

PAYMENTS FOR APPROVAL 12 MARCH 2004 TO 7 APRIL 2004

The following payments are reported for the period 12 March 2004 to 7 April 2004

a) Wages and Salaries (net of tax)		2,322,667
b) Payments to ARC		0
c) Watercare Services Limited		1,932,634
d) Inland Revenue Department		2,244,667
e) Loans - repayment of maturities/interest		6,188,442
f) Investments		10,550,000
g) Contract payments over \$50,000:		
Architectus Auckland	Waitakere Central Design Contract	277,955
Asplundth Tree Maintenance	Tree Maintenance Parks	69,426
Auckland Civil Ltd	Various Contracts	95,781
Civil Construction Group Ltd	Various Contracts	259,977
Edgecity Builders	Various Contracts	156,246
Field Drainage Specialists Ltd	Sandfield Lifts Contracts	234,779
Fulton Hogan North Harbour Ltd	Various Contracts	159,661
Genesis Energy	Power & Street Lighting	238,763
Hawkins Construction Ltd	Glen Eden Library	248,044
J B Pipeline Services Ltd	Various Contracts	103,566
Liquid Waste Disposal Ltd	Wastewater Management Contract	55,273
M Keogh Contractors Limited	Various Contracts	116,586
March Cato Ltd	Sunnyvale Stormwater Contract	81,712
Murray & Buckley	Various Contracts	175,479
Parks & Maintenance Services Ltd	Various Contracts	326,182
Perry Environmental Ltd	Waste Removal	123,241
Quotable Value New Zealand Ltd	Valuation Contract Services	62,590
Sport Waitakere	Waitakere Sports Complex/ Funding	2,612,813
Techscape Limited	Various Contracts	643,981
URS New Zealand Ltd	Various Contracts	56,078
Waitakere Tag Out Trust	Graffiti Contract	84,685
Waste Management NZ Ltd	Waste Disposal	400,650
Works Infrastructure Ltd	Sealed Roads Maintenance Contracts	2,544,596
		9,128,064
h) Other payments over \$50,000:		
Corban Estate Art Centre	Grant Instalment	50,622
Kensington Swan	Legal Fees	74,518
Lopdell House Society Inc	Quarterly Grant	61,313
Southern Cross Healthcare	Payroll Deductions Healthcare	55,888
		242,341
i) Other payments under \$50,000		4,946,603
TOTAL PAYMENTS		37,555,418

