On Line Learning
Solar Outdoor Lighting Ltd	5,625.00	Street Light Maintenance
South Pacific Books (Imports) Ltd	6,696.06	Books
Southern Sky Books Ltd	14,282.10	Books
Spray Marks Roadmarkings (Tga) Ltd	31,573.32	Roadmarking Contract
Spray Marks Roadmarkings (Tga) Ltd	28,435.07	Roadmarking Contract
Street Furniture N Z Ltd	10,672.88	Barbecue Units & Rubbish Bins
Sun Microsystems (NZ) Limited	17,784.57	Annual Unix Maintenance
Swimjoy Products	5,898.77	Aquatic Centre Mobility Lift
Tag Out Trust	28,226.11	Graffiti Contracts
Te Kawerau A Maki Trust	16,168.13	Consultation
Techscape Limited	71,809.63	Various Contracts
Techscape Limited	126,753.69	Various Contracts
Techscape Limited	20,537.24	Various Contracts
Techscape Limited	30,257.86	Various Contracts
Techscape Limited	57,007.82	Contracts
Techscape Limited	206,948.44	Landscape Maintenance
Techscape Limited	306,727.67	Contracts
Telecom Auckland Ltd	7,484.63	Relocate Utilities At Don Buck Rd
Telecom New Zealand Ltd	14,417.89	Calls and Charges
Telecom New Zealand Ltd	54,727.49	Calls and Charges

Telecom New Zealand Ltd	58,728.31	Calls and Charges
Terry Moorhouse	7,270.31	Dangerous Goods
Terry Moorhouse	7,373.25	Dangerous Goods
The Library Supply Company Limited	5,952.72	Books
The Property Group Ltd	8,725.78	Property Queries
The Weedfree Waitakere Trust	9,510.62	Cemetery Weed Follow Up
Thomas Civil Consultants Ltd	17,362.01	Subdivision Engineering
Titirangi Community Arts Council	7,000.00	Annual Grant 2002/2003
Tony Courtney	6,350.62	Aquatic Centre Art
Total Library Solutions	5,274.10	Books
Total Traffic Services Ltd	15,825.93	Great North Rd/Totara Ave Intersection
Traffic Design Group Ltd	16,632.00	Central Strategic Corridor Study
Tram Lease Limited	28,125.00	Rent - West Coast Rd
TSE Group Ltd	36,776.36	Professional Services
URS New Zealand Ltd	12,928.80	Various Contracts
URS New Zealand Ltd	5,499.95	Catchment Management Plans
URS New Zealand Ltd	37,331.82	Various Contract
Waitakere City Council	11,827.79	Water Accounts
Waitakere Playhouse Theatre Trust	225,000.00	Grant - Min 1459/2001
Waste Management NZ Ltd	136,416.71	Waste Disposal
Waste Management NZ Ltd	75,773.45	Waste Disposal
Waste Management NZ Ltd	140,825.02	Waste Disposal
Waste Management NZ Ltd	43,449.78	Waste Disposal
Waste Not Auckland	19,575.00	Swat Analysis - Module B & C
Water Software Ltd	5,568.75	RD 11 Mouse Module
Watercare Services Limited	80,531.12	Wastewater
Watercare Services Limited	1,932,847.87	Bulk Water & Wastewater October 2002
Watson Investment Trust	10,312.50	Rent - 133 Central Park Drive
Watts & Hughes Construction Ltd	28,873.13	Retentions - Contract
Wells Instrument & Electrical Services	10,902.15	Water Meter Reading
Whitcoulls Ltd	21,437.73	Books
Wlison Sylvan Ltd	8,190.00	Asset Management Plan
Wildland Consultants Ltd	10,968.75	Weed Control
Works Infrastructure Ltd	25,157.09	Kerb Footpath & Drainage
Works Infrastructure Ltd	56,695.29	Watermain Renewals - Covil/Tirimona
Works Infrastructure Ltd	90,134.64	Watermain Upgrade - Candia Rd
Works Infrastructure Ltd	19,689.39	Sealed Rd Maintenance
Total Payments as Above	10,941,567.37	
Other Payments per Agenda Item	155,441,615.63	
Total Payments as per Agenda Item	166,383,183.00	

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Schedule 2**Matters that may be used to define categories of rateable land**

