



## 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, 10 October 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.

4 October 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, 10 OCTOBER 2002  
COMMENCING AT 9.30 AM.**

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**TABLE OF CONTENTS**

<b><u>ITEM</u></b>	<b><u>PAGE NO.</u></b>
1 APOLOGIES	1
2 URGENT BUSINESS	1
3 CONFIRMATION OF MINUTES	1
<b><u>PART I - LEGAL AND CONSTITUTIONAL</u></b>	<b>2</b>
4 AFFIXATION OF COMMON SEAL	2
<b><u>PART II - FINANCE</u></b>	<b>4</b>
5 ANNUAL PLAN REVIEW - HOBSONVILLE ROAD BUDGET DUPLICATION - BUDGET RELOCATION	4
6 MASSEY COMMUNITY HOUSE (OLD MASSEY LIBRARY) BUILDING ALTERATIONS	4
7 WEST WAVE AQUATIC DEVELOPMENT PROJECT COSTS UPDATE	4
8 AQUATIC CENTRE SHUTDOWN - ADDITIONAL FUNDING REQUEST	4
9 2002/2003 STORMWATER LOAN WORKS PROGRAMME - ADJUSTMENT OF PRIORITIES	5
10 OPERATING AND CAPITAL EXPENDITURE SUMMARIES	7
11 BORROWING AND INVESTMENT REPORT	7
12 PAYMENTS FOR APPROVAL	8
13 ANNUAL REPORT 2001/2002	8
<b><u>PART III - GENERAL</u></b>	<b>10</b>
14 LEGAL SERVICES REVIEW	10
15 REPORT ON 2001/2002 PERFORMANCE OF THE WAITAKERE CITY RECREATION CENTRES	13
<b><u>PART IV - SUBCOMMITTEE REPORTS</u></b>	<b>20</b>
16 EMERGENCY SERVICES SPECIAL COMMITTEE	20
17 TENDERS SUBCOMMITTEE	20
<b><u>PART V - CONFIDENTIAL ITEMS</u></b>	<b>21</b>
18 HOBSONVILLE AIRBASE - POSSIBLE LAND ACQUISITION	21
19 REQUEST FOR LOAN GUARANTEE - RANUI ACTION PROJECT	21
PROCEDURAL MOTION TO EXCLUDE THE PUBLIC	21

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ON THURSDAY, 10 OCTOBER 2002  
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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**

Ordinary - Thursday, 12 September 2002

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Finance and Operational Performance Committee held on Thursday, 12 September 2002, as circulated, be taken as read and now be confirmed.



**PART I - LEGAL AND CONSTITUTIONAL**

**4 AFFIXATION OF COMMON SEAL**

**EXECUTION OF DOCUMENTS: 2 SEPTEMBER 2002 – 30 SEPTEMBER 2002**

<b>N°</b>	<b>NAME</b>	<b>PARTICULARS</b>
2348	WCC – Dick Fong	Warrant of Appointment and Evidence of Identity – No.054
2349	WCC - Waitakere City Athletics Club Inc	Deed of Surrender of Lease – part CT.515/813
2350	WCC - Waitakere City Athletics Club Inc	Deed of Surrender of Licence – part CT's.11A/214 & 515/183
2351	WCC - Waitakere Regional Sports Trust	Memorandum of Lease – CT's.69D/261; 68D/689 & 54A/1405 - Waitakere Sports Complex
2352	WCC - Waitakere Regional Sports Trust	Memorandum of Sub-Lease – CT's 69D/261 and 68D/689 – pursuant to Waitakere City Leisure Precinct Sports Complex Charter
2353	WCC – Colleen Patsie Gray	Warrant of Appointment and Evidence of Identity – No.0005
2354	WCC – Morris-Reade	SPW 19326 – Encroachment onto Road Reserve - Authority to use road – 85 Laingholm Drive, Laingholm
2355	WCC – Turnbull, De Magalhaes and Garelli	SPW 19326 – Encroachment onto Road Reserve - Authority to use road – 87 Laingholm Drive, Laingholm
2356	WCC – Hanley	SPW 19326 – Encroachment onto Road Reserve - Authority to use road – 89 Laingholm Drive, Laingholm
2357	WCC – HM Twisk and DMS Bernhardt	Deed of Renewal of Lease – Unit A, 4 Waipareira Avenue – pt. BNZ Building
2358	WCC – Fetu'tolu Tokelau Akoga Kamata Trust	Deed of Lease of part Jack Pringle Park – 2061/2001
2359	WCC	Bylaw No.31, 1999 – Hygienic Operation of Massage Facilities
2360	WCC – The ASB Bank Limited	ISDA Master Agreement governing transactions
2361	WCC	Stock Certificate SSC-05-1100 pursuant to Trust Deed dated 30/11/98
2362	WCC – John Richard Snashall	Warrant of Appointment and Evidence of Identity – No.0006
2363	WCC – T and PM Yugovich	SPW 21450 – Partial Surrender of Consent Notice 5267750.2 – 70 Shaw Road, Oratia
2364	WCC – Housing New Zealand Limited	SPW 20670 – Release of Memorandum of Encumbrance B480048.3 – 12 and 14 Harrington Road
2365	WCC – Mark David Iszard	Warrant of Appointment and Evidence of Identity – No.0008
2366	WCC – Shelley Diane Renkema	Warrant of Appointment and Evidence of Identity – No.0009

<b>N°</b>	<b>NAME</b>	<b>PARTICULARS</b>
2367	WCC – Helen Mui Lean Chin	Warrant of Appointment and Evidence of Identity – No.0010
2368	WCC – ASB Bank Limited and Waitakere City Racquets Sports Trust	Deed of Guarantee – resolution 934/2002
2369	WCC - Waitakere Playhouse Theatre Trust	Memorandum of Encumbrance re Glen Eden Playhouse Theatre – CT.107B/558
2370	WCC – Dennis Ernest Collins	Warrant of Appointment and Evidence of Identity – No.0011
2371	WCC – Waitakere Citizens Advice Bureaux	Funding Agreement 2002/2003

**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 II - FINANCE**

**5 ANNUAL PLAN REVIEW - HOBSONVILLE ROAD BUDGET DUPLICATION - BUDGET RELOCATION**

This report was not available at time of printing the agenda and will be circulated separately.



**6 MASSEY COMMUNITY HOUSE (OLD MASSEY LIBRARY) BUILDING ALTERATIONS**

This report was not available at time of printing the agenda and will be circulated separately.



**7 WEST WAVE AQUATIC DEVELOPMENT PROJECT COSTS UPDATE**

This report was not available at time of printing the agenda and will be circulated separately.



**8 AQUATIC CENTRE SHUTDOWN - ADDITIONAL FUNDING REQUEST**

This report was not available at time of printing the agenda and will be circulated separately.



9 **2002/2003 STORMWATER LOAN WORKS PROGRAMME - ADJUSTMENT OF PRIORITIES**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek the Finance and Operational Performance Committee's approval to adjust the priorities in the 2002/2003 Stormwater Loan Works Programme.

**BACKGROUND**

The 2002/2003 Stormwater Loan Works Programme has been developed on a priority basis taking into account Council's strategic priorities and levels of service.

The works programme is summarised below:

<b>Project</b>	<b>Purpose</b>	<b>Budget</b>
Stormwater Network Upgrading Programme	Provide additional stormwater capacity and services to protect properties against flooding. Construction of stormwater treatment facilities.	\$2,464,000
State Highway 16 and 18 Stormwater Services	Provide new stormwater infrastructure associated with the development of State Highway 16 and 18.	\$1,000,000
Project Twin Streams	Riparian restoration and flood mitigation.	\$2,500,000
<b>TOTAL</b>		<b>\$5,964,000</b>

In the preparation of the works programme some priority stormwater network upgrading projects to the value of \$450,000 were deferred to 2003/2004 in order to fund State Highway 16 and 18 stormwater services.

At the time that the 2002/2003 Annual Plan was being developed it was envisaged that State Highway 16 and 18 would proceed during 2002/2003. However, it has now been confirmed that construction will not begin until 2003/2004.

As well, Council's contribution to the State Highway 16 and 18 stormwater works has been negotiated with Transit New Zealand and is now only \$300,000.

**STRATEGIC CONTEXT**

Council's Stormwater Strategy contributes to the outcomes sought in a number of the strategic objectives set by Council. In the Green Network these relate to managing stormwater in harmony with the natural water cycle, keeping up with the growth of the City, reducing land slippage and erosion, protecting the health and safety of people, protecting the natural environment, and partnerships are addressed within the strategy.

In addition, stormwater solutions should be planned and designed in conjunction with the wider design initiatives being carried out within the Urban Villages pathway, such as neighbourhood and town centre plans, new subdivision design and structure plans to ensure that natural environments are integrated into the stormwater management and that ecosystems, such as streams, are a fully functional part of these areas. In the Sustainable Business pathway, the strategy promotes sustainable stormwater management in business, assisting the City in gaining a competitive edge in 'green' business.