Supplier	Amount	Description
AA Environmental	5,986.41	Karekare Toilet Block Upgrade Contract
ACS Services Ltd	5,879.26	Security Systems
ACS Services Ltd	10,605.94	Access Control & Alarm System Canam Building
Action Sports Ltd	9,000.00	Ceramco Park Long Jump Turf Installation
Air New Zealand Limited	10,020.03	Travel
Ali Sher	5,007.99	Cancelled Building Consent
All Shine Cleaners	7,759.83	Cleaning Civic Centre
Anderson & Associates Ltd	7,822.27	Subdivision Supervision Contract
Approved Building Certifiers	7,500.00	Vehicle Cross Bond Refunds
Approved Building Certifiers	6,000.00	Vehicle Crossing Bond Refunds
Aqualab (NZ) Ltd	10,733.63	Various Contracts
Architecture Warren & Mahoney	23,906.25	Glen Eden Library Contract
Architectus Auckland	277,955.26	Waitakere Central Design Contract
Asia-Pacific Risk Management Limited	7,031.25	Professional Advice
Aspin Weed Control Ltd	39,122.10	Roadsign Vegetation Control
Asptundh Tree Expert (NZ) Ltd	69,425.91	Tree Maintenance Parks Contract
Asset Construction Ltd	12,640.22	Eco Water Contracts
ATL Systems (NZ) Limited	819,055.87	Computerware
Auckland City Council	22,500.00	Cube Meeting Working Party
Auckland Civil Ltd	71,648.53	Sturges Footpath Kerb & Channel Contract
Auckland Civil Ltd	8,697.89	Stormwater Oratia Stream Contract
Auckland Civil Ltd	15,434.09	Parks Walkways Contract
Awt Pty Ltd	7,957.24	Wastewater Flow Gauging Glen Eden Contract
Awt Pty Ltd	8,172.56	Eco Water Contracts
Baker & Taylor International Ltd	5,776.35	Library Books
Beverley Mary Wright	28,000.00	Contribution Stormwater
Boffa Miskell Ltd	7,692.08	Various Parks Contracts
Bookworks	11,191.80	Library Books
BP Fuelcard	19,907.94	Fuel
Building Industry Authority	17,000.80	Levy February 2004
Building Research Association NZ	26,155.08	Levy February 2004
Camdek	10,819.80	Wastewater Engineer Contract
Candle NZ Ltd	6,277.50	Professional Services
Cassidy Construction Ltd	5,141.90	Retentions
Chamonix Holdings Limited	5,501.25	Rent - Glen Eden Library
Civic Contractors/Onyx Group P/Ship	49,073.67	City Cleaning & Road Sweeping Contract
Civil Construction Group Ltd	199,658.84	Various Contracts
Civil Construction Group Ltd	20,178.40	259 Henderson Valley Rd Wastewater Contract
Civil Construction Group Ltd	9,548.61	Seaview Rd Stormwater Culvert Upgrade Contract
Civil Construction Group Ltd	30,590.66	Stormwater Wetlands Pooks Rd Contract
Clemway Holdings Limited	9,753.13	Works Bond
Connell Wagner Limited	6,499.69	Paremuka Bridge Contract
Contact Energy Ltd	24,418.65	Gas Accounts
Corban Estate Art Centre	50,622.19	Grant Instalment
Coulter Landfills	20,700.00	Sediment Disposal At Glendale Ponds
Craig Craig Moller Architects	16,312.50	New Lynn Library Contract
CSL Traffic Ltd	46,281.92	Street Light Maintenance Contract
Data Traffic	8,403.75	Traffic Counting Contract
Datacom Systems Ltd	21,160.79	Computer Charges
Delis Tools Ltd	15,518.25	Firetech Protective Clothing
Department For Courts	10,410.00	Share of Infringement Notices
Department For Courts	9,270.00	Share of Infringement Notices
Department For Courts	8,160.00	Share of Infringement Notices
Directions Ltd	24,121.41	Signs Maintenance Contract
Drake Personnel NZ Limited	7,579.79	Temporary Staff
Drake Personnel NZ Limited	10,162.90	Temporary Staff
Drake Personnel NZ Limited	9,912.79	Temporary Staff
Drake Personnel NZ Limited	7,622.86	Temporary Staff
Edgecity Builders	31,031.40	Building Contracts
Edgecity Builders	125,214.23	Various Parks Contracts
Eland Limited	42,750.00	AIM Contract
Enviro Waste Services	15,908.40	Kay Rd Balefill Gas Extension Maintenance Contract
Environmental & Earth Sciences Ltd	6,224.54	Closed Landfill Water Monitor Contract
Ericsson Enterprise Systems NZ Ltd	9,980.17	Upgrade To DNA 5.1
Estate Homes Limited	7,430.00	Eco Water Bonds
Eurest NZ Ltd	17,591.89	Catering
Excell Corp	6,064.16	Retentions Eco Water Contract
Fencerite Industries Ltd	6,202.52	New Lynn Park & Ride Fence Contract

