

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: **Monday, 8 September 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 September 2003

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, MNZM, JP
	PA	Hulse
	JP	Lawley
	GE	Nash, JP
	VS	Neeson, JP
	GB	Presland
	GW	Russell, JP
	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 MONDAY, 8 SEPTEMBER 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 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 - Monday, 11 August 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Finance and Operational Performance Committee held on Monday, 11 August 2003, as circulated, be taken as read and now be confirmed.



PART I - PRESENTATIONS

4 ENTERPRISE WAITAKERE 4TH QUARTER REPORT

PURPOSE OF THE REPORT

The purpose of this report is to present the 2002/2003 4th Quarter Report of Enterprise Waitakere to the Finance and Operational Performance Review Committee.

A1-A16

The 4th Quarter Report outlines the achievements of Enterprise Waitakere against the objectives and performance measures agreed in the 2002/2003 service contract between the Council and Enterprise Waitakere. The report submitted by Enterprise Waitakere is attached at pages A1 to A16, and will be presented by the Chief Executive Officer of Enterprise Waitakere, Clyde Rogers.

BACKGROUND

Council provided a total of \$530 000 funding to Enterprise Waitakere in the 2002/2003 financial year to provide a range of economic development services being:

- Business incubator;
- Small to Medium sized Enterprise (SME) support;
- Strategy, advocacy and networking activity;
- Website development and maintenance;
- Tourism promotion;
- Cluster development;
- Investment attraction.

In addition to Council funding, Enterprise Waitakere attracts significant central government investment and other funding to deliver a range of business development programmes.

STRATEGIC CONTEXT

A strong innovative economy is one of the Council's nine strategic platforms outlined in the Long Term Council Community Plan. The 2020 vision is: *"Waitakere is home to lots of innovative economic activities, providing local, quality work and development options for its people. Environmentally responsible businesses are supported and flourishing."* Enterprise Waitakere is the primary delivery mechanism for economic development initiatives and also acts as an advocate for economic development of the City.

ISSUES

Enterprise Waitakere's performance over the 4th Quarter contributed to the overall objectives and performance measures outlined in the organisation's 2002/03 contract with the Council.

Highlights

The section outlines the highlights from activity in the 4th Quarter across the services Council supports:

- **Business Incubator** - 11 tenants are now housed in the incubator, with Film Auckland joining soon. (Target was for six tenants);
- **SME Support** - 194 businesses mentored through the BIZ & BiTC programmes. (Average target for a quarter is some 125 businesses mentored);

- **Strategy, Advocacy and Networking Activity** - under the Waitakere Employment and Skills Project 185 placements have been made through the Gateway Programme (target 140) and \$190,000 for YouthWorks pilot has been secured from the Ministry of Economic Development;
- **Website development and maintenance** - 'hits' to the website resulted in approximately 330 requests for further information/downloading information per month;
- **Tourism Promotion** - on going support provided to the West of Auckland Tourism Group;
- **Cluster Development** - success under the film cluster includes leasing of the Henderson Valley Studios for 25 weeks (April to September) for a feature film; activity under the marine cluster includes working proactively with business to develop a survey brief; and under the organics cluster success includes launching the organics cluster on 1 May 2003 and creation of an organics website;
- **Investment Attraction** - an investment package for Lincoln Road completed.

Recent Activities

Recent achievements that fall within the first quarter of 2003/2004 that flow from Enterprise Waitakere activities in the 4th Quarter of 2002/2003 include:

- 65 people attended the inaugural Auckland Regional Film Summit held on 17 July. At the Summit a shared vision was adopted and early forward agenda identified-
- 1st STEP business incubation programme launched on 29 July.

These highlights will be expanded on in the presentation.

RESOURCES

Services to the value of \$530 000 were under contract with Enterprise Waitakere in the 2002/2003 financial year.

CONCLUSION

The 4th Quarter report of Enterprise Waitakere is presented to the Finance and Operational Performance Review Committee for consideration.

RECOMMENDATION

That the information be received.

Report prepared by: Jen Cook, Partnerships and Advocacy Leader: Economic Development.



5 SPORT WAITAKERE - TWELVE MONTH REPORT

PURPOSE OF THE REPORT

The purpose of this report is to provide the end of year report on the 2002/2003 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. Achieve a sustainable, integrated approach to the delivery of programmes based on identifiable community needs.
5. 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.

Council and Sport Waitakere have agreed on a specific objective for each programme that Sport Waitakere has provided through the Funding and Service Agreement Contract for 2002/2003. These programmes and their objectives are:

- Active Outdoors - To increase activity in Waitakere's outdoors.
- Healthy Living - To provide and facilitate rehabilitation opportunities to referred 'patients' and individuals.
- Identified Community Specific Programmes - To work with identified communities to increase their awareness of and participation in sport and leisure activities.
- Community Involvement and Ownership - To increase and recognise the involvement in sport and leisure by businesses, organisations and individuals as leaders.
- Youth Sport - To increase youth activity by facilitating and promoting youth sport and leisure opportunities, developing youth leadership, providing positive recreational activities.
- Sport Development - To create strong sustainable sport infrastructure (people, facilities, organisational structure and framework).

Key performance measures and targets have been devised against each of these objectives with general programmes and projects that will be run to achieve these targets.

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 are provided.

To improve the wellbeing of the City's people and communities, Council provides and supports a diverse range of leisure opportunities through facility operation and development, direct funding, assistance to access other funding and support of activity initiatives.

Through the Strategic Plan Council has adopted a platform of 'Strong Communities' stating that in the next 10 years Council will develop the City as a renowned hub of social activity, arts, leisure, sports and recreation.

ISSUES

Council provides funding to Sport Waitakere through a funding agreement to provide a certain level of programmes and services to the Waitakere Community. The following information provides a summary of the main programmes and services provided by Sport Waitakere in the last six months of the 2002/2003 period and Sport Waitakere's overall performance on the 2002/2003 Funding and Service Agreement.

Active Outdoors

Organised walks are a regular feature of Sport Waitakere's programme delivery throughout the year, and these walks have continued to be very popular during this period. In the last six-month period 13 walks have been held through areas such as Te Waha Point, the Rangemore Track and the Arataki Nature Trail. These walks, which promote Waitakere's natural environment while also getting people active, have seen nearly 400 people participating during this period.

Throughout 2003/2003 Sport Waitakere initiated a pilot programme at Bruce McLaren Primary School called "Fittkidz". The main objective of this programme was to encourage obese children to lead healthier lifestyle through becoming more active and having a better diet. The initial launch of the programme during the first quarter of the contract saw 1200 children participating, and this programme is now ongoing with regular lunchtime activities and a school Health Council being formed.

Healthy Living

The green prescription initiative is the main feature within the 'Healthy Living' programme, and has been successful throughout the year for Sport Waitakere, with the continual growth in the number of 'patient' referrals who require Sport Waitakere to create a programme to meet their individual needs. This six-month period has seen a further increase in green prescription 'patients' with 116 people being referred to Sport Waitakere.

Sport Waitakere also held 17 presentations and workshops during this six-month period based around getting active and living a healthier lifestyle. These presentations and workshops proved to be successful with over 300 attending, bringing the total of those participating for the year to 800, surpassing the contractual target of 200.

Identified Community Specific Programmes

An aim of this programme for 2002/2003 included promoting disability awareness to sport and leisure organisations as well as facilitating leisure and recreational opportunities for the disabled community. This has involved staff ensuring that when delivering programmes at schools that opportunities are provided for children with disabilities to be included. During the West Auckland Soccer Open Day Event 12 people with disabilities joined in and are now playing regularly at a local soccer club.

Promoting healthy and active lifestyles to the Maori community is another aim of this programme. There have been a number of successful events that Sport Waitakere has been involved in that have specifically targeted the Maori community. These events have included the Tamariki Ora Day where Sport Waitakere provided physical activity games for the 300 who attended on the day. Similar support was also provided to the Hoani Waititi Holiday programme. Unfortunately Sport Waitakere have only achieved six of the targeted 10 opportunities for Maori to participate in, this has mainly been attributed to staff changes. However, the overall target of 3,000 participants has still been easily met with Sport Waitakere having over 4,000 participants in the opportunities provided for Maori throughout the 12 months.

The Pacific Island community is the third community identified within Sport Waitakere's contract for which specific programmes are to be targeted. In addition to the Pasifika Games, which is Sport Waitakere's main event targeting this community, other events included the introduction of the three year pilot Vasa Pasifika programme into schools which during this last six month period saw over 240 participants being involved. This programme covers various schooling elements through the game of kilikiti, which include elements such as the physical education through the playing of kilikiti, social studies by learning the history of kilikiti, music through learning traditional Pacific Island songs, and arts and crafts through tapa and uniform designs. Sport Waitakere were also involved in the three-day Pacific Island Leadership Camp. This camp provided for 90 Pacific Island school students to attend activities and workshops that would help strengthen their leadership skill. Sport Waitakere's involvement in this camp was to facilitate the sports activities and the injury prevention course.