- 1 The use to which the land is put.
 - 2 The activities that are permitted, controlled, or discretionary for the area in which the land is situated, and the rules to which the land is subject under an operative district plan or regional plan under the Resource Management Act 1991.
 - 3 The activities that are proposed to be permitted, controlled, or discretionary activities, and the proposed rules for the area in which the land is situated under a proposed district plan or proposed regional plan under the Resource Management Act 1991, but only if—
 - (a) no submissions in opposition have been made under clause 6 of the First Schedule of that Act on those proposed activities or rules, and the time for making submissions has expired; or
 - (b) all submissions in opposition, and any appeals, have been determined, withdrawn, or dismissed.
 - 4 The area of land within each rating unit.
 - 5 The provision or availability to the land of a service provided by, or on behalf of, the local authority.
 - 6 Where the land is situated.
 - 7 The annual value of the land.
 - 8 The capital value of the land.
 - 9 The land value of the land.
-

Schedule 3

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Factors that may be used in calculating liability for targeted rates

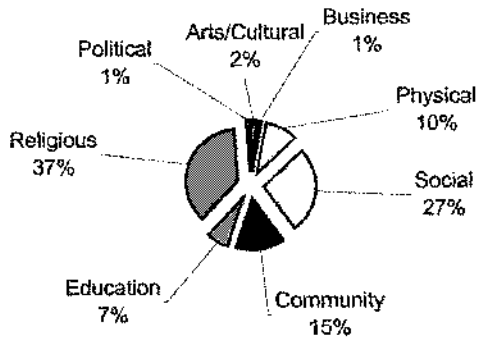
- 1 The annual value of the rating unit.
- 2 The capital value of the rating unit.
- 3 The land value of the rating unit.
- 4 The value of improvements to the rating unit.
- 5 The area of land within the rating unit.
- 6 The area of land within the rating unit that is sealed, paved, or built on.
- 7 The number of separately used or inhabited parts of the rating unit.
- 8 The extent of provision of any service to the rating unit by the local authority, including any limits or conditions that apply to the provision of the service.
- 9 The number or nature of connections from the land within each rating unit to any local authority reticulation system.
- 10 The area of land within the rating unit that is protected by any amenity or facility that is provided by the local authority.
- 11 The area of floor space of buildings within the rating unit.
- 12 The number of water closets and urinals within the rating unit.

Notes:

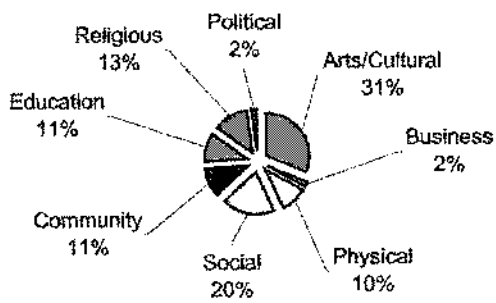
- 1 For the purposes of clauses 1 to 5, 8, and 10, **rating unit** includes part of a rating unit.
 - 2 For the purposes of clause 4, **value of improvements** is the value calculated in accordance with the following formula:
$$c - l$$
where—
c is the capital value of the rating unit
l is the land value of the rating unit.
 - 3 For the purposes of clause 8, the extent of provision of a service to the land must be measured objectively and be able to be verified.
 - 4 For the purposes of clause 12, a rating unit used primarily as a residence for 1 household must not be treated as having more than 1 water closet or urinal.
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Attachment A

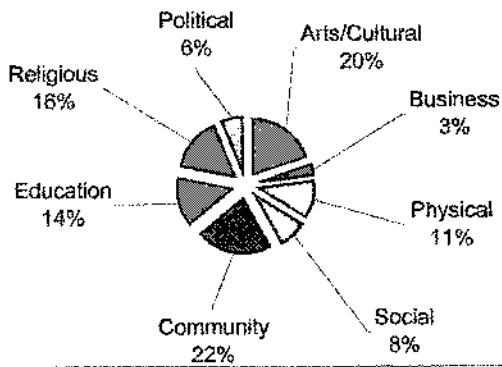
**Ceramco Park Category Usage
July 01 - June 02**



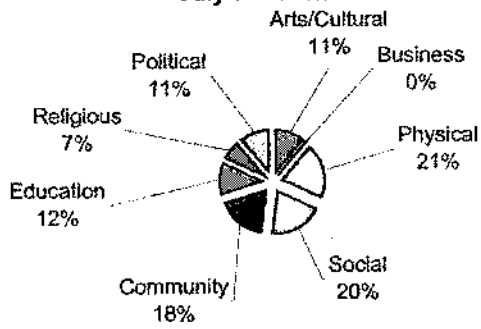
**Kelston Category Usage
July 01 - June 02**