Field Drainage Specialists Ltd	13,167.06	Sandfield Lifts Contract
Field Drainage Specialists Ltd	221,612.18	Sandfield Lifts Contract
Forward Learning NZ Ltd	7,875.00	Library Books
Fuji Xerox New Zealand Ltd	8,644.37	Photocopier Paper
Fuji Xerox New Zealand Ltd	24,487.08	Photocopier Contract
Fulton Hogan North Harbour Ltd	38,090.56	Various Contracts
Fulton Hogan North Harbour Ltd	121,570.22	Footpath Kerb Channel Contract
Genesis Energy	38,327.70	Power Accounts
Genesis Energy	64,342.68	Power Accounts
Genesis Energy	65,114.76	Power Accounts & Street Lighting
Genesis Energy	70,978.20	Power Accounts & Street Lighting
Gen-I	19,496.37	Meta Data Consulting Assignment
Global Roadsigns	14,329.86	Bus Shelter & Guard Rail Maintenance Contract
Haines Recruitment	37,926.37	Advertising
Harker Underground Construction Ltd	24,706.24	Retentions Eco Water Contract
Harrison Grierson Consultants Ltd	7,479.65	Cremator Contract
Hawkins Construction Limited	248,044.43	Glen Eden Library Contract
HEB Contractors	70,111.73	Sports Complex Hard Landscaping
Helen Mary Ballinger	5,436.66	Professional Services
Heritage Advisory Services	10,400.40	Draft Strategy Action Plan Contract
Horizontal Earth Drilling Ltd	53,009.44	M.C2 Rua/Eastglen Rd Wastewater Contract
Hydro Solutions Ltd	9,657.54	Irrigation Management Contract
Icon Group	5,140.13	Security Contract
Icon Group	5,067.00	Security Contract
Icon Group	5,067.00	Security Contract
Industrial Services Trading Trust	8,202.28	Cesspit Cleaning Contract
Inland Revenue Department	449,441.57	PAYE
Inland Revenue Department	1,399,461.50	GST
Inland Revenue Department	395,764.06	PAYE
J B Pipeline Services Ltd	103,566.25	Stormwater Pisces/Fowey Contract
Jade Direct Ltd	8,924.53	Payroll Processing
Jardine Lloyd Thompson Limited	24,141.73	Insurance Premiums
John W Cargill Plumbing Ltd	21,194.92	Plumbing Contract
Joyce Spence & Teei	29,000.00	Deposit
Kaon Technologies Ltd	17,325.00	Support Agreements
Kaon Technologies Ltd	5,062.50	Internet Monthly Fee
Kaon Technologies Ltd	7,523.44	Internet Fee/Fire Wall Support
Keep Waitakere Beautiful	31,500.00	KWB Projects
Kennedy Furniture Ltd	13,942.99	Office Furniture
Kensington Swan	74,518.15	Legal Fees
Kingett Mitchell & Associates Ltd	15,158.06	Various Contracts
Laingholm District Citizens Association	5,950.00	Community Halls Grant
Lendich Construction Ltd	9,595.90	Retentions Aftercare Contract
Lineset Design & Print Ltd	14,891.34	Design & Printing
Liquid Waste Disposal Ltd	55,273.53	Wastewater Management Contract
Lopdeff House Society Inc	61,312.50	Quarterly Grant
M Keoghan Contractors Limited	87,258.32	Konini Rd Footpath/Slip Repair Scenic Dr Contract
Manukau City Council	5,328.00	Regional Settlement Strategy Contribution
March Cato Ltd	81,711.59	Sunnyvale Stormwater Upgrade Contract
Marsa Consultancy Ltd	11,498.14	Various Ecowater Contract
Matthew Casey Barrister	11,947.50	Legal Fees
Moore Gallagher	9,293.46	Printing
Murray & Buckley	6,528.83	Retentions
Murray & Buckley	52,256.18	Watermain Stothholm Rd Contract
Murray & Buckley	111,519.44	Various Eco Water Contracts
Murray & Buckley	5,174.94	Retentions
NZ Micrographic Services Ltd	8,550.00	Digitalisation Of Photo Collection
Ngati Whatua O Orakei Corporate Ltd	9,375.74	Professional Services
Norcross Stationery Ltd	11,720.04	Stationery
Northeast Developments Limited	35,325.93	Reserve Fund Contributions Refunded
Nvisage (2003) Ltd	5,319.84	Tech Infrastructure Project Management
Nzblue Ltd	20,300.63	Aquatic Centre Contract
Nzblue Ltd	9,000.00	Aquatic Centre Contract
Octa Associates Ltd	12,965.63	Henderson Library Unitec Contract
Open Systems Specialists Ltd	8,718.75	Unix Outsourced Services
Open Systems Specialists Ltd	9,033.76	SQL Server Costs
Pacific Rim Institute Of Sustainable Management	6,435.00	Twin Streams Project Contract
Parks & Maintenance Services Ltd	100,580.77	Parks Response Maintenance Contract
Parks & Maintenance Services Ltd	225,601.72	Various Contracts
Paul Cavanagh Qc	22,342.50	Legal Fees