Specifically, the 2002/2003 Annual Plan includes the following performance measures towards the achievement of Council's Stormwater Strategy:

Measures	2002/2003
Minimise the number of flood hazards per 1,000 properties	Less than 5.5 per 1,000 properties

## ISSUES

The request to adjust the works programme is being submitted to the Committee for the following reasons:

- The construction of State Highway 16 and 18 has been deferred to at least September 2003.
- As a result of further discussions with Transfund it has been possible to renegotiate Council's contribution towards stormwater works so that the actual amount of funding required is \$300,000 (i.e. less than the budget of \$1,000,000 provided in the 2002/2003 Annual Plan).
- The storm of 20 June 2002 identified a number of properties affected by flooding. Subsequent investigation as to the cause of the flooding and required works was completed in September and identified the need to carry out up to \$250,000 of urgent upgrading works.
- To reinstate stormwater network upgrading projects that were deferred to 2003/2004. These projects are needed to solve stormwater flooding issues in the Laings Stream catchment and minor City-wide upgrades.

## RESOURCES

As indicated above, the urgent flooding issues identified in the June 2002 storm can be addressed by reprioritising funding, while funding for Council's contribution towards State Highway 16 and 18 can be considered as a carryover for 2003/2004. The financial impact is summarised in the table below.

Works	\$
Stormwater network upgrading projects deferred from 2002/2003	450,000
New stormwater works identified as a priority by the June 2002 storm	250,000
Carryover for 2003/2004 to fund stormwater works associated with State Highway 16 and 18	300,000
<b>TOTAL</b>	<b>1,000,000</b>

The implementation of these works can be achieved within the resources currently available in EcoWater.

Preliminary planning and scoping for these projects has already been completed and this will enable the works to be implemented in a timely manner.

## CONCLUSION

The proposal to adjust the 2002/2003 Stormwater Loan Works Programme will provide protection against flooding for a number of properties in the City and can be implemented with no adverse financial consequences.

### **RECOMMENDATIONS**

1. That the information be received.
2. That consideration be given to adjusting the 2002/2003 Stormwater Loan Works Programme as detailed in this report.
3. That it be recommended to the Annual Plan Special Committee that a carry over of \$300,000 from the 2002/2003 Stormwater Loan Works Programme to fund Council's contribution towards stormwater works associated with State Highway 16 and 18 be included in the 2003/2004 Stormwater Loan Works Programme.

Report prepared by: Tony Miguel, Manager: EcoWater.



### **10 OPERATING AND CAPITAL EXPENDITURE SUMMARIES**

*A1*

The Operating and Capital Expenditure summaries for the two months ended August 2002 are attached at page A1. The general low level of expenditure is consistent with this early point in the financial year.

A comprehensive financial review will be undertaken covering the first three months of the year (First Quarter Review) and will be reported through to the November meeting of this Committee. It will include forecasts through to year end and any timing issues in respect of major projects.

The first report on Special Funds for the year will also be presented in conjunction with the First Quarter Review.

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.



### **11 BORROWING AND INVESTMENT REPORT**

This report has been circulated separately with the agenda.



## 12 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

*A2* A summary schedule of payments made for the period 16 August 2002 to 19 September 2002 is attached at page A2.

*A3 - A6* A further schedule of all payments of \$5,000 and above, together with the reason for the payment is attached at pages A3 to A6. If a member of the Finance and Operational Performance Committee 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.



## 13 ANNUAL REPORT 2001/2002

### PURPOSE OF THE REPORT

The purpose of the report is to present the year end Annual Report to the Finance and Operational Performance Committee and seek a recommendation that the report be forwarded to the Council for adoption.

### BACKGROUND

The preparation of the Annual Report is a statutory requirement of the Local Government Act. The Annual Report must be adopted no later than 5 months after the completion of the financial year ending 30 June 2002.

### STRATEGIC CONTEXT

The Annual Report completes the planning and reporting cycle for the year ended 30 June 2002. The report contains the actual results of financial performance against budgets and non financial measures.

## ANNUAL REPORT CONTENT

The financial statements along with the statements of service performance have received clearance from Audit New Zealand. The draft Annual Report will be circulated under separate cover. The key content of the published report will comprise:

- From the Mayor
- Report of the Chief Executive
- A year of achievements
- Sustainable development report
- Financial overview
- Report on long term financial strategies and policies
- Statement of compliance and responsibilities
- Financial statements for the year ended 30 June 2002
- Role and structure of Waitakere City Council
- Human resources policies and programmes
- Statement of resources
- Councillors, Community Boards and Waitakere City Council Management
- Report of the Auditor-General

It is intended that the Council adopt the 2001/2002 Annual Report at its ordinary meeting scheduled for 30 October 2002. Once approved the report will be printed for public distribution.

## CONCLUSION

The Annual Report content has been prepared in accordance with statutory requirements and has been completed well within the statutory timeframe. Once adopted by Council the report will be printed. It is expected to be available for public distribution in early November 2002.

## RECOMMENDATIONS

1. That the information be received.
2. That it be recommended to the Council that the 2001/2002 Annual Report be approved.

Report prepared by: Andrew Pollock, Director: Finance.



## **PART III - GENERAL**

### **14 LEGAL SERVICES REVIEW**

#### **PURPOSE OF THE REPORT**

The purpose of the report is to:

1. Report on progress on the Legal Services Review.
2. Report on the approach to improving the management and co-ordination of legal services to Council.
3. To seek a Committee resolution confirming the course of action without the need to go to the market for RFP or tender process.

#### **BACKGROUND**

Waitakere City Council has undertaken a full analysis and review of legal service management and delivery since amalgamation. The principal drivers for initiating the review arose from a mix of internal and external factors. Internally Council is in the process of reorganising its processes, structures and capability to enable it to deliver more effectively on the Council's strategic goals and requirements. To the extent that legal services are provided internally they are delivered by the Legal & Insurance section within Corporate and Civic Services and to a lesser degree through the Property Consultancy area. Externally the supplier relationships with law firms have evolved in response to Council demands without a comprehensive examination of how achievement of Council's objectives can best be assisted through the effective provision of legal services.

The Chief Executive now wishes to report on the review and the resulting strategy to:

1. Establish the requisite internal framework for improving the management and delivery of legal services.
2. Enhance the effectiveness of the relationships with Council's external legal service providers to optimise the value to Council.

#### **STRATEGIC CONTEXT**

Legal Services are one of the strategic support services provided to the Council from the Corporate and Civic Services Unit. Legal Services support Council's overall strategy in that they:

- Assist the implementation of key Council strategic projects.
- Assist Council to comply with its legislative requirement.
- Protect Council in terms of its public liability and the penchant on behalf of some in the community to see Council as an insurer of last resort.
- Enable Council to uphold and enforce the law in its regulatory, enforcement and other legal roles.
- Provide insurance and risk assurance services to the organisation.

## **ISSUES**

### **Review Recommendations**

The key recommendations developed in the review were that Council:

1. Continue to recognise the management and co-ordination of legal services as a strategic function relevant to the enhancement of stakeholder value and the improved management of Council's risk.
2. Recognise legal services as a key support service for Council as a whole and ensure future development or refinement is undertaken in a considered and planned manner rather than through an uncoordinated response to demand within various Council operational areas.
3. Continue with a mix of insourced and outsourced legal service delivery designed to match the needs of Council's operational activities.
4. Design and establish an internal framework that includes the capability to monitor and review the quality and cost of all legal services and to realise the value that can be achieved through improved planning and delivery.

### **Rationale**

The above recommendations were developed having regard to the following:

1. The nature of Council's role as a Territorial Authority. Council's core business involves daily decision-making and risk management within a framework that is governed by legislation.
2. The trend away from a reactive curative approach in risk management towards a proactive preventative approach (NB This is also reflected in the appointment of the Director: Quality Assurance).
3. The increasing level of sophistication of the interface with the legal services market from which Council must purchase services.
4. An increased variety and complexity in Council's roles resulting in a higher level of potential risk.
5. The volume and breadth of legal services required by Council.
6. The benefit derived (in terms of time, cost and quality) from having the provider / supplier relationship managed, monitored and reviewed by someone who understands the nature of the service provided.
7. The acknowledged continued demand for legal services by Council as a result of its core activities.

### **Actions Arising From The Review**

After consideration of the review recommendations the following operational actions are being implemented:

1. As part of the Corporate and Civic Services redesign and organisation review a new team incorporating the previous Legal & Insurance section has been formed called Legal Services.
2. The Legal Services Manager will be accountable for overseeing the management and delivery of all of Council's legal services.
3. Development of Council's capability as a "smart client" which can generate optimum value from its legal service suppliers.

4. While acknowledging the benefit of establishing strong partnering relationships with strategic suppliers such as Council's legal advisers Council will continue to reserve its discretion to seek advice when the circumstances warrant it from an alternative legal adviser. This is consistent with the approach that Council should avail itself of the best advice to match the needs.
5. Council is seeking "best value" proposals from Council's existing suppliers. If the Chief Executive is not satisfied with the proposals in terms of price, quality, resources, value add and customer service then the work will be subject to a selective market testing process.

### **Council As A Smart Client**

The general trend at Council has been for legal services costs to increase. It is not correct to automatically conclude that such increases are due only to the level of fees being charged by the external provider. The benefit (particularly financial) to be gained by Council in improving its systems and processes around legal service delivery and management will be much greater than those achieved from going to the market. This is positive for Council in that the achievement of the benefits is much more in the hands of Council rather than having to rely upon the market place to produce increased efficiencies. This is not to say an approach to the market does not produce benefits. As a strategy on its own however Council will not produce the results necessary to make a significant positive impact in the area of legal service delivery.