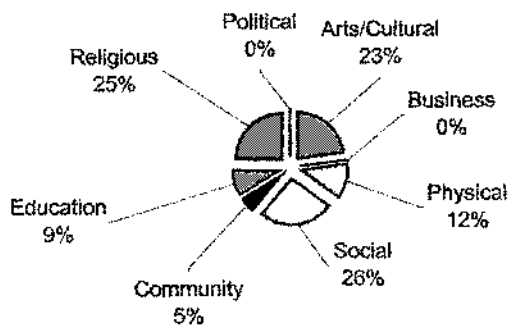
**New Lynn Category Usage
July 01 - June 02**



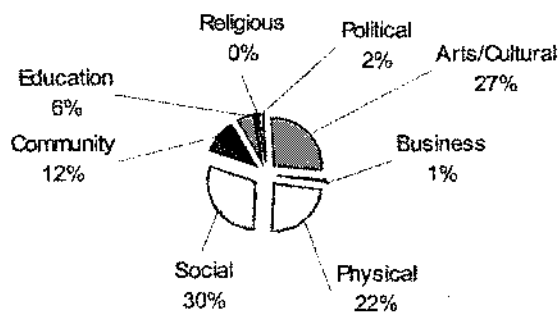
**Te Atatu Peninsula Category Usage
July 01 - June 02**



**Te Atatu South Category Usage
July 01 - June 02**



**Titirangi Category Usage
July 01 - June 02**



ATTACHMENT B

NEW LYNN COMMUNITY CENTRE – MANAGEMENT, DESIGN AND SECURITY ISSUES *New Lynn Community Board, 30 September 2002*

PURPOSE OF THE REPORT

The purpose of the report is to update the Community Board and address several issues that have been raised from time to time with respect to the design and operation of the New Lynn Community Centre, and in particular the security issues.

BACKGROUND

New Lynn Community Centre is a high profile, flagship Council facility with a high level of investment. The goal of the centre is to utilise the facility to its maximum capacity to provide the community benefits it has been designed to deliver.

Since its opening in June 2001, the New Lynn Community Centre has been the recipient of two NZIA Architecture awards and has been the subject of several complimentary high profile newspaper and magazine articles. As well as attracting design recognition, the centre has also attracted major civic functions such as the 'Government Ministry of Social Development Conference', Auckland Secondary Schools Careers Expo and numerous cultural festivals.

At the same time, it has come under criticism from several user groups and hirers with respect to its suitability for their requirements, several design issues and the limited level of onsite service provided by Council. A number of the groups, especially some of the older adult groups such as the Retired persons Association have moved to other venues in the City.

Until recent times, the centre had also been an ongoing target of theft, vandalism and both internal and external graffiti. Incidents occurred during both daylight and evening hours and when the centre had been in use and vacated/unattended. Areas targeted for theft have predominantly been the locker and kitchen storage areas, with vandalism also extending to the service corridor, foyer and exterior walls.

STRATEGIC CONTEXT

Leisure facilities and activities contribute to the well being of the City's residents, by providing recreation opportunities that promote health and social cohesion. The Council's Leisure Strategy, Community Facility Plan, Parks Strategy and Funding Policy guide the provision of these facilities and activities to ensure that they are available to all residents, responsive to changing demands and are provided efficiently.

The purpose of the provision of Community Centres is identified in the Local Government Act, which defines one of Council's responsibilities as delivering facilities and services to communities that meet their needs, choices and preferences.

Community Centres also contribute to the following key Council objectives of:

- Providing community activities and community education
- Providing focal points for community
- Providing places for people to meet and interact

ISSUES

User Group Satisfaction

Since the opening of the New Lynn Community Centre, seven groups have left the centre for other venues in the City. Some of the reasons given for their leaving the centre are:

- Inadequate level of on site personnel by Council.
- The building's impersonal nature (high ceiling and large empty spaces) and perceived complicated systems such as the door locks and light and heating switches.

- Comfort issues such as perceived lack of heating of some of the spaces.
- Design issues such as building acoustics, heavy doors, lift, upstairs kitchen design, etc.
- Security and theft issues.

User Group Numbers

As stated previously in this report a small number of annual hirers have moved to other venues.

Of recent times, a partnership with the YMCA has been undertaken which has seen programmes such as pre-school dance and gym and youth nights attracting large number of participants. The newly implemented on-site staff liaison with potential hirers has also led to additional annual hirers of the centre.

Future planning to further increase usage of the centre has led to a business and marketing plan being prepared at present. A report detailing the outcomes of this plan will be reported to the New Lynn Community Board at the December 2002 meeting.

On site Staff

A major issue stated from most of the annual user groups was that they require the centre to be staffed full time in order to provide an increased level of interaction and operational support.