Community Involvement and Ownership

This programme targets increasing business involvement in community sport and leisure activities, recognising community effort, and promoting support opportunities for high performers. The main highlight within this programme during this six-month period was the National Employee Health & Fitness Day, which was a collaborative event between Sport Waitakere, The Heart Foundation and Club Physical. The purpose of this event was to challenge local business to support the national event by creating opportunities for their staff to engage in physical activity. This event was a success which saw 680 people participating.

Youth Sport

The Youth Sport programme covers the areas of facilitating activity, promoting opportunities, and providing recreational activities. During this six-month period Sport Waitakere has held five youth sport 'road shows' that have provided activities for over 400 participants. The majority of these 'road shows' have been delivered in schools, which has involved Sport Waitakere going into the school to run activities such as basketball and skateboarding. Sport Waitakere also held a Hip Hop Nation youth night at the Te Atatu Peninsula and Kelston Community Centres, this was well received in these areas and provided entertainment for over 750 youth.

Sport Development

This programme provides for the two sport and recreational forums held by Sport Waitakere during this six month period. These forums targeted sports clubs and aimed to inform the clubs about issues affecting them, such as ACC issues and courses, and the new direction being taken by Sport and Recreation New Zealand (SPARC). These forums were well received by those clubs attended, however, although the number of forums held through out the year reached its target, the targeted number of participants was not reached, this has predominantly attributed to the target being set too high and unrealistic. The new 2003/2004 will therefore reflect a more achievable target for Sport Waitakere.

During this period Sport Waitakere has continued to conduct coaching and first aid courses to community groups, school and clubs. Through these courses over 120 attended the coaching course and over 100 attended the first aid courses, surpassing the targets of 40 and 45 respectively.

Other Initiatives

Blues Super 12 Match

In January 2003, Sport Waitakere organised a Super 12 pre-season rugby match between the Auckland Blues and the Wellington Hurricanes to be held at Waitakere Stadium. This event was a success and well supported by the community with over 10,000 people attending the match.

Performance Summary

Through the 2002/2003 Funding and Service Agreement Sport Waitakere had set performance targets to meet. Of the 69 targets set, Council has confidence that Sport Waitakere either met or over achieved in 63 of these targets.

The remaining six were close to achieving the targets, and Sport Waitakere provided explanations as to what affected their ability to meet such targets.

Sport Waitakere's performance in relation to the funding agreement is considered satisfactory and sufficient to fund the agreed amount.

The 2003/2004 funding agreement has been tightened up with respect to performance monitoring to ensure all the requirements of the 2003/2004 agreement are fully met.

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

Throughout 2002/2003 Sport Waitakere has had to adapt to changes made by their main funder Sport and Recreation New Zealand (SPARC), with a new direction and strategies being put in place by Sport and Recreation New Zealand. During the second six-month period Sport Waitakere has performed satisfactorily on their obligations under the 2002/2003 Funding and Service Agreement with Council. Although Sport Waitakere has not succeeded in meeting every target set at the beginning of the year, they have performed well in most areas with many targets being well exceeded. 2003/2004 will again see many changes for Sport Waitakere with a new management structure being put in place, and the Funding and Service Agreement being developed further to improve its focus to better reflect the requirements of both organisations and an improved structure for performance measurement.

RECOMMENDATION

That the information be received.

Report prepared by: Helen Anderson, Leisure Projects Leader.



PART II - PROPERTY

6 ACQUISITION OF LAND FOR ROAD - PORTAGE AND GOLF ROADS, TITIRANGI

PURPOSE OF THE REPORT

This report seeks the Finance and Operational Performance Committee's recommendation to Council that 56m² (approximately) of land on the corner of Portage and Golf Roads, Titirangi be acquired for road under the Public Works Act 1981.

BACKGROUND

A17-A18

Council is improving road safety at the intersection of Portage and Golf Roads in Titirangi by constructing a roundabout. The location of this area is shown on the map attached at page A17. A triangle of land approximately 56m² in area and identified on the plan attached at page A18 is required from the owners, the Titirangi Golf Club Incorporated to accommodate the bend in the footpath and berm around the south western corner.

STRATEGIC CONTEXT

Safety for pedestrians and vehicles is a key objective under the urban villages strategy. This is reiterated in the transport strategy and provision is made for safety improvements in accordance with this, such as the Portage and Golf Roads roundabout. Provision is also made for land to be purchased where this is necessary to achieve the road improvements.

RESOURCES

Funds for the proposed land acquisition will come from the Golf/Portage Roundabout Construction allocation within the Network Improvement General Account.

ACTION REQUIRED

Negotiations have been held with the Golf Club who have agreed to sell land to Council at a price of \$3,780 being the figure fixed by Council's independent registered valuer.

In order that a binding agreement can be prepared and signed by the parties, the proposal must be approved by Council upon the recommendation of this committee.

RECOMMENDATIONS

1. That the information be received.
2. That it be recommended to Council that the 56m² area of land on the corner of Portage and Golf Roads, Titirangi be acquired for road from the Titirangi Golf Club Incorporated, under the Public Works Act 1981.
3. That the Chief Executive be authorised to sign all documents necessary to complete the acquisition.

Report prepared by: Maurice Hieatt, Solicitor.



PART III - LEGAL AND CONSTITUTIONAL

7 AFFIXATION OF COMMON SEAL

EXECUTION OF DOCUMENTS: 1 AUGUST 2003 to 29 AUGUST 2003

Nº	NAME	PARTICULARS
2737	· D&B Sneblic	Deed of Waiver - s.40 Public Works Act 1981, Resolution 1289/2003
2738	· Murphy Developments Ltd	Drainage & Sewerage Easement in gross - CTs.79370 & 79371 - 20 Konini Road - SPW 21148
2739	· Murphy Developments Ltd	Drainage Easement in gross - CT.79371 - 20 Konini Road - SPW 21148
2740	· PJ Bollen & NJ Prior-Bollen	Authority for Use of Dedicated Road - 773 South Titirangi Road
2741	· CR Wrightson	Deed of Waiver - s.40 Public Works Act 1981 - Resolution 1289/2003
2742	· SD & BM Roke & AT Williams	Cancellation of Consent Notice 5387772.2 in respect of CT.53413 - 43 Parker Road - SPW 21317
2743	· Essem Developments Ltd	Drainage Easement in gross re CT.63362 - 93 Sunnyside Road - SPW 20871
2744	· Essem Developments Ltd	Water Supply Easement in gross re CTs.63354 to 63362 - 93 Sunnyside Road - SPW 20871
2745	· Essem Developments Ltd	Fencing Agreement re CTs.63355 & 63356 - 93 Sunnyside Road - SPW 20871
2746	· Landeman Investments Ltd	Drainage Easement in gross - CT.66911 - 6 Millbrook Road - SPW 20912
2747	· GNK Asre & SB Ali	Fencing Agreement re CTs.139D/332 & 139D/333 - 58 Rua Road - SPW 21276
2748	· Kiwi Trikers Social Club Inc	Deed of Lease - Corban Park - Resolution 3546/98
2749	· Cherie Jane Atkinson	Warrant of Appointment & Evidence of Identity - No.WCC090
2750	· John Richard Briant	Warrant of Appointment & Evidence of Identity - No.WCC091
2751	· NZ Rail Corporation	Lease of Swanson Station park and ride area - Resolution 1399/03
2752	WCC	Discharge of Memorandum of Encumbrance B630140.4 in respect of CT.NA63A/602 - 20 Taranni Place - SPW 21567
2753	WCC	Declaration dedicating road reserve Lot 58 DP 73821 as road pursuant to s.111 Reserves Act 1977
2754	· 435 West Limited	Transfer granting a water supply easement - West Coast Road - SPW 20913
2755	· Yvonne Edith Matthews	Deed of Waiver - s.40 Public Works Act 1981 - Resolution 1289/2003
2756	· MT Bourneville & NM Gargon	Authority for Use of Dedicated Road - 12 Arapito Road, Titirangi
2757	· MS & PR Hadfield	Memorandum of Transfer - 1160-1162 Scenic Drive North, Titirangi - Resolution 218/2003

Nº	NAME	PARTICULARS
2758	· BR & DP Holmes	Deed of Waiver - s.40 Public Works Act 1981 - Resolution 1289/2003
2759	· V Taylor & AM Tempest	Drainage Easement in gross - 23 Fairmount Road - SPW 20654
2760	· WCC - Waitakere City Association Football & Sports Club Inc	Letter of Advice re BNZ Term Loan facility - Resolution 3314/2002
2761	· BNZ	Guarantee & Indemnity re Term Loan facility - Waitakere City Association Football & Sports Club Inc - Resolution 3314/2002
2762	· Waitakere City Association Football & Sports Club Inc - BNZ	Loan Facility Master Agreement - Resolution 3314/2002
2763	· PA & H Panayiodou	Water Supply Easement in gross - CTs.55543-55546 - 29 Farquhar Road - SPW 21558
2764	· 427 Developments Ltd	Drainage Easement - 427 Great North Road - SPW 21755
2765	· EH Croft	Fencing Agreement - 3244 Great North Road - SPW 20865

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

8 OPERATING AND CAPITAL EXPENDITURE SUMMARIES AND STATUS OF SPECIAL FUNDS

PURPOSE OF THE REPORT

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

BACKGROUND

Council has just rolled over into a new financial year, closing off of the old year and setting up reporting systems and data for the new year. This means that there is no formal comprehensive data available for the month of July. Full reporting will be available for the next meeting of this Committee which will cover the first two months of the current financial year.