The principal benefits from engaging in a competitive process to test the market can also be achieved through a more rigorous management of the relationship with the existing providers. This is particularly so given the relatively small number of suppliers willing and capable of servicing Council's needs in the greater Auckland market. An investment of time, money and energy in the development of strong supply relationships would be more cost effective than entering into a contestable market process. The proposed new framework that management is designing and implementing will create an environment whereby the suppliers and Council through developing and implementing best practice processes will work towards:

- Minimisation of overall legal spend.
- Minimisation of demand for legal services.
- More flexible fee arrangements.
- Continued access to secondees on favourable terms.
- Access to external training for legal and non legal staff.
- On-line access to law firm precedents and advice through 'extranets'.
- Standardised approach to matter management and reporting.
- Access to law firm facilities - library, conference rooms, etc.
- Support of in-house lawyers.

### **RESOURCES**

The resources to implement this approach have been provided for in the Annual Plan.

### **SUMMARY**

The strategy outlined above is designed to produce the following benefits for Council:

1. Improved control over outsourcing of legal services;
2. More targeted use of the legal providers;
3. Reduction in duplication of demands for advice;
4. Better capture and reporting of information leading to improved decision-making;

5. A more strategic overview of how legal services can help contribute to Council's objectives;
6. Increased value for money;
7. Improved capability within Council resulting in Council becoming a "smarter client".

As there is a resolution from the Finance, Policy and Property Committee recommending a "contestable process to test the market" this report now seeks a resolution supporting the course of action recommended by the Chief Executive in this report.

### **RECOMMENDATIONS**

1. That the information be received.
2. That Council endorse the strategy and approach being taken by the Chief Executive to the management of legal services.
3. That in accordance with Standing Order 27.18 resolution 192/2001 be revoked and that the issue of tendering for legal services be reported back to Council only if the Chief Executive is not satisfied with the results of the approach outlined.

Report prepared by: Ross McLeod, Director: Corporate and Civic Services.



## **15 REPORT ON 2001/2002 PERFORMANCE OF THE WAITAKERE CITY RECREATION CENTRES**

### **PURPOSE OF THE REPORT**

The purpose of this report is to report on the operation of the City's two recreation centres, the Henderson Recreation Centre and the Massey Leisure Centre.

### **BACKGROUND**

Waitakere City currently provides two recreation Centres, the Massey Leisure Centre and the Henderson Recreation Centre .

The Massey Leisure Centre is managed by the YMCA through a management agreement for the provision of services. The contract began in December 1998 and will finish 30 June 2003.

The Henderson Recreation Centre is operated in conjunction with the Aquatic centre by Waitakere City's City Enterprises as a business unit and its operation has in the past been reported on generally as part of that unit.

This report presents for the first time, performance information for the two recreation facilities in the City in the same report. This is to enable us to move towards a more consistent and coordinated analysis of leisure opportunity provision.

Each leisure facility has a primary local target area but it is acknowledged that both also serve the entire City.

The Massey Leisure Centre's primary target catchment is the northwest of the City and the Henderson Recreation Centre 's is generally recognised as the central section of the City.

Each facility provides a range of recreation and leisure programmes and community meeting spaces. In addition the Henderson Recreation Centre provides some long term space for Plunket and the Music School and programmes that complement the Aquatic Centre upgrade (West Wave).

Both facilities have the following broad goals:

- The creation of a sense of ownership of the facility by the target community and the wider community of Waitakere City.
- A safe and healthy environment at the centre.
- A welcoming place of fun and enjoyment.
- Good relationships with surrounding neighbours.
- Accessible and affordable.
- Effective and productive relationships that contribute to the achievement of Council's wider vision and goals with schools, clubs, community groups and Waitakere City's other leisure facilities.
- Satisfied customers and users of the centre.

A range of measures have been developed to assist in monitoring the performance of each facility. Due to management being external, the measures for the Massey Leisure Centre have been more extensively developed and reported on. A Business Plan is currently being developed for the Henderson Recreation Centre to provide comprehensive service levels and monitoring programmes.

### STRATEGIC CONTEXT

Council leisure facilities and activities strongly 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, Youth recreation needs assessment and the 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.

Waitakere City has four tiers or types of local indoor community facilities provision.

	<b>Staffing</b>	<b>Business</b>	<b>Activity type</b>
Leisure / Community Centres	Staffed	Run activities Hire spaces,	Leisure and community
Community Centres	Staffed	Hire spaces	Leisure, community and social service
Community Houses	Staffed	Run activities	Community and social service
Community Halls	No staff	Hire spaces	Leisure and community

The type of facility is relative to the size of the catchment served and the relative stature of the village or town centre. It is recognised that in some communities two types of facility serve the same wider catchment but provide different but complementary services, eg Massey Leisure Centre and Massey Community House.

The 2 recreation centres that are the subject of this report are in line with this framework, each having a wide catchment, and providing a wide range of leisure opportunities. Each provides leisure programmes for its target community and space hire opportunities. The programme content is guided by the space available and the community served.

It is recognised that the future Waitakere Sports Complex, as a major citywide facility will add another type of facility that also provides for a significant amount of the local active recreational needs in Henderson. This will be taken into account in the long term planning for the Henderson Recreation Centre site as will the new upgraded Aquatic facility (West Wave).

## ISSUES

This report presents a mix of comparable data and information specific to a facility. In considering the material, Officers wish to note that direct comparison between the two facilities should be conducted with extreme care. Both centres provide a range of leisure activities but within quite different operating environments and associated facilities.

The Massey Leisure Centre is a newer purpose built facility managed externally. It has a Fitness centre, 2 court stadium, a childcare facility for users and a subdividable community meeting/activity room. The construction of the new library, CAB and community meeting / activity rooms impacted on the first six months of the operational year.

The Henderson Recreation Centre is operated in conjunction with the Council operated Waitakere Aquatic Centre (soon to be called West Wave). It has a large open floor, two activity rooms, a martial arts area and three long term tenants, Waitakere City Arts Council, Plunket and the Music School. The facility does have a number of historical users who occupy a large amount of space, at low cost while generating a relatively small number of participants. The City of Waitakere Roller Skaters are a high profile group in their sport but are a small group of dedicated individuals. Many of the more traditional lucrative sports leagues offered by other recreation centres are unable to be offered by the Henderson Recreation Centre as the physical layout of the interior is not conducive to these sports, eg the roof is too low for competitive badminton, the overhead beams make playing competitive basketball difficult and the open floor plan means there are no sides to make up a indoor soccer court. The fitness centre associated with the facility is operated as part of the pool complex. Another factor is that the centre's operation this year has been heavily impacted by the re-construction of the Aquatic Centre. The operation has also been impacted by the instability of the centre's future due to the deliberations on the Waitakere Sports Complex and the Henderson Town Centre development planning.

## PERFORMANCE

The main performance measures for both facilities are the number of visits annually and compliance with operating standards, eg perceptions of quality, health and safety etc.

Other measures include community awareness and customer satisfaction with cost, the operation and the facilities.

The following table details the number of visits for the two centres.

	<b>Total Visits in 2001/2002</b>	<b>*Comparable Activity Visits in 2001/2002</b>
<b>Massey Leisure Centre</b>	<b>171,740</b>	<b>98,578</b>
<b>Henderson Recreation centre</b>	<b>106,978</b>	<b>93,918</b>

\* To assist in equitable comparison these figures have been modified by the removal of long term tenants, fitness centre patrons and activity spectators.

### Centre Specific Activity

#### Massey Leisure Centre

The YMCA has been managing the Leisure Centre since the facility commenced operation in 1999 with Officers negotiating annual budgets and operational targets.

The YMCA provide a range of programmes including soccer, netball and basketball leagues, holiday programmes, gym classes for a variety of ages, a youth programme, aerobics and other fitness classes. The new community rooms opened in December 2001 now accommodate churches, martial arts groups, weight-watchers, craft groups and community meetings. The stadium is used major local activities including local and regional school sports events and home school activities.