Paul Evans	6,547.50	Aquatic Centre Contact
Perry Environmental Ltd	81,731.24	Waste Removal
Perry Environmental Ltd	41,509.96	Waste Removal
Pricewaterhousecoopers	10,136.25	Professional Services
Princeton Homes Limited	5,000.00	Crossing Bond Refunds
Professional Property & Cleaning Service	29,107.45	Cleaning Contracts
Qmex Ltd	9,009.76	Various Eco Water Contracts
Quotable Value NZ Ltd	55,912.50	Valuation Services Contract
Quotable Value NZ Ltd	6,677.50	Valuations
Rawlinsons Limited	16,312.50	Various Contracts
Riteway Electrical Services	9,433.18	Electrical Contract
Salesoft Cad Solutions Ltd	27,973.12	Upgrade Auto Desk Products
Search Consulting Ltd	9,112.50	Kashmir Rd Quality Pond Contract
Serco Group NZ Ltd	19,922.06	Flail Mowing Contract
Smith & Davies Ltd	35,307.61	Cartage Contract
Smith & Davies Ltd	52,751.63	Glendale Rd Stormwater Pond Contract
Smith & Davies Ltd	10,215.00	Glendon Rd Stormwater Pond
Soil Engineering Ltd	11,880.00	Geotechnical Services Contract
Southern Cross Healthcare	55,887.82	Healthcare
Southern Sky Books Ltd	13,873.48	Library Books
Sport Waitakere	2,587,500.00	Waitakere Sports Complex Progress Payment
Sport Waitakere	25,312.50	Funding Contract
Spray Marks Roadmarkings (Tga) Ltd	14,468.17	Roadmarking Contract
Sunrise Earthmovers Ltd	35,875.17	Waitakere Sports Stadium Landscape Earthworks Contract
Synergine Operations Ltd	11,387.77	Assistance Sustainability & Strategic Projects Contract
TaylorMade Landscaping	6,210.00	4 X Concrete Berms
Tbs Fleming Architectural Painting	6,794.04	Painting Contract Mills Cottage
Te Ngahere Limited	28,674.00	Bridge & Boardwalk Contract
Techscape Limited	12,989.09	Various Contracts
Techscape Limited	591,977.61	Various Contracts
Techscape Limited	26,169.76	Service Connection Contract
Techscape Limited	12,864.80	Road Damage Maintenance Contract
Telecom New Zealand Ltd	86,796.12	Telephone & Toll Accounts
Terry Moorhouse	5,904.56	Dangerous Goods Contract
The Library Supply Company Limited	5,757.80	Library Books
Toovey Eaton & Macdonald Ltd	6,648.75	Tax Advisory Services
Total Library Solutions	5,748.20	Library Books
Total Records Management Ltd	6,099.19	Archive Boxes
Traffic Systems Ltd	26,344.17	Pedestrian Crossing Points Construction Contract
Trudi Fava	5,600.00	Services Henderson Station Precinct
Unitec	5,570.30	Leadership Development Contract
URS New Zealand Ltd	16,582.50	Hobsonville Norsga Planning Contract
URS New Zealand Ltd	7,643.94	Bridge & Boardwalk Contract
URS New Zealand Ltd	5,625.00	CMP Works Contract
URS New Zealand Ltd	15,472.52	Pooks Rd Quality Pond Contract
URS New Zealand Ltd	10,754.40	Various Eco Water Contracts
Visitor Solutions Ltd	22,500.00	Leisure Strategy Contract
Vos Holdings Ltd	5,028.75	Swim School Consulting Contract
W Stevenson & Sons Ltd	6,793.20	Concrete Refuse Transfer Station
Waitakere Corporate Limited	6,108.20	Professional Services
Waitakere Properties Ltd	43,181.13	Parks Works Bond
Waitakere Tag Out Trust	42,187.50	Graffiti Contract
Waitakere Tag Out Trust	42,457.50	Graffiti Contract
Waste Management NZ Ltd	400,650.16	Waste Disposal
Water Software Ltd	5,565.80	Mouse Modelling Contract
Watercare Services Limited	1,926,604.65	Bulk & Wastewater February 2004
Watercare Services Limited	6,029.10	Trade Waste Charges
Waugh Consultants Ltd	8,246.25	Parks Contract
Waves Trust	11,250.00	Great Start Co Ordinator
Wells Instrument & Electrical Services	8,887.22	Meter Reading Contract
Whitcoulls Ltd	24,513.62	Library Books
Works Infrastructure Ltd	38,539.61	Ecowater Contracts
Works Infrastructure Ltd	559,526.45	Sealed Roads Maintenance Contract
Works Infrastructure Ltd	1,154,034.83	Sealed Roads Maintenance Contract
Works Infrastructure Ltd	792,794.79	Sealed Roads Maintenance Contract
Za'Atar	7,875.00	Catering
Total Payments as per Above	16,499,129.90	
Other Agenda Item Payments	21,056,288.10	
Total Payments as per Agenda Item	37,555,418.00	

PRINCIPLES FOR THE DEFINITION OF STATE HIGHWAY MAINTENANCE BOUNDARIES

Transit New Zealand and Waitakere City Council

between

1. INTRODUCTION

SaflNet have been instructed to produce plans defining the maintenance boundaries between Transit New Zealand (Transit) and Territorial Local Authorities (TLA) in Region 2 Auckland. This document sets down the principles for defining the position of the maintenance boundaries. This document should be read in conjunction with any Memorandum of Understanding.