ISSUES

There are no issues to report.

RECOMMENDATION

That the information be received.

Report prepared by: Alec Third, Chief Management Accountant.



9 BORROWING AND INVESTMENT REPORT

This report has been circulated separately with the agenda.



10 PAYMENTS FOR APPROVAL

PURPOSE OF THE REPORT

The purpose of the report is to advise of payments made by the Council.

BACKGROUND

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 Finance and Operational Review Committees 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

- A19 A summary schedule of payments made for the period 11 July 2003 to 14 August 2003 is attached at pages A19.
- A20-A23 A further schedule of all payments of \$5,000 and above, together with the reason for payment is attached at pages A20 to A23. 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.

RECOMMENDATIONS

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

Report prepared by: A Pollock, Director; Finance.



PART V - GENERAL

11 OUT OF SCHOOL CARE PROGRAMME FUND ALLOCATION 2003/2004

PURPOSE OF THE REPORT

The purpose of the report is to provide the Finance and Operational Performance Committee with information regarding assessment of the Out of School Care Programme Fund and seek endorsement of the recommendations made.

BACKGROUND

The fund was originally set up as an Out of School Care Fund which incorporated both Before and After School programmes and School Holiday programmes. In the 2000/2001 Annual Plan process it was changed to a School Holiday Programme only, this decision was reversed in March 2003 and reverted to the original Out of School Care Fund.

Council's financial assistance toward Out of School Care Programmes in the form of grants is \$20,000, allocated in the 2003/2004 Annual Plan.

STRATEGIC CONTEXT

Through its strategic documents, Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere City a safe, healthy place to live and to improving local leisure and recreation opportunities and choices. Through adoption of First Call for Children, Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere City. Direct financial assistance to service providers of Before and After School Care and School Holiday Programmes assists Council's commitment to these policies.

PROCESS OF ALLOCATION

The closing date for the 2003/2004 funding round was set at 8 August 2003 to assist providers who were planning programmes for the rest of the financial year.

Applications were distributed to present Out of School Care Network (OSCN) Before and After School Care and School Holiday providers. Flyers were distributed to key community groups, local intermediate and primary schools, local Marae, Maori and Pacific Island community groups to advertise the available funding.

After the closing date, the applications were sorted, summarised and the applications assessed in accordance with the criteria and priorities of the fund.

Overall, there were 16 applications. Two were not eligible due to them not being currently Out of School Care Network registered (as the criteria states to be eligible). The full amount requested from eligible organisations was \$62,038 with total funds available of \$20,000. All eligible applications met all of the following criteria:

- an approved Out of School Care Network service by Child Youth & Family (CYF) or in the process of becoming approved. (No funding will be released until proof of Out of School Care Network approval is sighted).
- programme delivered within Policy Guidelines of Before and After School Care Programme, Waitakere City;
- open enrolment policy;
- Staff: Child ratios (i.e. 1 staff: 10 children);
- hazard identification at programme venue;
- adequate facilities;
- registration procedures in place;
- First Aid certified staff;
- programme delivered a minimum of five hours per day - three days per week (School Holidays);
- programme delivered minimum of two hours per day three days per week (Before & After School Care);
- participation of at least 20 children per day;
- over 90% of programme participants live in Waitakere City.
- operate as a not-for-profit organisation

A weighting system has been developed to provide a clear and consistent process in assessing applications for funding. Points were allocated on a scale system to the following criteria:

- programme serves lower decile rated schools;
- contributes to an even demographic spread within the city;
- focus on promoting an awareness of cultural identity;
- flexible hours;
- appropriate admittance fee;
- funding from other sources;
- demonstrated history of successful programmes;
- number of planned programmes;
- proposal will benefit a large number of Waitakere City residents.

	Amount applied for	Amount recommended
Henderson Baptist Church School Holiday programme	\$5250.00	\$1450
Oratia Out of School Care Facility	\$3307.50	\$1000
Ranui School Holiday Programme	\$5000.00	\$1300
Massey Community House School Holiday programme	\$5000.00	\$1625
Barnardos Sunnyvale After School Care	\$5000.00	\$1600
Barnardos Sunnyvale School Holiday programme	\$5000.00	\$1525
Barnardos Peninsula Primary After School Care	\$5000.00	\$1800
Barnardos Peninsula Primary School Holiday	\$5000.00	\$1700
Barnardos Ranui Community Centre After School Care	\$5000.00	\$1700
Glen Eden Community House After School Care	\$5000.00	\$1625
Glen Eden Community House School Holiday	\$5000.00	\$1625
Nga Kakano O Te Kaihanga Trust School Holiday	\$3160.00	\$950
Titirangi Community House School Holiday	\$5000.00	\$1400
Arohanui Special School Holiday	\$1390.00	\$700
TOTAL	\$63107.50	\$20,000

RESOURCES

There are no additional financial or staffing requirements to allocate this fund. The Community Assistance Administrator administers the process.

CONCLUSION

Should approval be given, the Out of School Care Programme Fund will be subsidising 14 programmes, 17,950 children's visits to School Holiday Programmes and 26,030 children's visits to Before and After School Care. Council's contribution will be an average of \$0.45 per visit.

RECOMMENDATIONS

1. That the information be received.
2. That the allocation of the School Holiday Programme Fund for the August 2003 round as outlined in the report be approved.

Report prepared by: Jan Brown, Community Assistance Administrator.



12 **WAITAKERE CITIZENS ADVICE BUREAU FINAL REPORT 2002/2003**

PURPOSE OF THE REPORT

This item provides a final report on the performance of the Citizens Advice Bureaux in Waitakere City for the year 2002/2003.

BACKGROUND

In 2002/2003 Council provided bulk funding of \$275,000 plus GST to Waitakere Citizens Advice Bureau Inc. to administer the Citizens Advice Bureau services and staff. Waitakere Citizens Advice Bureau Inc. use the resources to ensure that each of the four Citizens Advice Bureaux provide information and advisory services to residents. Ongoing funding has been approved via a three year contract from 2003/2006.

STRATEGIC CONTEXT

In the Review of the Citizens Advice Bureau in June 1998, Council adopted *“that the strategic partnership between the two organisations (Council and CAB) continue, given common objectives and synergies.”*

The strategic basis of this relationship lies in Council's interest in the provision of information to residents and Citizens Advice Bureaux role in the following ways:

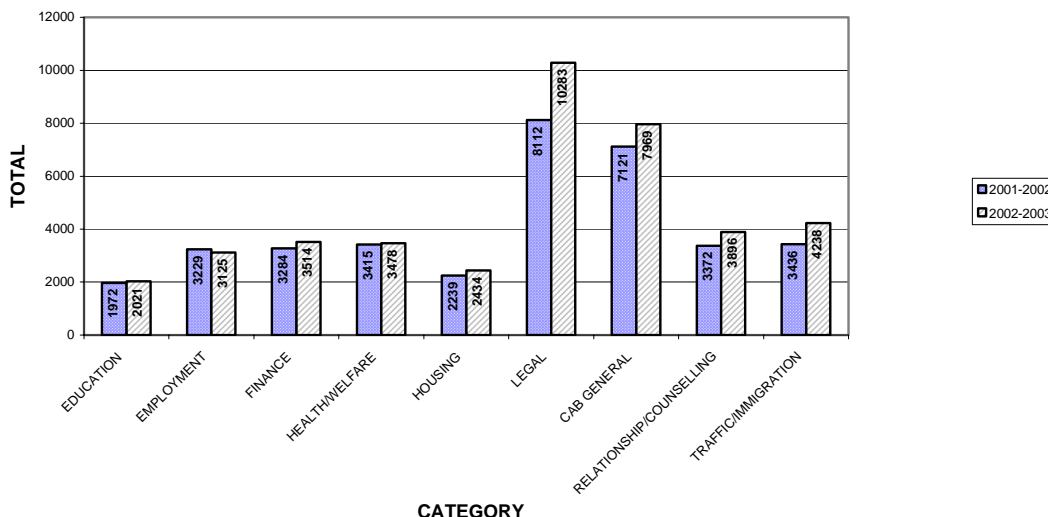
- providing access to good quality information;
- informed residents - helping to create a 'Smart City' with lifelong learning opportunities;
- increasing participation in local affairs and community life;
- the increasing importance of technology and access to information.