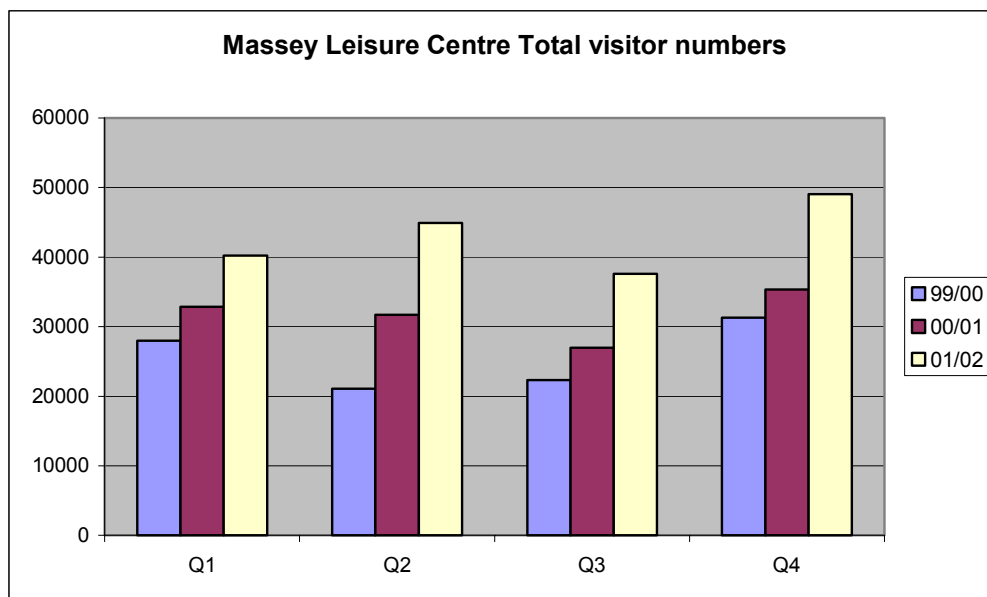
This year's key successes include the expansion of the youth programme on Friday nights, the crèche being licensed with excellent patronage and the solid increases in fitness centre and group exercise class attendance. The centre also continues to provide a venue for home school groups and local school activities.

Ongoing promotion of the centre has been conducted primarily through newspaper advertisements and a quarterly newsletter to local households. A major push was conducted for the opening of stage two which included a local household mail out conducted by Leisure Services.

The stage 2 construction was a difficult time for the staff and visitors but it has not influenced visitor numbers.

The co-location of the Library and the Citizens Advice Bureau with the Leisure Centre has seen an increased awareness of the leisure opportunities at the centre with corresponding increases in attendance.

The following graph details the visitor numbers for the last three years for each quarter.



Performance against targets has exceeded targets with the annual total target for 2001/2002 being 145,478 and the centre recording 171,740 actual total visits

The target for the entire contract period for all customer satisfaction and awareness measures is 80%. The recent contract monitoring survey conducted by Colmar Brunton on behalf of Waitakere City Council found the following results:

- 91% awareness of the facility by residents in the northwest of the City.
- 95% of users agreed that Massey Leisure Centre is enjoyable, safe, welcoming and clean, tidy and hygienic.

The perception of the overall quality of the Massey Leisure Centre is also excellent. Around three-quarters of the Massey Leisure Centre users say their overall satisfaction and their satisfaction with the equipment being safe and fit for purpose is 'excellent'. Only 4% believed the programmes were poor and 3% rated the overall satisfaction with the facility as poor.

In addition the survey found that:

- 48% the residents have visited the centre (compared with 9% in Dec 1999).
- 26% have 'used' the centre.

Awareness of funding of the facility is an area for improvement. When asked who funded the facility only 54% identified Waitakere City Council. However more people thought Waitakere City operated the facility (31%) than identified the YMCA as the operator (14%). 50% did not know.

In summary the operation has exceeded performance targets and the YMCA and in particular the Management team at Massey Leisure Centre have performed well. The relationship with Council is a strong partnership and discussions are already progressing with regard to the long term future.

Targets for 2002/2003 include;

- an increase in the range and number of youth programmes,
- working closer with the Massey Community House in their new location,
- an increased total visitor number of 190,000;
- a continued increase in the number and range of community activities;
- increase public awareness of who funds and who operates;
- sustaining the current perceptions of quality and community awareness;

The next public survey for performance monitoring will be conducted in early 2003/2004.

#### Henderson Recreation Centre

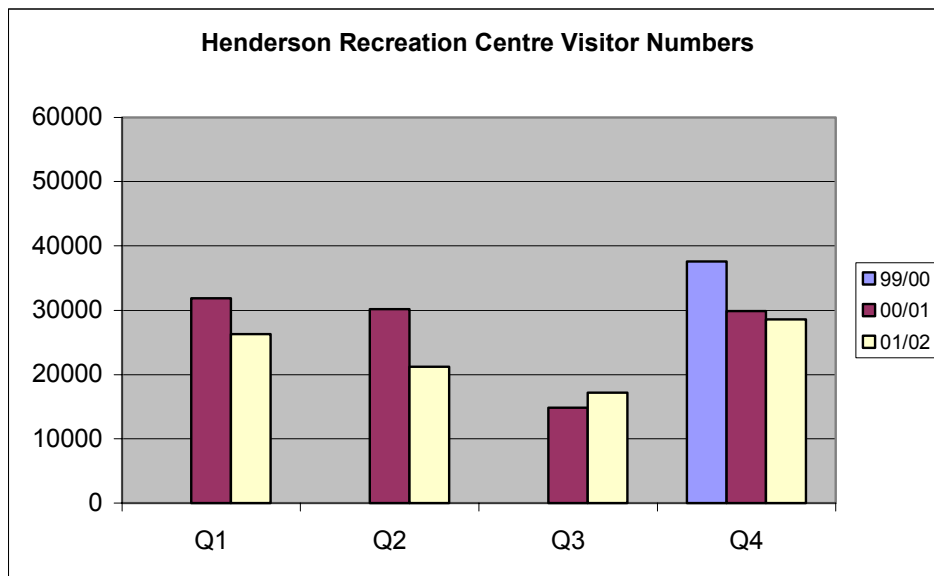
The Henderson Recreation Centre is managed in tandem with the Aquatic centre by City Enterprises.

The Henderson Recreation Centre provides a number of programmes including Peewee sport, Tumbleweeds gymnastics, Trampoline classes, Cardiac Club, Older Adult exercise classes, School sports groups, home school, an After School programme and Holiday programmes. The recreation centre also provides space for many regular hirers, these include Roller skating, Steptacular dance, West Elim Church, various martial arts groups, Northern Regional Diving and Health Moves. Significant areas of activity are mental health groups and Trusts who use the facility to provide sports and leisure opportunities for their groups. These include Waipareira Trust, Target Training, Ranworth health care, Waitemata Health and Kauri Trust. The two activity and meeting rooms located within the recreation centre also provide space for various community groups to hold weekly and monthly meetings.

As one of the largest open floor spaces in Waitakere City the centre is often used as a venue for Exhibitions, Weddings, Socials, and Rock Concerts. This results in the centre being used most weekends throughout the year for events such as the American Muscle Car Show, Craft fairs, Indian Festivals, Orchid Show, and the Cat club. It is also used on weekends for socials and by groups for sports nights.

This year's key successes include the introduction of recreational trampoline classes, and Peewee sport. The centre has also seen the return of many large groups to the facility for weekend hire, and an increase in the variety of user groups during day time hours. .

The following graph indicates the visitor numbers for just over the last two years.



A recent Citywide Leisure facilities survey conducted by Colmar Brunton found the following results.

- 66% of all Waitakere City residents were aware of the Henderson Recreation Centre which is second only to the Aquatic Centre at 87%.
- 11% of all residents state that they have used the Henderson Recreation Centre.

A number of actions have been taken recently that will impact positively on the current operation and in particular the number of visitors. These include the employment of a new marketing / promotions person for both the recreation centre and aquatic centre, the decrease in construction around the site and an exterior repaint which with the re-sanded floor and interior work has improved the overall feel.

The Henderson Recreation Centre is also currently undergoing a business planning process in order to more clearly determine the role that the centre should play within the community. This process includes an evaluation of the current programming in order to identify any current deficiencies and a review of how the current resources (time, space and staffing) can be used more effectively to meet the community needs (this will be determined via consultation with present and potential users and the general public).

The centre is also completing a SWOT analysis which will then be used in conjunction with the other information compiled to develop the centres objectives and the related critical success factors.

From this point the centre staff will be developing a number of business development scenarios (and their anticipated responses) to meet the perceived needs in the community. Initial work has begun on the framework of these scenarios, which include an integrated marketing plan for the centre (with a specific emphasis on targeted groups), a move to be more involved (via collaboration with external agencies) in the delivery and facilitation of youth focussed events, increasing user visits during typical downtimes and the development of programmes with significant potential for revenue generation (such as sports leagues). These initiatives will be the subject of a future report to the Financial and Operational Performance Committee.

## **Henderson Recreation Centre Development**

Whilst the Sports Complex is being developed, the current direction is that the Henderson Recreation Centre's operation will generally continue in a similar direction. Consideration of its long term role is part of the wider Henderson development considerations.

The Henderson Recreation Centre site on Cranwell Park is an integral part of the Henderson landscape and it has been recognised that any planning for the area needs to consider the future developments in Tui Glen, Edmonton Road and the Town centre and in particular the shift of the Library and other community tenants.

Derek Kemp, an economic development consultant at a recent Henderson Planning workshop highlighted that whilst serving the City's resident population recreational needs, that the City should consider developing the site as a significant play and recreation precinct that would attract external visitors. This could further the area's contribution to the local economy by encouraging people to stay longer in Henderson and spend more.

A further key piece of work that will influence planning is the recent Youth Recreational Needs analysis. In summary it confirmed that Henderson is a critical site for young peoples recreation principally due to Henderson's central location and it being a transport hub.

The future of the site will be reported more fully to the City Development Committee by Leisure and Strategic Projects staff in due course.