2. PRINCIPLES

2.1 General
Roading Maintenance within the legal boundaries of the State Highway network shall be funded through the National Roading Programme (NRP), except where shown or stated elsewhere in this document. Maintenance in these areas shall be funded through the District Roading Programme (DRP). Work funded by the NRP is managed by Transit and the Waitakere City Council (WCC) manages work funded through DRP's.

2.1.1 Urban Areas
An area within a permanent speed limit of less than or equal to 70km/h

2.1.2 Rural Areas
An area within a permanent speed limit greater than 70km/h.

2.2 Underpasses (State Highway passing beneath TLA road)
The bridge structure, including expansion joints, handrails, painting, graffiti removal, and signs attached to the bridge pertaining to the State Highway is to be maintained by Transit. Maintenance of the TLA road surfacing, footpath surfacing, line markings, street cleaning, bridge deck drainage slots and lighting is to be carried out by the WCC (refer figure below).



2.3 Bridges (State Highway passing over TLA road)
Maintenance of the structure is to be carried out by Transit. All other aspects pertaining to the TLA road including lighting maintenance and drainage (excludes drainage of the structure) is to be maintained by the WCC (refer figure above). This category includes subways.

All retaining structures within the legal boundary of the State Highway are to be maintained by Transit except those constructed by the WCC in order to create a footpath or for landscaping purposes. These structures are to be maintained by the WCC.

2.4 Fences
All State Highway boundary fences adjoining public spaces are to be maintained by Transit.

2.5 Footpaths
All footpaths are to be maintained by the WCC except the footpath within the TeAtatu Interchange, which is the responsibility of Transit.

2.6

Cycleways

Refer separate Cyclebridge & Cyclepath Agreement for SH 16 Northwakaia Motorway Whare Bridge to Te Atatu Interchange and Henderson Creek Bridge for Transit and WCC obligations (subject to Final Agreement).

2.7

State Highway / Local Road Intersections

Transit will carry out the maintenance of the carriageway of a local road intersecting a state highway for a distance of ten metres from the position of the limit lines on sealed roads, or by local agreement, if the intersection has features on the local road which have benefit to the state highway. State highway Over/Off ramps are maintained by Transit. The extent shall be as shown on the maintenance boundary plans.

This maintenance includes:

- Pavement maintenance;
- Maintenance of signs associated with the intersection;
- Maintenance of pavement marking related to traffic control of the intersection
- Maintenance of the raised traffic islands related to the traffic control of the intersection

2.8 Vegetation Control

2.8.1 Urban Areas
In urban areas, vegetation control and maintenance within the area between the kerbline and the road reserve boundary is to be carried out by the WCC but is not eligible for financial assistance from Transit. State highways with unsealed shoulders are to be maintained by Transit from the existing seal edge to the bottom of the swale drain or water table.

Grass cutting to lawn standard or maintenance of alternative low-cost ground cover treatments in medians and traffic islands on the state highway is to be carried out by Transit unless the WCC has carried out aesthetic treatments.

Note: Aesthetic treatments (such as flower gardens) on berms, shoulders, medians, and traffic islands are not eligible for financial assistance from Transit.

2.8.2 Rural Areas

In rural areas vegetation control of roadside berms and unsealed shoulders within the state highway reserve is to be carried out by Transit and by the WCC for local roads and may only be sufficient to ensure:

- Adequate visibility,
- General safety,
- Drainage
- The elimination of a fire hazard or pest refuge,
- Rest areas,
- Control of Noxious Weeds.

2.9

Signs

All signs pertaining to the State Highway but outside the shown maintenance boundary are to be maintained by Transit to the standards laid down in Transit's Manual of Traffic Signs and Markings.

2.10

Traffic Signals

Traffic signals at state highway / local road intersections are to be managed and maintained by Transit through their Traffic Management Unit. Behaba Boucaus controlling pedestrian crossings on the State Highway are also to be maintained by Transit.