The liaison and administration of the Waitakere Citizens Advice Bureau Inc. contract through Councils Library and Information Service provides alignment with Councils adopted strategic platforms.

ISSUES

The overall number of enquiries to the Bureaux increased from 36,803 in 2001/2002 enquiries to 40,958 in 2002/2003 an increase of 11.3%. In general there has been an increase in client contact time due to the increasingly complex nature of enquiries. An increase in the budgeting services and a rise in tax enquiries has been highlighted this year, with large increases in the use of the JP service noted.

WAICAB summary of enquiries 2001 - 2002 and 2002 - 2003



A breakdown in the types of Citizens Advice Bureau enquiry continues to indicate the growing number of immigration enquiries, specifically justice of the peace enquiries (up from 4,675 in 2001/2002 to 7,344 in 2002/2003), an increase of over 70% for interpreting and translating services from last year, and a 41% increase in residency, immigration and citizenship enquiries for the same period. The graph below shows a detailed breakdown of immigration and migrant enquiries. It should be noted however that many migrant enquiries are classified under the area on enquiry, e.g. consumer, if the enquiry is predominantly about that category.

Total Waitakere Citizens Advice Bureau			
	2001/2002	2002-2003	% change
Justices of the Peace	4,675	7,344	57.1
Residency, Immigration and Citizenship	796	1,122	41.0
Refugees and Migrants	38	50	31.6
General immigration enquiries	11	14	27.3
Interpreters and Translating	337	602	78.6

Bureau highlights

Henderson - Bureau has 29 fully trained interviewers, with an increase in the recruitment of volunteers from different ethnic groups. An interpreting service has been set up and extended hours including Saturday mornings. An increase in the demand for the budgeting service, and a decrease in food parcel requests were highlighted. A Lease has been signed at 7 Trading Place for temporary relocation of the bureau while the Henderson redevelopment takes place.

Glen Eden - An increase in JP services and a decrease in food parcel requests are highlighted. The bureau has 21 fully trained volunteers with new Chinese recruits and two Maori volunteers. The bureau has had extensive involvement in the planning phases of the new combined library/Citizens Advice Bureau and significant time in planning and locating new temporary premises in Glen Mall.

New Lynn - bureau has an increase of enquiries by 13% from the previous year. The bureau has 32 volunteer workers including 4 Chinese volunteers for the Chinese Service. This bureau continues to enjoy a high foot traffic provided by the location of the Citizens Advice Bureau in Lynn Mall.

Massey - bureau shows an annual increase of 26% in statistics from the previous year. The bureau notes the difficulty to source affordable rental property in West Auckland as a growing concern among clients. 20 volunteers currently staff the bureau with the service interpreters available in Cantonese, Korean, Mandarin, French, German, and Maori. The Korean service is growing.

A comparison of enquiries bureaux by bureaux is presented below:

Number of Enquiries per Citizens Advice Bureau

	2001-2002	2002/2003
Glen Eden	7665	8029
Henderson	11701	12,803
New Lynn	11606	12932
Massey	5831	7,194
Total	36,803	40,958

Client Profiles

Information gathered over three months has highlighted the following profile of Citizens Advice Bureau clients; Out of 10,298 enquiries, 5305 were aged 20 to 39, followed by 2983 people aged between 40 to 64.

The ethnic breakdown of clients show the majority (3957) to be New Zealand European, followed by Chinese (1534) Maori (995), European (706) Indian (601) and Samoan (406).

SUMMARY OF PERFORMANCE

Waitakere Citizens Advice Bureau Inc. have complied with all contract targets including:

- increasing the number of enquiries from the previous year;
- being relevant to the migrant community by increasing the number of volunteers from different ethnic backgrounds;
- updating information on the Citizens Advice Bureau database every six months for essential services and annually for other services;
- providing a demographic and ethnic breakdown of clients;
- ongoing networking with Government Services, Ethnic Groups, Learning Institutions, Health Authorities, Budgeters and the legal system ensuring the bureau are well informed with current issues;
- reporting requirements met;
- Citizens Advice Bureau have offered information, assistance, advice and advocacy to assist clients, to enable them access to their rights and responsibilities;
- Waitakere Citizens Advice Bureaux website is now operating on a limited scale and a search facility is available to the public;

- working collaboratively with the region's bureau to produce material aimed at new migrants;
- input and support for the Auckland Regional Migrant Centre;
- Council's support has been acknowledged on appropriate on appropriate publicity and reports.

Council's desire to co-locate bureaux with libraries has been further progressed by the current temporary relocation of the Henderson and Glen Eden bureau in preparation for the development of the two new civic projects, the Henderson and Glen Eden libraries.

The Migrant Resource position, approved through Council in 2002/2003, has developed a Migrant information pack with the assistance of the Citizens Advice Bureau to ensure migrant groups access information available to them, and will continue to promote both services to ethnic communities.

RESOURCES

The Citizens Advice Bureau is a free general information service to residents which requires skilled and trained volunteers of a high calibre. Each week 300 volunteer hours are donated to provide this service across the city, and each volunteer undergoes 60 hours of basic training

Council wishes to acknowledge the dedication of the Waitakere Citizens Advice Bureau Inc. Committee, and its Chairperson Betty Richards. The Waitakere Citizens Advice Bureau Inc. Committee have been recognised by the region as a professional executive whose work is viewed as a leading example for the Citizens Advice Bureau structure nationally.

The regional working party has continued to progress equitable funding from government in recognition of the work that the Citizens Advice Bureaux carry out in lieu of government services. In 2003 a letter of support for the New Zealand Association of Citizens Advice submission was received by government departments. The New Zealand Association of Citizens Advice has successfully negotiated an increase in funding from Government of a one off contribution of \$184,000 and ongoing funding of \$119,000 annually to resource both their national association and for individual bureau nationally.

CONCLUSION

The report of the Citizens Advice Bureau is presented. The number of enquiries have increased from last years by 11.3%. Other performance measures were met or exceeded by the Citizens Advice Bureaux in the 2002/2003 year and a quality service providing information to the residents of Waitakere City has been delivered. Ongoing work is being progressed in the development of complimentary services between libraries and bureaux. The New Zealand Association of Citizens Advice successfully lobbied government to provide an increase in funding to the national organisation.

RECOMMENDATIONS

1. That the information be received.
2. That Council acknowledge the dedication of service of the Waitakere Citizens Advice Bureau Inc. executive committee and bureau volunteers.

Report prepared by: Jo Brewster Operations Team Leader, Waitakere Libraries and Information Services.



13 **AQUATIC CENTRE - MAIN POOL LEAK**

PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee on the main pool leak problem and to seek the Committee's approval for funding of remedial works.

BACKGROUND

The main pool was recently re-opened following the completion of various maintenance works on the pool. Shortly thereafter it was noticed that the pool was leaking and initial investigations confirmed the magnitude of the leak at between 1.3 and 1.6 litres per second (about 47,000 cubic metres per year). Being a significant leak, the pool was closed and emptied and an investigation (still underway at the time of preparing this report) was initiated to establish the extent and nature of the works required to resolve the problem.

Sinclair Knight Merz, a specialist consultancy firm with substantial experience in water retaining structures and concrete, was appointed to assist with the investigation.

STRATEGIC CONTEXT

West Wave Aquatic Centre is a public facility that provides a safe and enjoyable venue for people to relax and play, linking into two of Council's strategic platforms, namely Urban and Rural Villages and Strong Communities. A key consideration of the facility is safety, requiring a forward looking focus that will consider, and where appropriate integrate, future technologies that will enhance its safety.

Maintaining a high standard of safety and continuity of service will ensure that, via this facility, Council is able to meet its commitments in respect of a number of its priorities, e.g. Safe City, Sustainable Development, First Call for Children, Lifelong Learning.