The previous management of the centre involved:

- Booking of the centre through the Council's centralised booking system via the call centre.
- 2 Community Activity Facilitator (CAF) managing three of the six community centres from the Council offices.
- User groups using a key system to enter the centre.

Review of the management of the Centre

The level of staffing along with the other issues identified below led to the review of management of the New Lynn Community Centre: The issues were:

- Centre not operating to maximum capacity, hence not maximising Council's capital investment in the centre.
- The extensive size, profile and Council investment in the centre make the facility a flagship for Council.
- High degree of vandalism.

The end result of the management review, and the timing of the resignation of one the CAF's, resulted in a new structure being implemented for the management of the New Lynn Community Centre. This allowed a part time member of staff to be located on site for 20 hours a week at a regular time slot for the day-to-day management of the centre.

To date this has proven to be a success with very few issues being raised by the users and hirers and a significant reduction in security, vandalism and operational issues.

Design and Security Issues

A number of design issues have been raised since the opening of the centre. Many of these have been of an operational nature, which have now become non-issues as the users have become more familiar with the centre, assisted by the onsite staff.

However there were still some major operational design issues and a number of security, vandalism and graffiti issues, which have since been addressed.

Security issues included the failure of some users to lock and fully secure the centre at the conclusion of their hire, inadequate level of Armourguard security arrangements for the centre and as detailed above a lack of staff supervision at the Centre.

As a result of the actions taken below, operational issues have been reduced and no further vandalism or thefts have been reported.

Issue	Concern	Action
Lift	Disability lift. Some users were finding the swing doors difficult to use, especially upstairs.	Upstairs door is to be converted into sliding doors.
Upstairs Kitchen	Currently cramped for room and no dishwasher	Part of the wall to the adjacent storage area is to be removed to open the space up. A Dishwasher has been installed.
Heavy doors	The doors are heavy and stiff to open due to the fire regulations.	Magnetic holdbacks will be installed to keep the doors open, which will shut automatically when fire alarm is activated.
Main hall acoustics	Reports of poor acoustics for speech making and events with small groups.	The design has been reviewed and the space has been identified as "live" acoustically. This is good for music, however is poor for speech making. The hall is in need of some soft material on the hard concrete walls, which could take the form of artwork or curtaining. Staff are currently investigating a design, which may be able perform well acoustically for both music and speech making by either gathering or pulling out the curtains.
Electronic Taps (installed for hygiene and water saving reasons.)	Users find it confusing to operate the taps. Users shaking them are constantly damaging the taps.	Signs have been installed above the traps to assist; however this appears to be ineffective. Electronic taps will be phased out by replacing damaged taps with push down automatic taps.
Heating & ventilation	The heating system in the main hall and upstairs large meeting room has performed poorly.	This has been worked through with the Contractor and parts of the system have been replaced. At present, the system is performing adequately and no recent complaints have been received, however this will be monitored closely.
Roof leaks and timber floor lifting	These issues result from construction defects.	The contractor has been proactive in attending to all leaks. The flooring sub contractor has also attended to all problems as they have arisen. Again, this will be monitored closely and is covered by the contractor's guarantees.

Security	High level of theft, vandalism and internal graffiti.	Office is now staffed Monday to Friday 10am till 2pm. Casual hirer pre-event site visits stress the importance of securing the centre at the conclusion of their hire. The Alarm system was reconfigured to activate/deactivate by main door key and alarm system and monitoring is now fully operational. Security cameras have been installed, with three cameras operating 24 hours per day, 7 days a week. All footage is kept on videotape for up to 14 days. A user education programme has been instigated and locker storage area doors have been reinforced with existing mesh grills removed.
Graffiti	The back wall of the centre has been tagged with graffiti several times.	Staff are currently discussing options for treating the back wall with graffiti guard.

CONCLUSION

Since its opening in June 2001, a number of management, design and security issues have been raised at the New Lynn Community Centre. These resulted in a number of groups leaving the centre for other venues in the City.

However, in recent times, a part time staff member has been located at the centre and a number of the design and security issues have been addressed by either implementing physical and/or educational solutions. These have resulted in a reduction in user group complaints, security and vandalism issues. Initiatives such the partnership with the YMCA for delivery of youth based programmes and on-site staff liaison with potential hirers has led to a marked increase in the usage of the centre.

Other initiatives, such as the Business and Marketing Plan currently underway will also assist the Centre in fully achieving its goals.

RECOMMENDATIONS

1. That the information be received.

Report prepared by, Suresh Nagaiya, Acting Manager Leisure Services, and Jo-Anne Inansci, Community Activity Facilitator.