## **RESOURCES**

Waitakere City Council subsidised both operations from its annual budget. The annual operating subsidy in 2001/2002 for the Massey Leisure Centre was \$130,000 and for the Henderson Recreation Centre was \$205,587.

Massey Leisure Centre was also the recipient of a grant for equipment from the ASB trust. Unfortunately the Henderson Recreation Centre as a Council operated facility does not have access to such funds.

Staff for relationship management, coordination and contract monitoring, and an amount for promotions are also included in the annual budget.

## **CONCLUSION**

The City provides two recreation centres, the Massey Leisure Centre in the northwest and the Henderson Recreation Centre in the central area. Both provide space for hirers and provide programmed activities. In comparing it is important to note though that the facilities have quite different operating environments and physical facilities.

The Massey Leisure Centre operation has significantly improved since starting and has increased its visitor numbers with minimal increases in subsidy. It is well known in its area of operation and has an excellent reputation amongst its users. The centre is developing new youth programmes and promoting the new Don Buck rooms.

The Henderson Recreation Centre has a high awareness amongst Waitakere City residents. Given the impact of construction and of limited physical space the centre has attracted a solid number of visits. Staff are currently developing a new business plan and this will be the subject of a future report to the Finance and Operational Performance Committee.

**RECOMMENDATION**

That the information be received.

Report prepared by: Mark Allen, Senior Leisure Projects Leader and Doug Guthrie, Aquatic and Recreation Centre Manager.



**PART IV - SUBCOMMITTEE REPORTS**

**16 EMERGENCY SERVICES SPECIAL COMMITTEE**

**THE SPECIAL COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON TUESDAY, 1 OCTOBER 2002**

**MATTERS CONSIDERED**

A7 - A8

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 A7 to A8.

**The Special Committee Recommends:**

That the Ordinary Meeting report of the Emergency Services Special Committee held on Tuesday, 1 October 2002 be received.

DQ Battersby, JP  
**CHAIRPERSON**



**17 TENDERS SUBCOMMITTEE**

**THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETINGS HELD ON FRIDAY, 13 SEPTEMBER AND FRIDAY, 27 SEPTEMBER 2002**

**MATTERS CONSIDERED**

A9 - A14

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meetings are attached at pages A9 to A14.

**The Subcommittee Recommends:**

That the Ordinary Meeting reports of the Tenders Subcommittee held on Friday, 13 September and Friday, 27 September 2002 be received.

JM Clews, QSO, JP  
**CHAIRPERSON**



**PART V - CONFIDENTIAL ITEMS**

**18 HOBSONVILLE AIRBASE - POSSIBLE LAND ACQUISITION**

**19 REQUEST FOR LOAN GUARANTEE - RANUI ACTION PROJECT**

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 Hobsonville Airbase - Possible Land Acquisition and Request for Loan Guarantee - Ranui Action Project.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation of the 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 the matters to be considered.	Reason for passing this resolution in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> <li>• Hobsonville Airbase - Possible Land Acquisition</li> <li>• Request for Loan Guarantee - Ranui Action Project</li> </ul>	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> <li>• Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> <li>• Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</li> </ul>	<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)(b)(ii) and (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 affect the Council's negotiating position and confidential information provided by an outside organisation to the Council to assist in its decision with guaranteeing a loan.



**Waitakere City Council  
Management Report  
August 2002**

<b>Operating Costs</b>	<b>Actual Spent Year To Date</b>	<b>Budget</b>	<b>% Spent on Budget</b>	<b>Balance left on Budget</b>
Executive Suite	178,895	2,073,678	9%	1,894,783
Maori Issues	73,612	419,729	18%	346,117
Public Affairs	216,968	1,818,625	12%	1,601,657
Corporate and Civic Services	1,819,770	11,392,573	16%	9,572,803
Finance	152,922	1,397,603	11%	1,244,681
Strategic Projects	248,718	3,447,232	7%	3,198,514
Strategic Group	738,950	5,172,175	14%	4,433,225
City Enterprises	3,390,004	25,574,388	13%	22,184,384
City Services	3,205,111	32,447,739	10%	29,242,628
<b>TOTAL OPERATIONS</b>	<b>10,024,948</b>	<b>83,743,742</b>	<b>12%</b>	<b>73,718,794</b>

<b>Capital Expenditure</b>	<b>ACT YTD Adjusted</b>	<b>Budget</b>	<b>% Spent on Budget</b>	<b>Balance left on Budget</b>
Executive Suite	0	10,000	0%	10,000
Public Affairs	0	10,000	0%	10,000
<b>Corporate and Civic Services</b>				
Plant Renewal	32,579	511,800	6%	479,221
Civic and Administration	12,049	1,884,000	1%	1,871,951
Information Management	27,363	2,661,921	1%	2,634,558
Libraries	145,464	2,621,514	6%	2,476,050
	217,455	7,679,235	3%	7,461,780
Strategic Projects	11,567	35,814,364	0%	35,802,797
<b>City Enterprises</b>				
Animal Welfare Services	957	25,000	4%	24,043
Cemetery & Crematorium	0	1,092,900	0%	1,092,900
Vehicle Testing Station	0	0		0
Property Expenditure	102,379	1,339,500	8%	1,237,121
Aquatic and Recreation Centre	1,267,656	4,968,500	26%	3,700,844
Solid Waste and Baling Station	2,634	300,000	1%	297,366
Ecowater Renewals	161,377	6,232,566	3%	6,071,189
Ecowater Capital Works	156,589	14,672,925	1%	14,516,336
Ecowater Business Assets	0	117,000	0%	117,000
	<b>1,691,591</b>	<b>28,748,391</b>	<b>6%</b>	<b>27,056,800</b>
<b>City Services</b>				
Consent Services	0	33,079	0%	33,079
Leisure Services	5,398	7,600,000	0%	7,594,602
Aftercare and Special Projects	1,928	683,793	0%	681,865
Roading Renewals	82,053	5,354,440	2%	5,272,387
Roading Capital Works	177,665	12,604,591	1%	12,426,926
Parks and Green Assets Renewals	25,721	1,300,983	2%	1,275,262
Parks and Green Assets Capital Works	45,164	4,155,200	1%	4,110,036
	<b>337,929</b>	<b>31,732,086</b>	<b>1%</b>	<b>31,394,157</b>
<b>Total Capital Expenditure</b>	<b>2,475,998</b>	<b>111,673,311</b>	<b>2%</b>	<b>109,197,313</b>

**PAYMENTS FOR APPROVAL 16 AUGUST 2002 TO 19 SEPTEMBER 2002**

The following payments are reported for the period 16 August 2002 to 19 September 2002

a) Wages and Salaries (net of tax)		1,928,969
b) Payments to ARC		2,213,747
c) Watercare Services Limited		1,908,583
d) Inland Revenue Department		1,082,705
e) Loans - repayment of maturities/interest		21,319,580
f) Investments		6,414,161
g) Contract payments over \$50,000:		
Arrow Civil Engineers Ltd	Various contracts	231,361
Asplundh Tree Expert (NZ) Ltd	Tree maintenance	61,794
Auckland Civil Limited	Various contracts	78,190
Blacktop Construction Ltd	Resealing city streets	50,868
CDL Land NZ Ltd	Bond refunds	75,237
Civic Contractors Ltd	Various contracts	54,460
Civil Construction Group Ltd	Various contracts	163,335
Excell Corp	Various contracts	216,358
Fitness Works Ltd	Fitness contract and equipment	86,010
Fulton Hogan North Harbour Ltd	Roading	141,027
Genesis Energy	Power accounts & street lighting	88,626
Gibson O'Connor Ltd	Aquatic Centre upgrade	1,140,637
Giles Civil Ltd	Gunner Drive traffic calming	52,474
Haines Recruitment	Advertising	64,989
HEB Contractors	Kerb and footpaths	58,476
Hughes Civil Ltd	Stormwater projects	81,856
Nasey Contractors Ltd	Otitori Bay Road footpath	61,466
Onyx Group Ltd	Various contracts	236,066
Perry Waste Services Ltd	Waste removal	101,874
Professional Property & Cleaning Service	Cleaning	51,752
Quotable Value NZ Ltd	Valuation fees	88,631
Recreational Turf Services	Sports parks sand maintenance	56,000
Stonedale Civil Contractors	Various contracts	68,637
Techscape Limited	Various contracts	1,230,082
Telecom New Zealand Ltd	Phone charges	96,737
Treescape Ltd	Tree removal	63,839
Waste Management NZ Ltd	Waste disposal	303,131
		5,003,913
h) Other payments over \$50,000:		
Davenport (Harbour)	Waitakere Sports Trust Grant	1,125,000
Davenport (Henderson)	Surrender of lease	1,012,500
Department for Courts	Share infringement notices	75,540
Enterprise Waitakere	Quarterly grant	149,062
Keep Waitakere Beautiful	Funding	100,395
		2,462,497
i) Other payments under \$50,000		3,958,923
TOTAL PAYMENTS		46,293,078