ISSUES

Impact on Service

The closure of the pool has impacted on various user groups and the revenue stream available to the Aquatic Centre. At this stage, several events planned for August and September have been disrupted and will have to be rescheduled or alternative venues found. Further disruptions to events planned for October/November are also possible. There are therefore pressures to re-open the pool as soon as possible to minimise the disruptive effects and financial losses. However, such pressures should not preclude the implementation of effective and comprehensive measures that will resolve the problem and ensure that there is no re-occurrence of the problem in the near future.

The Aquatic Centre operations are currently forecasting a deficit, due to the prolonged shutdown, in the vicinity of \$1million (this forecast is contingent on the main pool re-opening in October - any further delays will exacerbate the deficit - and the implementation of increased admittance fees). A detailed report will be provided next month to confirm this forecast deficit and to analyse any possible action that can be taken to alleviate the situation. The major reason for this deficit is the revenue reduction due to the dive pool and the main pool closures. The options for mitigating the forecast deficit are limited and any implemented will have minimal impact.

The Annual Plan revenue budget incorporated an increase in the admittance fees from September 2003. This has not been implemented yet. However, in order to control the deficit the fee increase will need to be implemented as soon as practicable. Any increase in the admittance fees carries with it the risk of reduced custom. The potential for reduction in custom will be monitored.

Balance Tanks

The investigations have determined that the source of the leak is located in the main pool balance tank. Apart from an open tie-bolt hole in the concrete, there are no other obvious visible leak paths in the tank. Nevertheless it is thought that there are a number of defects contributing to the leak including poor seals at other tie bolt holes, honeycombing at wall/floor construction joints, a poor seal to a control joint and poor construction joints. Evidence was found of numerous patch repairs that have been undertaken in the past, possibly in response to leaks. It was also observed that the concrete surface in direct contact with the water was in poor condition; that there were no control joints in the walls and that there was water seepage into the tank via the common wall separating it from the learners pool balance tank. The overall impression of the main pool balance tank was one of poor construction workmanship and poor condition.

The dive pool balance tank, which is currently empty, was also inspected and found to be in a similar condition. The learners pool balance tank, being operational, is full and cannot be inspected at this stage. However, it is expected that the learners pool balance tank is also in a similar condition. This will be confirmed as soon as arrangements can be made to bypass the tank.

A contract for the installation of a lining system in all three balance tanks will be awarded at the end of August 2003. It is anticipated that the works will be completed within a four to six week period.

Pipework

The main pool is serviced by two separate pipeline systems, both of which run under the floor of the pool. Water pressure and leak detection tests carried out on these pipelines have confirmed that these do not leak (note that a small section of pipeline could not be tested, and that this section will be plugged and abandoned).

The extensive use of asbestos cement pipes in these two systems raised concerns over chemical attack, especially in the light of the warm water temperature and high chlorine concentrations. Asbestos cement pipes are also used in the dive pool pipework and possibly the learners pool pipework. A sample of the pipe has been extracted and sent for testing to determine the condition of the pipe and to estimate its remaining useful life. At the time of writing this report, the testing had not been completed but the pipe does appear to be in an acceptable condition. Test results are expected by 5 September 2003.

The cost of treatment could be between \$500,000 and \$700,000. On the basis of a visual inspection of the pipe sample it is likely that treatment of the asbestos cement pipes can be deferred for three to eight years. There is some risk in this but it is considered to be within acceptable parameters.

Regardless of whether or not treatment of the asbestos cement pipes is necessary, minor repair works will be required on the outlet sumps in the pool floor and it will be necessary to plug a redundant section of pipework under the pool.

Effect of Water Loss

As well as the cost of the loss of water, heating energy and chemical treatment there is a risk to the structure of the pools, if a leak is allowed to continue or escalates.

A continued leak may result in on going erosion of the material below the pools leading to the creation of voids, which can affect the strength of the pool structure. Saturation of large areas of the ground below the pool and widespread erosion of this ground may also lead to settlement of the pools.

Sinclair Knight Merz is currently assessing the extent of voids (if any) below the structure and will be submitting a report in due course.

Budget

The leak is an unforeseen problem and there is no allowance within existing budgets for the cost of investigations and any remedial works. Currently the investigations are being funded out of maintenance budgets. Separate and additional funding will be required to cover these unforeseen investigation costs and the cost of the remedial works.

At the time of publishing of this report, the extent and cost of remedial measures was not fully defined. However, an estimate of costs is given below:-

• Initial Works, Investigations & Assessment	\$ 20,000.00
• Balance Tank Remedial Works	\$ 95,000.00
• Geotechnical Investigations	\$ 10,000.00 ¹
• Pipework Remedial Works	<u>\$ 28,000.00²</u>
	\$153,000.00

Notes

1. Depending on the outcome of the investigations, physical works may be required to address any problem areas
2. Cost could exceed \$500,000 if tests on pipe samples reveal any problems

Notwithstanding the above it is emphasised that these estimates are based on the limited information available at the time of writing this report. It is expected that more accurate estimates will be available by 8 September 2003. This information will be provided as an appendix to this report.

Implementation Strategy

Given the nature of the problems, it is necessary to allow time for thorough investigations to be completed so that appropriate and comprehensive solutions can be developed. Priority will be given to getting the main pool back into operation, then the dive pool and, last of all, dealing with the learners pool.

Sinclair Knight Merz has been appointed to assess the problems and report on the nature and extent of the remedial works that will be required, prepare appropriate designs and specifications, evaluate and report on tenders and supervise the construction works. In-house project management will be provided by Project Services. This will include responsibility for budget control, client-side project management, health and safety of the works site and quality control.

Tenders for the balance tank remedial works closed on 22 August 2003. This work will commence early in September 2003, using the maintenance budget for bridging finance as an interim measure whilst alternative funding is sought.

A decision on the nature and extent of pipeline rehabilitation works will be taken following the receipt of a report on tests on pipe samples. The report is expected by 5 September 2003.

FUNDING

The 2003/04 Annual Plan has no provision for the work arising out of the detection of a leak in the main pool. As an interim measure, the initial investigation work is being funded out of two maintenance budgets (Pool Maintenance Response; Equipment & Plant Maintenance) but the funds used will need to be replenished since these budgets have no discretionary component and will be required for day to day pool operations.

The Long Term Council Community Plan does include provision for major maintenance works on the main pool in 2007/2008 and it is possible that this budget requirement could be reduced as a result of this expenditure for remedial works on the main pool balance tank.

At the Half Yearly Review, the source of funding for the above work will be reviewed.

CONCLUSIONS

The main pool leak is via the balance tank. The condition of the balance tanks servicing the main, dive and learners pools is poor. These tanks will require relining to address the problems.

The leak may have resulted in the saturation and/or erosion of ground under the pool structure, raising concerns over the stability of the pool. A geotechnical investigation is currently underway to assess this matter.

Asbestos cement pipes servicing the main, dive and learners pools may need to be protected against chemical attack. Tests on a sample of pipe will establish the remaining useful life of the asbestos pipework, enabling a decision to be taken on the appropriate course of action.

Priority will be given to getting the main pool back into operation, then the dive pool and, last of all, dealing with the learners pool pipework (if deemed necessary).

The 2003/2004 Annual Plan has no provision for the work arising out of the detection of a leak in the main pool.

RECOMMENDATIONS

1. That the information be received.
2. That expenditure of \$153,000 for the initial assessments, balance tank remedial works, geotechnical investigations and pipework remedial works be approved and that a source of funding be determined at the Half Yearly Review.

Report prepared by: Chris Thomas, Acting Business Manager: Environmental, Consultancy Services.



14 **ALTERATION OF PREVIOUS RESOLUTION - FINANCE AND OPERATIONAL PERFORMANCE COMMITTEE - 14 NOVEMBER 2002**

PURPOSE OF THE REPORT

To recommend that in accordance with Standing Order 27.18, an alteration to the Finance and Operational Performance Committee resolution No: 3314/2002.

BACKGROUND

The Community Sport Fund Allocation Subcommittee at its meeting held on Thursday, 31 October 2002 resolved:

“That it be recommended to the Finance and Operational Performance Committee that a Loan of \$30,000 be approved to repay interest bearing bank debt, subject to the satisfaction of the Director: Finance”

3135/2002

The Finance and Operational Performance Committee subsequently approved resolution 3135/2002 at its meeting held on Thursday, 14 November 2002:

“That a loan of \$30,000 is approved to repay interest bearing bank debt, subject to the satisfaction of the Director: Finance”.

3314/2002

The two resolutions both omitted the name of the organisation that the loan to repay interest bearing bank debt be approved to, that organisation being the Waitakere City Association Football & Sports Club Inc. Resolution 3314/2002 will need to be amended by the Finance and Operational Performance Committee to include the name of this organisation.