2.11

Carriageway Lighting

The maintenance and power costs associated for the operation of carriageway lighting on motorways and on rural and urban state highways is the responsibility of Transit. Where these functions and costs are carried out by WCC under delegation from Transit the costs are to be paid for by Transit. The maintenance and power costs associated for the operation of carriageway lighting on local roads is the responsibility of WCC.

2.12

Drainage

2.12.1 Surface Water Channels
The maintenance, reinstatement, and forming of surface water channels in Rural Areas is to be carried out by Transit or by local agreement. In Urban Areas, the maintenance of surface water channels adjacent to a state highway with unsealed shoulders is to be carried out by Transit to an offset of 500mm from the invert.

2.12.2 Kerbed Water Channels

In Rural Areas the maintenance of kerbed water channels is the responsibility of Transit. In Urban Areas, maintenance of kerbed water channels adjacent to a state highway is the responsibility of the WCC but is eligible for 30% financial assistance through the NRP.

2.12.3 Discharge of Surface Water

In Rural Areas where no artificial drainage system exists and permanent surface water is discharged from the water channel by means of pipes or open drains into natural watercourses on, adjacent to, or across the road reserve, Transit are to maintain these systems. Similarly, Transit is to maintain the systems discharging water into artificial drainage systems (sumps, mains, or open drains) on, adjacent to, or across the road. In Urban Areas the discharge of surface water from a state highway is the responsibility of the Transit.

2.12.4 Underground Connections

In Rural and Urban Areas Transit is responsible for the maintenance of underground connections to the WCC's drainage systems necessary for the disposal of State highway surface water (e.g. sump and connection to the first manhole on the main).

2.12.5 Service Covers

In urban Areas, service cover maintenance on state highways of sewer and stormwater drainage manhole covers, water valves and fire hydrants is the responsibility of the WCC. Those services covers that are assets of other Utilities are the responsibility of that Utility provider.

2.12.6 Spillages

Transit and the WCC are responsible for spillages originating from their respective networks. Where a spill affects both networks Transit and the WCC are to agree on clean up procedures and costs.

2.13 Parking in Urban Areas

The maintenance of parking spaces, special vehicle parking areas and no stopping restrictions is the responsibility of the Transit.

3 DOCUMENTS

Sheet Titles are approximate nearest local feature. Sheet start and end references are approximate and distances are in accordance with Transit linear referencing system. Distribution as follows:

- Transit 2x Full A3 Sets
- WCC 2x Full A3 Sets
- SaflNet 2x Full A3 Sets



WAITAKERE CITY COUNCIL HISTORICAL OBJECTS COLLECTION PROJECT

OBJECTIVES

1. To collect, document and store objects and collections illustrating the history of West Auckland, including Waitakere City and its environs.
2. To prepare policies and procedures for the acquisition of such artefacts by Waitakere City Council.
3. To provide adequate storage through Waitakere City Council for all objects collected.
4. To work towards the establishment of a museum in Waitakere City.

DRAFT

Phone: (09) 835 8000

Fax: (09) 836 8001 Website: www.waitakere.govt.nz

ARTICLE(S) RECEIPT FORM

Date Receipt No.

ARTICLE(S) RECEIVED FROM:
(block letters please)

OWNER OF ARTICLE(S)
(if different from foregoing)

NAME:

NAME:

ADDRESS:

ADDRESS:

Ph: (Day).....

Ph: (Day).....

(Evg).....

(Evg).....

RECEIVED ON BEHALF OF THE WAITAKERE CITY COUNCIL HISTORICAL OBJECTS COLLECTION PROJECT, hereinafter called the Project, by

(Signed) *(Name)*.....*(block letters)*

(Title).....

DESCRIPTION OF ARTICLE(S): (Number of items or volume, dimensions, colour, serial number, brief description, history)

.....
.....
.....
.....
.....

DEFECTS OR DAMAGE NOTED:

.....
.....

(Continue on separate page(s) if necessary)

GIFT

DONORS PLEASE NOTE:

- a) The donor must be the Owner of the article(s), or the Owner's authorised representative.
- b) The Project cannot accept conditional gifts.
- c) Before gifts will be accepted by the Project, the article(s) will be assessed for suitability for inclusion in the collection in terms of the Project's Collecting Policy.