Aalbers And Calis Partnership	5,400.00	Works Bond Refund
Abb Ltd	6,009.76	Mag Flow Meters
Air New Zealand Limited	18,757.38	Air Travel
Alex & Rosalie White Family Trust	5,934.38	Rent - GPT Building
All Shine Cleaners	7,552.63	Cleaning - Civic Centre
Ambrico Group	23,893.85	Stormwater Drainage - Mcleod Rd
AMP Asset Management NZ Ltd - Property	15,272.47	Rent - New Lynn Service Centre
Approved Building Certifiers	5,000.00	Crossing Bond Refunds
Approved Building Certifiers	6,965.00	Crossing Bond Refund
Aqualab (NZ) Ltd	11,128.51	Drinking Water Testing
Architectus Ltd	14,287.10	Accommodation Project
Armourguard Security Ltd	19,696.22	Noise Control
Armourguard Security Ltd	10,932.19	Noise Control
Arrow Civil Engineers Ltd	123,519.23	Veronica St/Ward St Link
Arrow Civil Engineers Ltd	37,782.70	Roundabout Don Buck/Triangle Rd's
Arrow Civil Engineers Ltd	70,058.93	Veronica/Ward St Link Contract
Arthur Andersen	5,062.50	Water Services Improvement Initiatives
Arthur D Riley & Co Ltd	5,998.50	Leak Detention Contract
Asplundh Tree Expert (NZ) Ltd	61,793.71	Tree Maintenance Parks
Atl Systems (NZ) Limited	12,334.93	Computerware
Auckland City Council	47,388.58	Reseal Pavement Whau Bridge Share Cost
Auckland Civil Ltd	33,877.79	Various Contracts
Auckland Civil Ltd	44,312.37	New Footpath Construction
Auckland Civil Ltd	203,992.06	Cemetery Rd/Cornwallis Rd Contracts
Auckland Regional Council	5,323.17	Consents Central Park Drive
Auckland Regional Council	2,197,438.74	Rates
Auckland Regional Council	5,984.91	Air Discharge Fee
Auckland Regional Council	5,000.00	Consent Corban Reserve Balefill Site
Auckland Regional Council	22,500.00	Audit Fees
Audit New Zealand	5,000.00	Tender Deposit
Australasian Road Markers NZ Ltd	5,245.67	Geotechnical Contract
Bashi & Associates Ltd	50,867.94	Resealing City Streets
Blacktop Construction Ltd	10,339.73	Books
Bookworks	23,048.47	Fuel July
BP Fuelcard	24,456.38	Parks Signage
Brave Design Ltd	39,691.58	Te Atatu Walkway
Brett Garea Environments	37,256.64	Sturges South Sewer Upgrade
Broederflow Construction Ltd	5,000.00	Performance Bond Refund
Bruce Andrew Painter	11,140.94	Levy - August 2002
Building Industry Authority	17,862.55	Levy - August 2002
Building Research Association NZ	10,215.00	Agency Staff & Placement Fees
Candle NZ Ltd	5,079.20	Professional Services
Cato Bolam Consultants Ltd	9,254.49	Retentions
Cauce Consultants NZ Ltd	69,425.00	Work Bond Refund Ecowater
CDL Land NZ Ltd	5,811.66	Maintenance Bond Refund
CDL Land NZ Ltd	5,501.25	Rent - Glen Eden Library
Chamonix Holdings Limited	7,000.00	Tender Deposit Refund
City Contractors Ltd	5,469.75	Structural Checking Fees
City Design	7,953.27	Response Maintenance
Civic Contractors Ltd	10,290.52	Litter Pickups & Maintenance Etc
Civic Contractors Ltd	36,216.18	Litter Contract
Civic Contractors Ltd	163,335.76	Ecowater Contracts
Civil Construction Group Ltd	12,971.25	Addition Survey Sunnyvale
Ckl Surveys Ltd	5,738.15	Professional Services
Clive Preston-Thomas	15,777.20	Refund Reserve Contribution
Cohousing New Zealand Limited	12,358.13	Leisure Survey
Colmar Brunton Research	18,233.80	Gas Charges
Contact Energy Ltd	35,700.00	Vehicle
Continental Car Services Ltd	8,352.50	Hsn Creek Carpark /Korean Church
Coulbaly & Associates	10,757.81	Arts & Cultural Strategy
Creationz Consultants	14,625.00	Aquatic Centre Upgrade
Creative Spaces Ltd	46,235.75	Computer Charges
Datacom Systems Ltd	1,125,000.00	Waitakere Sports Trust Initial Disbursement (Grant)
Davenports (Harbour)	1,012,500.00	Surrender of lease
Davenports (Henderson)	7,500.00	Interest payment
Denise Bijoux	12,900.00	Infringement Notices
Department For Courts	13,050.00	Infringement Notices
Department For Courts	11,610.00	Infringement Notices
Department For Courts	11,580.00	Infringement Notices
Department For Courts	11,430.00	Infringement Notices
Department For Courts	14,970.00	Infringement Notices
Department For Courts	10,015.00	Hobsonville Planning
Derek Kemp	27,238.89	Signs Maintenance
Directions Ltd	7,709.67	Temporary Staff
Drake Personnel NZ Limited	6,385.11	Temporary Staff
Drake Personnel NZ Limited	7,696.45	Temporary Staff
Drake Personnel NZ Limited	7,430.12	Temporary Staff
Ecologically Sustainable Design	6,033.49	Urban Design Workshop
Emc International Holdings Inc	6,140.83	Clarion Disc Maintenance

Enterprise Waitakere	149,062.50	1st Quarter Annual Grant
Eurest NZ Ltd	7,086.46	Catering
Eurest NZ Ltd	8,819.15	Catering
Excell Corp	44,845.09	Pavement Shoulder Etc
Excell Corp	171,513.63	Pavement Contract/Roadsweeping Contract
Fitsemanu Enterprises	5,625.00	Catering
Fitsemanu Enterprises	8,347.50	Catering
Fitness Works Ltd	70,097.67	Fitness Equipment Contract Rec Centre
Fitness Works Ltd	15,912.01	Cross Trainer & Fitness Equipment
Fraser Thomas Ltd	7,898.39	Twin Streams Landscape
Fuji Xerox Finance Limited	30,313.12	Lease
Fuji Xerox Finance Limited	11,317.50	Photocopier Leases
Fuji Xerox New Zealand Ltd	14,208.45	Copier Paper
Fulton Hogan North Harbour Ltd	141,026.64	Roading Contract
Fulton Hogan-Waikato	5,000.00	Tender Deposit Refund
GBC Jennite	8,100.00	Hot Roll Laminator - Trimmer Film
GDC Communications Limited	5,689.02	Install Voice & Data Tie To Amex
Genesis Energy	6,887.40	Power Accounts
Genesis Energy	8,524.25	Power Accounts
Genesis Energy	71,750.83	Power Accounts - Street Lighting
Genesis Energy	8,350.74	Power Accounts
GHD Limited	23,422.50	Cycle Feasibility Study
GHD Limited	6,556.50	Professional Services
Gibbons Contractors Ltd	17,647.54	Various Contracts
Gibson O'Connor Ltd	1,140,637.34	Aquatic Centre Contract
Giles Civil Ltd	18,016.53	Ais Implementation & Safety Harbourview
Giles Civil Ltd	34,457.00	Gunner Dr Traffic Calming Contract
Giltrap Motors Ltd	36,651.10	Vehicle
Glen Eden Community House	17,500.00	Funding
Global Roadsigns	8,789.57	Bus Shelter Guardrail
Graham & Keys	5,422.50	Public Toilet
Green Bay Community House	11,666.66	Funding
Groutseal (1989) Ltd	17,593.34	Videoing Flushing & Line Cleaning
Haines Recruitment	37,441.40	Advertising
Haines Recruitment	27,547.42	Advertising
Halstead & Associates	13,562.83	Multi Reserve Development
Halyard Investments Limited	14,531.25	Rent - V.T.S & C.O.F Lane
HEB Contractors	51,275.73	Maui St Kerb & Footpath
HEB Contractors	7,200.00	Tender Deposit Refund
Highways Systems Limited	5,000.00	Tender Deposit Refund
Hughes Civil Ltd	36,483.06	Rosier Rd Stormwater
Hughes Civil Ltd	45,373.37	Kingdale Rd Stormwater Upgrade
Hydraulic Modelling Services	6,850.13	Hydraulic Modelling C.M.P'S
Infrastructure Management Consulting Se	8,789.82	Watermain Upgrade Selwood Rd
Inland Revenue Department	363,800.70	P.A.Y.E
Inland Revenue Department	33,147.56	G.S.T
Inland Revenue Department	332,544.82	P.A.Y.E
Inland Revenue Department	353,211.92	P.A.Y.E
Itas	21,600.00	Aim & Dirks Programme
J B Pipeline Services Ltd	5,000.00	Tender Deposit Refund
Jade Direct Ltd	5,877.96	Payroll Processing July
Jade Direct Ltd	5,378.22	Payroll Processing
John W Cargill Plumbing Ltd	15,190.63	Plumbing
John W Cargill Plumbing Ltd	13,157.12	Plumbing
K J Earl	5,919.75	Painting & Decorating
K J Earl	7,537.50	Painting & Decorating
Kawerau A Maki Trust	5,760.00	Resource Management Consulting
Keep Waitakere Beautiful	100,395.00	Funding
Kennedy Furniture Ltd	15,461.16	Furniture
KPMG Legal	16,700.05	Legal Fees
KPMG Legal	13,910.69	Legal Fees
Land & Marine Ltd	29,390.63	Cliffview Drive Stormwater
Leney Contracting Ltd	5,518.13	Stream Cleaning
Lineset Graphics	34,119.08	Graphics & Printing Etc
Liquid Waste Disposal Ltd	7,689.45	Cesspit Cleaning
Liquid Waste Disposal Ltd	18,106.82	Onsite Wastewater Management
M Keoghnan Contractors Limited	10,137.43	Hutchinson/Godley Kerb Footpath
Macroplan Australia	12,470.77	Assessment Of Town Centres
Mainline Drainage	15,279.46	Zita Maria Dr Stormwater Contract
Marsa Consultancy Ltd	5,846.75	Maintenance & Base Station Work
Massey Community House Inc	18,046.91	Funding
Mckenzie Project Services	8,478.57	Engineering Supervision
Michael Cassidy Landscape Architect	5,814.56	Peoples Park Concept Contract
Mitchell Vranjes Consulting Engineers L	6,640.59	Professional Services
Montgomery Watson Ltd	25,944.08	Veronica/Ward St Link Contract
Moore Gallagher	9,302.36	Printing
Moore Gallagher	21,499.04	Printing
Murray & Buckley	29,502.84	Watermain Renewal Archibald/St Leonard's Contract
MWH New Zealand Ltd	11,964.38	Capital Works Advice
MWH New Zealand Ltd	19,954.00	Supervision Contract