CONCLUSION

Resolutions 3135/2002 and 3314/2002 from the Community Sport Fund Allocation Subcommittee and the Finance and Operational Performance Committee both omitted the name of the organisation that a loan to repay the interest bearing bank debt be approved to. Pursuant to Standing Order 27.18 resolution 3314/2002 will need to be amended by the Committee to include the organisation's name, Waitakere City Association Football & Sports Club Inc.

RECOMMENDATIONS

1. That the information be received.
2. That Pursuant to Standing Order 27.18 the Finance and Operational Performance Committee resolution 3314/2002 be altered by adding the name Waitakere City Association Football & Sports Club Inc. as follows:

“That a Loan of \$30,000 to the Waitakere City Association Football & Sports Club Inc. is approved to repay interest bearing bank debt, subject to the satisfaction of the Director: Finance”.

3314/2002

Report prepared by: Sharon Simiona, Committee Secretary.



15 **INTEGRATED TRAFFIC MANAGEMENT FOR THE AUCKLAND METROPOLITAN AREA: IMPLEMENTATION**

PURPOSE OF THE REPORT

The report recommends the Chief Executive be authorised to sign the Service Level Agreement for the Integrated Traffic Management services that are to be provided by a proposed Traffic Management Unit for the Auckland Metropolitan Area.

BACKGROUND

Memorandum of Understanding

A report '*Integrated Traffic Management for the Auckland Metropolitan Area: Memorandum of Understanding for Participants*' was considered by the Finance and Operational Performance Committee on 12 December 2002, and the Committee resolved:

"That the information be received and that the Finance and Operational Performance Committee congratulates the Working Group and the Chief Executives on completing the Memorandum of Understanding for Integrated Traffic Management in the Auckland Region."

3616/2002:

Meanwhile, the working group of officers from the 'four Cities' and Transit New Zealand has been arranging to give effect to the Memorandum of Understanding.

Traffic Management Unit

A regional Traffic Management Unit is to take regional responsibility for traffic signal operation (including surveillance, co-ordination, bus-priorities and messaging), maintenance, and development, and related traffic management functions. The unit will be housed, staffed, and managed by Transit on behalf of all participants, and the arrangements for this are practically complete.

The Traffic Management Unit is to be governed by a Joint Executive Group. The group's members will be appointed managers of the participating Territorial Local Authorities and Transit New Zealand. A Joint Technical Group will guide the Traffic Management Unit at the operational level. This group's members will be appointed senior officers of the participating Territorial Local Authorities and Transit New Zealand. In each case, group business will be conducted through regular formal meetings. On a day-to-day basis, the members of the Joint Technical Group will also be the first points of contact between their parent Authorities and the Traffic Management Unit.

Service Delivery

The main mechanisms giving effect to Integrated Traffic Management and affecting travel times in the road networks are co-ordinated traffic lights and messages for drivers. These signals and messages are determined by human operators with the aid of programs in dedicated computers, these latter being connected to traffic lights and electronic message boards, by phone lines or dedicated cables. Information on traffic conditions is required to optimise the level of service. This data is collected in real time from throughout the network, by electronic vehicle detectors, and by closed circuit television at selected sites.

At present each city has a Sydney Co-ordinated Adaptive Traffic System (SCATS) traffic light control program running in a dedicated computer, and all the participants, except Waitakere, have some closed circuit television sites. Transit has the beginnings of real time messaging for the motorway network and is testing ramp control signals. Auckland City has the beginnings of traffic light priority for buses and real time messaging for bus passengers.

Under Integrated Traffic Management the Traffic Management Unit will run a master computer linked to the 4 SCATS-computers owned by the Cities; also, all closed circuit television will be monitored centrally. These facilities will enable improved service within and between the existing separate areas of control. Control rooms will be staffed continuously, 7 days a week and 24 hours a day.

The reliability of these systems must be ensured through the maintenance budget, and the capability of these systems can be increased by development. The Traffic Management Unit will effect comprehensive regional maintenance and development through professional services and physical works contracts with suppliers. Tenders will be assessed using Transfund New Zealand's competitive pricing procedures, and contracts will be let with regard for each participant's delegation protocols.

Payment for Service

The TMU will provide service limited by annual budgets that have been approved by each participant, and will invoice each participant monthly for services rendered.

Service Level Agreements

The levels of service to be achieved by the Traffic Management Unit for the operation, maintenance and development of Integrated Traffic Management throughout the region will be set annually by agreement with each participant, and will be in one-to-one correspondence with the agreed annual budgets.

In the first year the two main objectives are the seamless take-up of direct management of systems by the Traffic Management Unit and the preservation of existing levels of service, but specific improvements taking advantage of the Integrated Traffic Management environment will be effected as anticipated in the participants' approved 2003/2004 Annual Plans.

A24-A71 To formalise the participants' expectations, and to clearly define accountabilities and targets, the working group has developed a Service Level Agreement document. This has been assessed and refined for the working group by Simpson Grierson Lawyers. The document is attached at pages A24 to A71.

The first part of the agreement (concluding with the Chief Executives' signatures) deals with generic matters that apply to all participants and this is not expected to require adjustment often. The appended schedules deal with issues and data that need to be developed by the Traffic Management Unit in working manuals, or that will be reviewed more frequently, including specific requirements from the participants' Annual Plans.

The Chief Executives' signing of the agreement will formally initiate the implementation of Integrated Traffic Management in the Auckland Metropolitan Area. In brief, the Traffic Management Unit will be empowered to operate, maintain and develop existing traffic management systems to approved levels, under the governance of the Joint Executive Group and with the guidance of the Joint Technical Group.

STRATEGIC CONTEXT

Prevailing Traffic Conditions

Traffic congestion in the Auckland Region is often national news because it is severe, and it is widespread over a large part of the day. Besides being a frustration to Aucklanders in general, this increasing problem is seen to be threatening local and national economic competitiveness.

A recent study for Transit New Zealand indicates that about 90,000 hours of travel time are expended daily on the Auckland Isthmus alone, including about 18,000 hours in queues at traffic lights. The latter figure can be factored to account for the entire metropolitan area over a year, and converted to associated dollars for time lost and vehicle operating costs; the result is \$200,000,000 per annum. Theoretical work on traffic light coordination finds that if green signal durations and timing along a route or in a network are properly 'optimised' the queuing costs can be reduced by in the order of 10%; this is equivalent to about \$20,000,000 per annum for the Auckland metropolitan area.

A greater component of time, spent in travel along arterial roadways and motorways, is dependent on the volume of traffic. On the motorways speed drops from about 100 kilometre/hour to about 10 kilometre/hour as the traffic volume approaches about 2000 vehicle/hour/lane. There is apparently a high potential for reducing travel time along motorways through signal controlling on-ramp traffic. The down side is that travel time to on-ramps would increase. Nevertheless, the introduction and management of ramp-signals in coordination with signals along arterial routes would result in better overall travel times.

The control of travel times along routes can also influence drivers' route selections, so that longer lesser-used routes come into play. This presents another opportunity for reducing overall journey times through advanced traffic management.

It is apparent that drivers' decisions as to their speed and their route choice could be influenced favourably through suitable messages communicated in 'real time'. Variable message signs are now being implemented along the motorways by Transit New Zealand.

Delay costs caused by traffic accidents have been estimated as greater than those owing to peak period congestion; this adds greatly to the cost of lost time that could be reduced by better traffic management. Police are now being directed to incidents by radioed messages from Transit's motorway control centre.

Regional Land Transport Strategy 2003

Policy 3.2, of the approved Regional Land Transport Strategy 2003, deals with improving the management of roads, in particular Policy 3.3.2 requires Auckland City, North Shore City, Manukau City, Waitakere City, Transit New Zealand and the Auckland Regional Council to work cooperatively to:

'Continue to develop and implement an Integrated Traffic Management System to optimise the safety, operational efficiency, and asset management of the network in the region. This includes establishing a Traffic Management Unit to manage the metropolitan network under agreements with the participating authorities'.

The approval of the Service Level Agreement will be a major step forward in the realisation of approved regional policy for integrated Traffic Management.

ISSUES

Local Government Act 2002

Section 2 of the Local Government Act 2002 deals with the purpose, role and powers of Local Authorities. The Council can undertake any activity, do any act, or enter any transaction that is principally for the benefit of the district, subject to general law, and may do so by engaging in co-operative activity with other local authorities, provided the decision to do so is transparent and democratic.