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DECLARATION

I declare that I am the Owner or the Authorised Representative of the Owner of the article(s) described on the front of this form / on the list attached (*delete one*) and that to the best of my knowledge it is (they are) unencumbered and no person but the Owner has any legal or beneficial interest therein.

I declare that the Owner's intention is to gift the article(s) to the Waitakere City Council for the purposes of a museum, also assign the Owner's copyright interest and waive the Owner's moral rights (if any) under the Copyright Act(1994) in those article(s) in favour of the Waitakere City Council unless otherwise provided herein.

In the event that the Project decides not to accept the gift, I direct that the Project proceeds as follows (*delete either clause (a) or (b)*):

- a) The article(s) be disposed to a public museum or similar collecting institution.
- b) The Owner be requested to uplift the article(s).

I am the authorised representative of the Owner. My relationship to the Owner is as follows:

.....

The reason I am completing this Declaration on behalf of the Owner is as follows:

.....) (*Cross through this*
.....) section if it does not
.....) apply.)

(Signed):Owner/Authorised Representative of the Owner
(*delete one*)

RETURN OF ARTICLES - Owner must present their copy of receipt to uplift article(s).

I hereby acknowledge that the article(s) identified as "returned" on the list on the front of this form / on the list attached (*delete one*) and initialled by me has (have) been returned to me by the Project.

(Signed).....Owner/Lender (Date)

PROJECT USE ONLY

Owner/Lender requested in writing to uplift article(s) on (Date).

ARTICLE(S) ACCEPTED

Article(s) marked "accepted" on the list in above/attached approval for accession to the collection on
.....(Date) with Accession Number

DISPOSAL OF ARTICLE(S)

Where articles are marked neither "accepted" nor "returned" on the list above/attached (*delete one*), the method and date of disposal of each item must be recorded and signed by the person authorising the disposal.

NOTE: Give one copy to Owner/Lender; original to be filed in Receipts File; one copy to remain with article until accessioned.

STATEMENT UNDER THE PRIVACY ACT (1993)

I agree that the information on this form may be released to members of the Public for purposes of *bona fide* private research or scholarship.

(Signed) Date
Owner / Authorised Representative of the Owner (*delete one*)

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Waitakere City Council
Te Taiwo o Waitakere

Collecting Policy Of The Waitakere City Council Historical Objects Collection Project

1 Introduction

1.1 PURPOSE

The purpose of this Collecting and Disposal Policy is to assist in the management of the collections of the Waitakere City Council Historical Objects Collection Project, hereafter called the WCCHOP, by providing the Waitakere City Council, with clear guidelines to judge the suitability of articles being offered to the Project or to determine what articles should not be collected by the Project.

1.2 DISSEMINATION

The Council undertakes to ensure that the provisions of this Collecting Policy are brought to the attention of the staff (paid and unpaid) of this Project, any contributing authorities, any museums having collecting policies, which may overlap as well as the general public.

1.3 REVIEW

The Council undertakes to review this Collecting Policy biennially, or as required to accommodate change.

2 Collecting Articles for the Project Collection

2.1 ACTIVE COLLECTION

The Project will pursue a policy of active collection and not rely solely on selection from those things offered to it.

2.2 METHODS OF ACQUISITION

The Project will acquire items for its collection by gift, bequest or purchase. No loans will be accepted.

2.3 SELECTION OF ARTICLES

The selection of items for the collection, will be made according to the criteria given below (Section 2.5) by such person as the Council may appoint for that purpose.

2.4 CONFLICTS OF INTEREST IN COLLECTING

On election / appointment, any member of the Council or staff of the Project must declare to the Council the extent of any collection they may possess, the collecting policy of which may conflict with that of the Project. In the event of a conflict of interest arising over an article collected since their election / appointment, other than by bequest or genuine personal gift, the person must, if requested to do so by the Council, offer the article to the Project at the same price for which they acquired it.

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2.5 COLLECTION CRITERIA

The following criteria will be applied to articles being offered to the Council for its collections.