N Z Post Ltd	13,240.62	Postage
N Z Post Ltd	18,592.68	Postage
N Z Post Ltd	5,588.61	Postage
N Z Public Service Association	8,299.00	Union Fees
Nasey Contractors Ltd	61,466.29	Otitori Bay Rd Footpath Stage 3
National Provident Fund	5,124.12	Superannuation
Neville Dench	8,043.75	Professional Services
Neville Newcomb Ltd	5,149.15	Copier Charges
Norcross Stationery Ltd	11,742.68	Stationery
North Shore Waterproofing Ltd	16,238.27	Aquatic Centre Re Roof
North Western Toyota	39,560.00	Vehicle
Octa Associates Ltd	10,265.63	Various Contracts
Onyx Group Ltd	14,588.13	Various Contracts
Onyx Group Ltd	221,478.73	Domestic & Refuse Contracts
Open System Specialists Ltd	7,734.38	Agency Staff - I.M Department
Opus International Consultants	9,204.20	Various Contracts
Paradigm Productions Ltd	22,219.43	Parks Walkway Brochure
Paton Roofing Services Limited	7,041.15	Repair Roof Civic Centre
Pattie Delamore Partners Ltd	5,610.72	Closed Landfills Assessment Contract
Pattie Delamore Partners Ltd	16,120.10	Various Contracts
Perry Waste Services Ltd	9,789.58	Waste Removal
Perry Waste Services Ltd	92,084.67	Waste Removal
Phoenix Research Ltd	8,437.50	Interviews New Lynn/Henderson
Port Glen Consultancy	5,400.00	Clark Land Project
Professional Property &Cleaning Service	25,886.88	Cleaning Contract
Professional Property &Cleaning Service	25,865.58	Cleaning Contract
Pulse Cpr	8,437.50	Image Hire/Photo Retouch & Montaging
Pulse Cpr	12,519.00	Art Work
Quotable Value NZ Ltd	42,375.00	T.L.A Contract Fee July
Quotable Value NZ Ltd	46,256.25	Valuation Fees
R H Jacobsen Ltd	15,347.50	Electrical Repairs
R O Norman Contractors Ltd	48,719.06	Central Park/Cunard St Outfall
R Savory Ltd	13,927.50	Massey Community Centre Joinery Contract
Ranui Community Centre Inc	17,500.00	Funding
Recreational Turf Services	56,600.26	Sports Park Maintenance
Right Relations	5,484.38	Community Centres Promotions
Riteway Electrical Services	5,220.43	Electrical Repairs
Riteway Electrical Services	10,608.05	Electrical Repair Contract
Rob Woodger Ltd	6,000.00	Crossing Bond Refunds
Rocon Printing Co Ltd	12,342.41	Printing
Ruth Andrews-Bidois	5,415.00	Professional Services - Field Services
Satellite Investments Ltd	32,652.65	Rent - 131 Lincoln Rd
Settlers Lodge	7,200.00	Catering - Go West Train Trip
Shortland Publications Limited	5,056.11	Books
Simpson Grierson (Auckland)	22,099.41	Legal Fees
Skye Group Pty Ltd	5,583.00	Swimwear
Solar Outdoor Lighting Ltd	28,849.47	Street Light Maintenance
Southern Cross Healthcare	8,837.20	Healthcare
Southern Sky Books Ltd	14,491.11	Books
Spray Marks Roadmarkings (Tga) Ltd	28,685.99	Roadmarking
Stockman General Contractors Ltd	7,000.00	Tender Deposit Refund
Stonedale Civil Contractors Ltd	51,502.74	Swanson Rd Upgrade
Stonedale Civil Contractors Ltd	17,134.14	Ecowater Contract
Surf Life Saving Northern Region Inc	44,067.38	Annual Grant
T R Newton Consultants Pty Ltd	12,680.00	Professional Services
Tag Out Trust	30,420.71	Graffiti Contract
Te Atatu Peninsula Community House	16,406.25	Funding
Te Kawerau A Maki Trust	16,168.13	Consultation
Te Whanau O Waipareira Trust	20,000.00	Refund Overpayment of Interest
Techscape Limited	299,869.31	Various Contracts
Techscape Limited	86,784.47	Various Contracts
Techscape Limited	47,018.86	Various Contracts
Techscape Limited	359,597.28	Various Contracts
Techscape Limited	198,284.12	Various Contracts
Techscape Limited	238,528.38	Various Contracts
Telecom New Zealand Ltd	17,471.04	Calls & charges
Telecom New Zealand Ltd	59,890.07	Calls & charges
Telecom New Zealand Ltd	8,556.75	Calls & charges
Telecom New Zealand Ltd	10,819.36	Calls & charges
Terracon Coatings Ltd	11,937.38	Massey Reservoir Contract
Terry Moorhouse	7,219.13	Dangerous Goods
The Library Supply Company Limited	6,563.10	Books
Thomas Civil Consultants Ltd	12,467.52	Engineering Services
Titirangi Community House Committee	14,633.33	Funding
Tonkin & Taylor Ltd	6,762.36	Wekatahi Stream Management Study
Tonkin & Taylor Ltd	5,087.25	Analyse Tunnel Subsidence
Total Traffic Services Ltd	33,070.59	Traffic Signal Maintenance
Total Traffic Services Ltd	7,902.83	Traffic Signal Maintenance
Traffic Planning Consultants Ltd	21,293.33	Strategic Corridor Contract
Treescape Ltd	55,144.63	Manu Te Whau Tree Removal Contract

Treescape Ltd	8,694.00	Various Works Orders
Tse Group Ltd	18,964.13	Various Contracts & Professional Services
Tunnel & Civil Ltd	18,873.21	Montana Reservoir
Underground Vision Ltd	5,585.63	C.C.T.V Inspections
Urs New Zealand Ltd	6,139.73	Professional Services
V M Freestone	8,852.34	Rainfall Maintain & Monitor Station
Virginia King Sculptor	5,625.00	Cast Bronze Inlays
Waitakere Education Sector Trust	20,000.00	Grant
Waitakere Safer Community Council Trust	19,968.75	Funding - July - December 2002
Waitakere Workers Education Association	11,812.50	Funding
Waste Management NZ Ltd	127,777.18	Waste Disposal
Waste Management NZ Ltd	57,940.07	Waste Disposal
Waste Management NZ Ltd	117,414.09	Waste Disposal
Watercare Services Limited	6,448.50	Levies
Watercare Services Limited	6,986.25	Trade Waste Charges
Watercare Services Limited	1,895,148.00	Bulk & Wastewater August
Watson Investment Trust	10,312.50	Rent - Central Park Drive
Waugh Consultants Ltd	6,037.54	Hansen System Assistance
Wells Instrument & Electrical Services	9,949.21	Water Meter Reading
Wells Instrument & Electrical Services	5,773.19	Water Meter Reading Contract
West Auckland Dist Council Of Social Se	22,500.00	Grant
Whitcoulls Ltd	23,849.49	Books
Whitcoulls Office Products	7,207.99	Stationery
Wilcon Sylvan Ltd	10,822.50	Asset Management Plans
Works Infrastructure Ltd	13,288.96	Unsealed Road Maintenance
Works Infrastructure Ltd	5,500.00	Tender Deposit Refund
Works Infrastructure Ltd	28,406.91	Ecowater Contracts
Total payment over \$5,000	15,420,825.85	
Other payments per agenda item	30,872,252.15	
Total payments as per agenda item	46,293,078.00	

**MINUTES OF AN ORDINARY MEETING OF THE EMERGENCY SERVICES SPECIAL  
COMMITTEE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,  
LINCOLN, WAITAKERE CITY, ON TUESDAY, 1 OCTOBER 2002  
COMMENCING AT 9.33 AM.**

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**PRESENT:** Councillors DQ Battersby, JP (Chairperson)  
VS Neeson, JP (Deputy Chairperson)  
RP Dallow, QPM, JP  
AC Fenton

**IN ATTENDANCE:** Director: Corporate and Civic Services  
Manager, Emergency Services Section  
Principal Rural Fire Officer  
Committee Secretary: S Simiona

Mr Bill Ellis - Chief Fire Officer, NZ Fire Service, Waitakere City

Mr John Titimus - Ministry of Civil Defence and Emergency Management

**1 APOLOGIES**

2927/2002

MOVED by Cr Neeson, seconded Cr Fenton:

That an apology from Cr Russell for absence be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

2928/2002

MOVED by Cr Fenton, seconded Cr Neeson:

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 6 August 2002, as circulated, are taken as read and now confirmed.