Cooperative participation in the establishment and continuation of Integrated Traffic Management, in the manner espoused in the approved Memorandum of Understanding and in accordance with the proposed Service Level Agreement conforms demonstrably to the requirements of Section 2. The submission of this report and its recommendation to the Finance and Operational Performance Committee provides the base for a transparent and democratic decision on behalf of the community. It is certain that the community wants traffic management improved, and the amount of improvement will be approved annually through the participants' formal Annual Plan processes.

Flexibility

The Service Level Agreement provides for its own improvement as may be desirable from time to time based on the participants' actual experience. The document sets out robust democratic procedures to effect any proposed changes, or to withdraw from the agreement in the unlikely event that a participant wishes to withdraw.

Fiduciary Obligations

The Service Level Agreement is quite clear that each participant, and Waitakere City in particular, will have no obligation in regard to rectifying any failure in the systems, projects, or budgets of the other participants. Rather the participants will be expected to work co-operatively together to achieve agreed targets for Integrated Traffic Management.

Cost Allocation

Each participant will continue to own the existing traffic management infrastructure in its territory and will cover the full cost of the renewal and development of its infrastructure.

The working group has been careful to ensure that the costs of Integrated Traffic Management are shared equitably under the Service Level Agreement. The basis for cost sharing is generally that the operating costs for any kind of traffic management facility are to be allocated in proportion to the number of facilities of like kind owned by each participant. Initially some costs will be directly attributed; for example, separate traffic light maintenance contracts are now in force for each territory. In future there may be one contract covering the maintenance of all traffic lights in the Metropolitan Area; in that case the maintenance cost for each participant could be agreed to be proportionate to the number of traffic lights owned.

Organisation

The proposed structure for Integrated Traffic Management in the Auckland Region mirrors the Council's existing structure for traffic management in Waitakere City.

For the Waitakere City Council, The Chief Executive, the Director: City Services, the Group Manager: Asset Management and the Service Manager: Transport Assets govern the Transport Assets Section. The Transport Assets Section is responsible for traffic management and employs Council's Project Services 'Consultancy' to assist with the management of a Traffic Signals Maintenance Contract, and RMHK Limited to assist with the management of Waitakere SCATS.

For the Auckland Region the Joint Executive Group is to govern the Traffic Management Unit. The Traffic Management Unit is to be responsible for traffic management and is to employ a Network Management Operations Consultant (Serco Limited). This Consultant will assist with the management of the Signal Maintenance Contract(s), the operation of SCATS throughout the metropolitan area, the operation of ATMS (the advanced traffic management system for the motorways), and with other special contracts for Integrated Traffic Management.

Council's Transport Assets Section is small, multi-functional, and not able to comprehensively or continuously focus special knowledge and skills on traffic signal operations; for example, closed circuit television is not used, and SCATS performance is not monitored 7 days a week 24 hours a day. The large scale of the regional network justifies the continual employment and focus of a comprehensive range of specialist knowledge and skill in traffic signal and messaging operations, maintenance and development, that will appertain under the agreement.

Nevertheless, the one-to-one correspondences between the local and regional organisations for traffic management will suit strong communication and consultation at the managerial and technical levels.

Specifics of Agreement: Waitakere City in 2003/2004

Council's 2003/2004 Annual Plan requirements are already generally understood and are being managed jointly through the transition period pending full delegation to the Traffic Management Unit. The Schedules to the Service Level Agreement provide for traffic management operation, maintenance and development already approved and budgeted by Council for the 2003/2004 year.

Council's immediate generic requirements are input to the 2004/2005 Annual Plan for traffic management, management of the signal maintenance contract, and management of signal co-ordination by Waitakere SCATS.

Council's special requirements for 2003/2004 take advantage of the new opportunities and include:

1. Optic-fibre linking between the Waitakere SCATS computer and the Regional SCATS computer.
2. Closed circuit television cameras for the monitoring of traffic conditions and intervening to improve service where and when possible and appropriate, including Lincoln Road as a high priority.
3. Simulation models and optimised signal co-ordination plans for specific routes, including Lincoln Road as a high priority.

4. Renewal work to enable the implementation of the optimised co-ordination plans, to reduce the costs of communication between traffic lights and the Waitakere SCATS computer, and to further best practice.
5. Traffic light priority for buses and real-time information signs for bus passengers, pending arrangements being made with Transfund, Infrastructure Auckland and the Auckland City Council.

Other developments planned for 2003/2004 and already in progress, such as the new traffic lights to be incorporated in the Lincoln Road widening project at the Norval Road / Waitakere Hospital intersection, will be referred to the Traffic Management Unit for its audit of the design and its participation in commissioning,

Council's new database for the traffic lights asset will be made available to the Traffic Management Unit in accordance with the Service Level Agreement.

CONCLUSION

Following the signing in December 2002 of the Memorandum of Understanding for Integrated Traffic Management in the Auckland Metropolitan Area a Service Level Agreement has been prepared. The signing of this document by the Chief Executives of the Participating Authorities will initiate the realisation of Integrated Traffic Management. The working group has been diligent to ensure that the Service Level Agreement complies with statutory requirements, local and regional expectations, and that it provides a practical framework for progress within a co-operative culture and under joint governance and guidance. Provision is made for continuing enhancement of the Service Level Agreement in light of practical experience and in a transparent and democratic manner.

RECOMMENDATIONS

1. That the information be received.
- A24-A71 2. That the Chief Executive execute the Service Level Agreement for Integrated Traffic Management in the Auckland Metropolitan Area, as attached at pages A24 to A71 to the agenda, and be authorised to approve any amendments sought by other parties to the agreement, subject to such amendments being reported back to the Finance and Operational Performance Committee.

Report prepared by: Ross Hill, Service Manager: Transport Assets.



16 **ELECTORAL OFFICER SUPPORT FOR WAITAKERE ETHNIC BOARD INAUGURAL AGM**

PURPOSE OF THE REPORT

A request has been received from the Interim Executive Committee of the Waitakere Ethnic Board asking that Council provide "neutral" support for the election of the Inaugural Executive Committee at the Inaugural AGM of the Board. A representative of the Waitakere Ethnic Board (WEB) will be present at the meeting to support their request.

The Committee's approval is sought for Democracy and Support Services staff, including the Electoral Officer, to provide the requested independent support for the process of electing the first Executive Committee of the Waitakere Ethnic Board.

BACKGROUND

At its November 2002 meeting, the City Development Committee resolved:

"That as part of the WADCOSS 2003 process the issue of an Ethnic Advisory Council be considered and that the issue be included in the 2003/2004 Draft Annual Plan."

3226/2002

The West Auckland District Council of Social Services (WADCOSS) is the lead agency of New Out West (NOW), an inter-sectoral collaborative initiative working towards the Collaboration Strategy Call to Action that "every migrant and refugee settles successfully in Waitakere City" and the Waitakere Employment and Skills Project Goal that "The Waitakere talent pool is maximised" and Action Point "That a migrant and refugee information and support service be established".

New Out West has broad based involvement from key government agencies, ethnic communities, NGOs, business organisations, service providers and Waitakere City Council. Councillor Annette Fenton is Council's official representative on New Out West.

The recommendation from the November 2002 City Development Committee meeting was referred to New Out West and adopted as a priority project with the establishment of a Democracy Project team to identify the most appropriate vehicle that would provide a "voice" for Waitakere's ethnic communities, enable them to raise issues of interest and concern, liaise with and advise both Local and Central Government of the impact of policies and service delivery on their communities.

The launch of New Out West at a Multi-ethnic Hui in the Council Chamber on 3 May 2003 by Hon Lianne Dalziel Minister of Immigration, Hon Chris Carter Minister of Ethnic Affairs and Mayor Bob Harvey was well attended by over a hundred people and there was a strong mandate from ethnic communities present for an ethnic advisory body to be established in Waitakere City.

A72

A small interim working party made up of individuals who came forward at the launch and members of the New Out West Democracy project team (membership attached at page A72) developed a draft constitution for the Waitakere Ethnic Board that was sent out widely to ethnic communities for a one month consultation period.

A73

An Interim Executive Committee (membership attached at page A73) was subsequently mandated at a community meeting on 18 August 2003 to finalise the constitution and is now working towards the Inaugural AGM of the Waitakere Ethnic Board on 20 September 2003 at the New Lynn Community Centre. Hon Chris Carter Minister of Ethnic Affairs has agreed to formally launch the Board at the conclusion of the AGM.

STRATEGIC CONTEXT

Council's 2020 vision as expressed in its Long Term Council Community Plan is for a city where people are able and willing to engage in city issues, and feel that they can make a difference. Council has committed to taking action over the next ten years that will support communities to develop their own avenues for engagement with the Council and other groups; and more specifically, that a process for engagement with ethnic communities will be in place by 2004/2005.

