

NOTICE OF MEETING

PROJECTS SPECIAL COMMITTEE

I hereby give notice that an Ordinary Meeting of the Projects Special Committee will be held on:-

DATE: **Wednesday, 5 March 2003** **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.

3 March 2003



Audrey Chan
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8603

MEMBERSHIP:

Councillors	RP	Dallow, QPM, JP (Chairperson)
	JP	Lawley (Deputy Chairperson)
	DQ	Battersby, JP
	BA	Brady, JP
	JM	Clews, QSO, JP
	AC	Fenton
	GW	Russell

Mayor Bob Harvey, QSO, JP (ex officio)
Deputy Mayor Carolynne Stone (ex officio)

(Quorum 4 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 PROJECTS SPECIAL COMMITTEE
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 5 MARCH 2003
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 Act 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

Ordinary - Wednesday, 5 February 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Projects Special Committee held on Wednesday, 5 February 2003, as circulated, be taken as read and now be confirmed.



4 PRESENTATIONS

(A) WAITAKERE SPORTS COMPLEX

A presentation to update the Projects Special Committee on the progress thus far on the Waitakere Sports Complex will be made by Suresh Nagaiya in his capacity as the Waitakere Sports Complex Development Board Projects Manager.

(B) AQUATIC CENTRE UPGRADE

A presentation to update the Projects Special Committee on the Aquatic Centre Upgrade will be made by Simon Guillemin, Business Manager, Consultancy Services.



5 SERVICES UPDATE - CREMATION OPERATIONS AT WAIKUMETE CEMETERY

PURPOSE OF THE REPORT

The purpose of this report is to update the Projects Special Committee in regard to the operation of crematorium services at Waikumete Cemetery.

BACKGROUND

A report to this Committee on 6 November 2002 presented a review of crematorium operations and outlined a process for reviewing service delivery options.

The resolution from this meeting was:

- “1 That Council seeks Public Registration of Interest for a joint venture, or any other suitable option, for the operation and provision of the Cremation services through a formal process and that a report with other alternatives comes back to the Projects Special Committee.
2. That the process outlined in the report for the review of the replacement of the Waikumete cremators be adopted.”

3151/2002

A Registration of Interest was invited with advertisements being placed in the New Zealand Herald, and a full page flyer was inserted in the monthly newsletter of The Funeral Directors Association of New Zealand which is sent to all Funeral Directors in the country.

Six sets of documents were uplifted, and two replies were received by the closing date of 4:00 pm Tuesday, 3 February 2003. One late response was received which was sent back to the registrant as the Registration of Interest clearly stated no late responses would be accepted.

Both valid responses were from Australian manufactures of cremators for installation and maintenance of cremators only. No responses to the Registration of Interest were received in respect of operators wishing to enter into a joint venture.

ISSUES

No responses for the joint venture options were received. As outlined in the November 2002 report, the options are as follows:

- replace the cremators and comply with air discharge regulations: or
- Council exits and allows the market to address any resulting additional capacity requirement.

The November 2002 report to the Committee outlined a process for the review of the cremators operation as follows:

1. Seek the Projects Special Committee's general direction regarding this issue, including guidance on what additional work is required to support the presentation of the case for the replacement of the Waikumete cremators.
2. Development of full project costings for Council's consideration during the 2003/2004 Annual Plan and LTFS process.

The Projects Special Committee's general direction will allow officers to identify and pursue only those options that warrant development and ensure that the issues of concern are addressed.

Now that the Registration of Interest has identified that a joint venture is not a feasible option, the next step under the above process is for development of full project costings and identification of issues of concern on replacement of the cremator.

RESOURCES

A budget of \$525,000 has already been approved in the 2002/2003 Annual Plan for replacement of cremators and renovation of the crematorium. Costs provided by one of the respondents indicate that the existing budget will be sufficient to cover the project.

CONCLUSION

The Registration of Interest has shown that a joint venture is not an option that is favoured by the market. This leaves the option of Council purchasing a new cremator to comply with air discharge regulations, or exiting this service.

Full project costings as well as a cost/benefit analysis for replacement of the cremator will be identified in a report to the May 2003 meeting of Projects Special Committee.

The 6 November 2002 report also identified the need for improvements to cemetery operations including the following:

- investigation of the provision of catering facilities;
- improved maintenance; and
- marketing and communication.

These issues are being addressed at the moment and will be reported back to the Committee meeting in May 2003.

RECOMMENDATION

That the information be received.

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