**CARRIED**

**4 CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP AND THE AUCKLAND  
ENGINEERING LIFELINES GROUP**

2929/2002

MOVED by Cr Neeson, seconded Cr Dallow:

That the information be received.

**CARRIED**

**5 THE WAITAKERE CITY COUNCIL RURAL FIRE PLAN 2002**

2930/2002

MOVED by Cr Dallow, seconded Cr Neeson:

That the information be received.

**CARRIED**

**6 INTERIM REPORT ON REWRITE OF CIVIL DEFENCE PLAN**

2931/2002

MOVED by Cr Dallow, seconded Cr Neeson:

That the information be received.

**CARRIED**

**7 CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP ADMINISTRATIVE ARRANGEMENTS**

2932/2002

MOVED by Cr Dallow, seconded Cr Neeson:

1. That the information be received.
2. That Council ask Councillor Battersby to propose a regional workshop for political representatives to discuss the proposed Civil Defence Emergency Management Group administration arrangements, in particular funding arrangement and budgets.
3. That the Emergency Services Special Committee endorses the approach that the Chairman and Council officers have taken to date in trying to establish fair and equitable administrative and funding arrangements.

**CARRIED**

10.26 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF  
THE EMERGENCY SERVICES SPECIAL  
COMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

**MINUTES OF AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE  
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON FRIDAY, 13 SEPTEMBER 2002,  
COMMENCING AT 9.04 AM.**

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**PRESENT:** Councillor GB Presland (Deputy Chairperson)  
Director: Corporate & Civic Services  
Director: Finance  
Director: City Enterprises (from 9.05 am)  
Manager: Maori Issues

**IN ATTENDANCE:** John Johnson, IM Manager  
Transport Engineer: Transport Assets: H Shen  
A Ovanessoff  
Committee Secretary: S Simiona

**1 APOLOGIES**

2855/2002  
MOVED by W Paki, seconded McLeod:

That apologies from Cr Clews, HV O'Rourke, J Dragicevich, A Magee and W Paki for absence be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

2856/2002  
MOVED by R McLeod, seconded A Pollock:

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 30 August 2002, as circulated, are taken as read and now confirmed.

**CARRIED**

9.05 am A Rutledge entered the meeting.

**4 TELECOM NEW ZEALAND CONTRACT (IM02034A)**

2857/2002

MOVED by R McLeod, seconded A Pollock:

1. That the information be received.
2. That, in accordance with section 247E of the Local Government Act 1974 no tender be called for the supply of telecommunication services, on the basis that a benchmarking exercise demonstrates that the proposed contract extension is competitive, fair and reasonable.
3. That the existing telecommunications contract with Telecom New Zealand be extended through to 30 June 2003.
4. That the Director: Corporate & Civic Services be delegated authority to enter into the contract on behalf of Council.

**CARRIED**

**5 NEW ZEALAND POST CONTRACT (IM02033A)**

2858/2002

MOVED by A Rutledge, seconded R McLeod:

1. That the information be received.
2. That, in accordance with section 247E of the Local Government Act 1974 no tender be called for the supply of volume post and other services, on the basis that there is only one known provider of the services Council requires.
3. That the existing volume post contract with New Zealand Post is extended through to 31 August 2003.
4. That the Director: Corporate & Civic Services be delegated authority to enter into the contract on behalf of Council.

**CARRIED**

**6 FUJI XEROX NEW ZEALAND PRINTER AND COPIER LEASE CONTRACT (IM02038A)**

2859/2002

MOVED by A Pollock, seconded R McLeod:

1. That the information be received.
2. That, in accordance with section 247E of the Local Government Act 1974 no tender be called for the supply of printer and copier services at this time, on the basis that a full printer and copier review will be undertaken with an associated procurement process by 28 February 2003.
3. That the existing printer and copier leasing contracts with Fuji Xerox for a value of \$130,000 plus a usage charge of 1.3 cents per copy be extended through to 28 February 2003.

4. That the Director: Corporate & Civic Services be delegated authority to enter into the contract on behalf of Council.

**CARRIED**

**7 CONTRACT NO. TA02507B CITY CLEANING AND ROAD SWEEPING 2002/2003**

2860/2002

MOVED by A Pollock, seconded W Paki:

1. That the information be received.
2. That Council approve the award of a 33 month contract (option 3, contract completion date 30 June 2005).
3. That the tender from Civic Contractors Limited/ Onyx Group Limited in Partnership for Contract No. TA02507B - City Cleaning and Road Sweeping 2002/2003 - Option 3 in the sum of \$1,318,540.00 plus \$164,817.50 GST, totalling \$1,483,357.50 be accepted.
4. That the commitment to the 2003/2004 Financial Year of \$569,270 plus \$71,158.75 GST for Contract No. TA02507B - City Cleaning and Road Sweeping 2002/2003 totalling \$640,428.75 be approved.
5. That the commitment to the 2004/2005 Financial Year of \$569,270 plus \$71,158.75 GST for Contract No. TA02507B - City Cleaning and Road Sweeping 2002/2003 totalling \$640,428.75 be approved.
6. That authority to enter into Contract TA02507B - City Cleaning and Road Sweeping 2002/2003 on behalf of Council be delegated to the Director: City Services.

**CARRIED**

9.25 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF THE  
TENDERS SUBCOMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

All

**MINUTES OF AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE  
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON FRIDAY, 27 SEPTEMBER 2002,  
COMMENCING AT 9.00 AM**

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**PRESENT:** Councillor GB Presland (Deputy Chairperson)  
Director: City Services  
Director: Corporate & Civic Services  
Director: Finance  
Manager: Maori Issues

**IN ATTENDANCE:** Manager: EcoWater  
IM Operations Manager  
Parks Environmental Assets Co-ordinator  
Committee Secretary: S Cunningham

**1 APOLOGIES**

2909/2002

MOVED by W Paki, seconded R McLeod:

That apologies from Cr Clews, HV O'Rourke, A Magee, A Rutledge for absence be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

2910/2002

MOVED by J Dragicevich, seconded A Pollock:

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 13 September 2002, as circulated, be taken as read and now be confirmed.

**CARRIED**

**4 CONTRACT NO. EW 02 642C - VICTORY ROAD STORMWATER UPGRADE**

2911/2002

MOVED by R McLeod, seconded W Paki:

1. That the information be received.
2. That the tender from Civil Construction Group Limited for Contract No. EW02642C - Victory Road Stormwater Upgrade in the sum of \$213,271.50 plus \$26,658.94 GST, totalling \$239,930.44, be accepted.
3. That the Manager: EcoWater be delegated the authority to enter into this contract on behalf of Council.

**CARRIED**

**5 CONTRACT PK02516.D SUPPLY OF ECOSOURCED PLANTS**

2912/2002

MOVED by R McLeod, seconded J Dragicevich:

1. That the information be received
2. That subject to a satisfactory credit check the tender from Techscape Limited for Contract PK02516.D Supply of Ecosourced Plants in the sum of \$99,875.75 plus \$12,484.47 GST, totalling \$112,360.22 be accepted.
3. That the commitment to the 2003/2004 financial year of \$60,286.75 plus \$7,535.84 GST, totalling \$67,822.59 for Contract PK02516.D Supply of Ecosourced Plants be approved.
4. That authority to enter into Contract PK02516.D Supply of Ecosourced Plants on behalf of Council be delegated to the Director: City Services.

**CARRIED**

**6 INFORMIX DATABASE MAINTENANCE CONTRACT (CONTRACT NO. IM02040A)**

2913/2002

MOVED by R McLeod, seconded A Pollock:

1. That the information be received.
2. That, in accordance with Section 247E of the Local Government Act 1974, no tender be called for the supply of Informix software maintenance, on the basis that IBM New Zealand Limited is the only market participant able to supply the specific service that meets Council's requirements.
3. That an extension to the existing contract for the supply of Informix Software maintenance services for the 2002/2003 and 2003/2004 financial years, in the value of \$98,700.00 plus \$12,337.50 GST, totalling \$111,037.50, be awarded to IBM New Zealand Limited.
4. That the commitment on the 2003/2004 financial year of \$98,700.00 plus \$12,337.50 GST, totalling \$111,037.50 for Contract No. IM02040A be approved.
5. That the Director: Corporate & Civic Services be delegated authority to enter into the contract on behalf of Council.

**CARRIED**

9.04 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF THE  
TENDERS SUBCOMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

A14