ISSUES

Once the Waitakere Ethnic Board is officially established in September 2003, it is the intention of the Waitakere Ethnic Board to seek the establishment of a formal relationship with Council to facilitate the process of dialogue between Waitakere City Council and its ethnic communities.

As the makeup of Waitakere's population becomes increasingly diverse, the Waitakere Ethnic Board will need to work on behalf of all ethnic communities and the first step towards achieving this is being able to demonstrate freedom from any bias in its establishment and in the election of the first term of office bearers to the Board.

Council support for the process of electing the Inaugural Executive Committee of the Waitakere Ethnic Board will enable the Board to be formally established in an impartial manner, setting the scene for future engagement between Council and ethnic communities without recourse to any bias.

Electoral Officer Support

The Council's Electoral Officer and Group Manager: Democracy and Support Services has been approached by the Interim Executive Committee of the Waitakere Ethnic Board to act as an independent Chairperson at the AGM and oversee the election process as a "neutral" person in his independent role as Electoral Officer. The Waitakere Ethnic Board request for support on election procedures, provision of ballot boxes and individuals who can count ballots can also be supported through existing resources in Council's Corporate & Civic Services Unit.

RESOURCES

A new staff position Partnerships & Advocacy Leader: New Migrants was approved in the 2003/2004 Annual Plan. It is envisaged that this position will support New Out West initiatives and projects as a Council officer. Provision has been made for some funding to support Council's liaison processes.

CONCLUSION

There has been a desire on behalf of both Council and Waitakere's ethnic communities for engagement on issues involving the wider Waitakere community. Council support for the election of the Inaugural Executive Committee of the Waitakere Ethnic Board will act as a spring board for building the capacity of Waitakere's ethnic communities to participate more actively in the Waitakere community and engage with Council on issues of interest and concern.

RECOMMENDATIONS

1. That the information be received.
2. That the Finance and Operational Performance Review Committee approve of the Council's Democracy and Support Services staff, including the Electoral Officer, providing the requested independent support for the process of electing the first Executive Committee of the Waitakere Ethnic Board.

Report prepared by: Tony Mayow, Manager: Partnerships and Advocacy.



17 ACCOMMODATION REVIEW RECREATION CENTRE

PURPOSE OF THE REPORT

The purpose of this report is to advise the Finance and Operational Performance Review Committee of the accommodation needs associated with the Long Term Council Community Plan work programme, a low cost approach to meeting these, and the need to implement previous Council resolutions, and to also advise that an earlier Council decision to relocate The Waitakere Arts Council to the Corban Winery Estate is likely to now be fully acted upon.

BACKGROUND

The Chief Executive's report to Council on 15 December 1999 explored options for the accommodation of a number of groups as a result of the demolition of the Ratanui Street building. A preferred option was to free up space within the Assid Corban Recreation Centre, by relocating the Waitakere Central Community Arts Council to the Corban Winery Estate.

A key driver behind this approach had been plans by the Waitakere Arts and Cultural Development Trust to establish an Arts and Culture Centre on the Estate. The Trust had been keen to make provision for the Arts Council who in turn had indicated a desire to shift to the Estate. The Arts Council were asked by Council to nominate a trustee to the Waitakere Arts and Cultural Development Trust, which they did.

At its meeting Council resolved, in part:

“That negotiations begin to move the Waitakere Arts Council to the Corban Winery Estate and to re arrange the tenancies at the Assid Corban Recreation Centre to make space for the Citizens Advice Bureau and possibly other tenants”

Because of subsequent delays in demand for space at the Recreation Centre, the space has not as yet been required. The Arts Council only relocated part of its activities to the Corban Winery Estate and a remnant has remained at the Recreation Centre.

STRATEGIC CONTEXT

This is an operational issue with the focus on providing for Council's operational needs at minimal cost by optimising the use of existing Council premises.

ISSUES

Information Management Accommodation needs

In response to increasing information management and technology demands, Council's Information Management section has widened its programme of work to address a number of key projects over the next few years such as the AIM (Addressing Information Management), Infrastructure Technology upgrades and GEMS replacement.

Additional resources are required to meet the increase in operational responsibilities and will also be required during the life cycle of the projects from design through to implementation. These resource needs were budgeted for under the 2003/2004 Annual Plan and 2004/2005 Long Term Council Community Plan.

In addition, Council has also approved the "One Stop Shop" approach, meaning that other alternatives for addressing Information Management space needs have been removed.

Accommodation optimisation

As a consequence, additional accommodation is required. With Council planning to relocate to Henderson in just over two years, a sensible approach would be to optimise the use of existing Council premises rather than consider the leasing of an additional building. In addition to incurring lease costs, the use of additional premises would also incur data networking infrastructure costs with set up costs likely to be in excess of \$25,000.

Rationalisation of the use of Recreation Centre premises

A recent review of Council premises indicates that the area occupied by Sport Waitakere in the Recreation Centre has the potential to meet the accommodation needs of Information Management staff, subject to a favourable set-up cost for the office infrastructure including air conditioning. With data network infrastructure links currently extended to the Aquatic Centre, the cost of further extensions would be kept to a minimal level.

The housing of Information Management staff in the Recreation Centre would require Sport Waitakere staff to be accommodated elsewhere. With Sport Waitakere moving to the Waitakere Sports Complex around June of next year, it is preferable to limit the disruption to Sport Waitakere activities and to constrain costs by accommodating them elsewhere within the Recreation Centre.

An option is for Sport Waitakere to be accommodated in the area currently occupied by the Arts Council. As indicated earlier in this report, it had been intended in 1999 to relocate the Arts Council to the Corban Estate Winery.

Relocation of Arts Council to Corban Winery Estate

Recent discussion with the Director of the Corban Estate Arts Centre indicated that the offer was still open for the Arts Council to fully relocate to the estate and to share premises and display facilities. This has been Council's and the Waitakere Arts and Cultural Development Trust's intention from the inception of the Trust.

However, at a recent meeting with Arts Council representatives, a reluctance to relocate was strongly expressed by some of the members.

The lease arrangements between Council and The Arts Council requires three months notice of withdrawal from either party.

Needs of Other Tenants - 5 Ratanui Street

Council also considered in 1999, the need to provide accommodation for tenants of 5 Ratanui Street. Council had envisaged providing for the Citizens' Advice Bureau at the Recreation Centre, but these needs have now been taken care of elsewhere. While having no obligation whatsoever for other tenants in the Ratanui Street building, Council had also contemplated providing space for those who wanted it at the Recreation Centre, providing Council incurred no cost in doing so. This space may be available once Sports Waitakere have relocated. This should be able to fit with work programmed for the UNITEC / Waitakere Central Library project.

RESOURCES

Budget for the relocation of Information Management will be funded from Corporate Accommodation Budgets. Council has no obligation to fund costs associated with the relocation of other groups, but may wish to consider doing so to make the solution acceptable. Any contribution could comprise some of the costs of shifting.

CONCLUSION

Council needs additional accommodation to allow it to deliver on a number of key programmes over the next few years. From a cost perspective, it is preferable to optimise the use of existing Council premises, with the Assid Corban Recreation Centre providing the best opportunity for increased efficiencies in the use of space. It is proposed to place Information management staff in the Recreation Centre in the area currently occupied by Sport Waitakere, subject to a viability study in terms of ascertaining suitability for IM occupancy.

A favourable outcome would mean the displacement of either Sport Waitakere or the Art Council.

Sport Waitakere is to relocate to the Waitakere Sports complex around June next year. In the interim period there are no other accommodation options available for Sport Waitakere other than to seek leased premises.

On the other hand, the Arts Council have premises available at the Corban Winery Estate.

It is therefore recommended that an earlier Council decision to relocate the Arts Council to the Corban Winery Estate be acted upon.

RECOMMENDATIONS

1. That the information be received.
2. That subject to a current evaluation deeming the Sport Waitakere area to be suitable for occupancy by Information Management staff, the Arts Council be given notice forthwith of termination of their current tenancy arrangements at the Recreation Centre.

Report prepared by: Paul Tate, Manager: Customer Services.



PART VI - SUBCOMMITTEE REPORTS

18 TENDERS SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORTS OF ITS ORDINARY MEETINGS HELD ON FRIDAY, 15 AUGUST 2003 AND FRIDAY 29 AUGUST 2003

MATTERS CONSIDERED

A74-A82

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 A74 to A82.

The Subcommittee Recommends:

That the Ordinary Meeting reports of the Tenders Subcommittee held on Friday, 15 August 2003 and Friday, 29 August 2003 be received.

JM Clews, QSO, JP

CHAIRPERSON