2.5.1 Geographical Area

Apart from those types of article set out in Section 2.5.3 (d), articles will only be collected that are from, or closely associated with West Auckland, including Waitakere City and its environs, including:

- New Lynn
- Avondale
- Glen Eden
- Titirangi
- Blockhouse Bay
- Laingholm
- Huia
- West Coast beaches
- Cornwallis
- Henderson
- Te Atatu
- Massey/Ranui/Swanson
- Waitakere
- Whenuapai & Hobsonville
- All of the Whau and the Waitakere Ranges

2.5.2 Time limits

Articles from any period of Waitakere and West Auckland history may be collected

2.5.3 Types of Articles

- a) The artefacts that may be collected are:
- Ceramics and heavy clay industries.
 - Timber milling.
 - Gum digging
 - Māori artefacts

Included in the articles suitable for collection are:

- small scale machinery, tools and equipment relating to the industry

- b) The following will NOT be collected:
- Any other artefacts relating to any other activity of settlement or industry outside of those specified in 2.5.3(a)
- c) Objects more than 3 metres long, 1m³ in volume or 500kg in weight will not be collected.

2.5.4 Ability to provide care

The Project will only collect those items which it can properly house and to which it can give adequate care.

2.5.5 Rights of Use and Disposal

The Project will only collect items to which it has obtained the legal right to use and dispose of as it sees fit.

DRAFT

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2.5.6 Source of Articles

The Project will, before taking any article into the collection, assure itself that the article is being offered by a person legally entitled to do so, and that the article has been obtained by that person in a reputable manner, consistent with:

- a) the current requirements of the code of Ethics and Guide to Professional Practice of Museums Aotearoa Inc., or its successors.
- b) appropriate New Zealand legislation and international conventions governing the acquisition of wildlife scientific specimens, antiquities and works of art.

2.5.7 Preferred Articles

Within the limits imposed by Clauses 2.5.1 to 2.5.6 (above), the Project will give preference to the collection of articles:-

- a) of a type not already represented in the collection.
- b) for which a definite use can be seen.
- c) accompanied by information, which can be readily verified, or if absent, readily discovered, on, as appropriate, their origin, identification, composition, manufacture, use, previous ownership and general history.
- d) whose physical character enables the observer to visualise more clearly some custom, activity, process or phenomenon.
- e) that are complete.
- f) which, if fragments, give useful information about the larger structures to which they belong.
- g) that are in good condition.
- h) that are in an unmodified condition, unless the modifications form a significant part of the history of the article.
- i) that if conserved or restored, the conservation or restoration has been well-researched, carefully carried out, and fully documented.
- j) that are associated with a significant event that has occurred in the area defined in 2.5.1, or in the time period defined in 2.5.2.
- k) that are associated with people who have made a significant contribution to the area as defined in 2.5.1 during the period defined in 2.5.2, whether or not they have been publicly recognised.

3 Adoption

This Collecting and Disposal Policy of the Museum was adopted by the Governing Body of the Project at a meeting held on:

.....

SIGNATURES OF THE APPROPRIATE OFFICERS:

DRAFT

**MINUTES FOR AN ORDINARY MEETING OF THE EMERGENCY SERVICES SPECIAL
COMMITTEE HELD IN THE CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT
AVENUE, HENDERSON, WAITAKERE CITY, ON TUESDAY,
6 APRIL 2004, COMMENCING AT 9.30 AM**

PRESENT: Councillors DQ Battersby, JP (Chairperson)
VS Neeson, JP (Deputy Chairperson)
AC Fenton

IN ATTENDANCE: Director: Corporate & Civic Services
Services Delivery Manager: EcoWater
Transportation Engineer: Planning
Civil Defence Officer: A Mitchell
Committee Secretary: S Simiona

Bill Ellis, Chief Fire Officer, NZ Fire Service, Waitakere City
Murray Binning, Deputy Chief Fire Officer, NZ Fire Service, Waitakere City
Denis O'Donoghue, NZ Fire Service, North Shore City
Wayne Hight, NZ Fire Service, North Shore City

1 APOLOGIES

513/2004

MOVED by Cr Neeson, seconded Cr Fenton:

That apologies from Cr Dallow and Cr Russell for absence be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFIRMATION OF MINUTES

514/2004

MOVED by Cr Battersby, seconded Cr Fenton:

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 24 February 2004, as circulated, be taken as read and now be confirmed.

CARRIED

4 AUCKLAND REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP - FUNDING ISSUES

515/2004

MOVED by Cr Neeson, seconded Cr Fenton:

1. That the Auckland Region Civil Defence Emergency Management Group - Funding Issues report be received.
2. That the Waitakere City Council accepts that the funding apportionment for the Auckland Region Civil Defence Emergency Management Group be on the basis that 35% of funding come from the Auckland Regional Council with 65% from the Territorial Authorities on a population basis, provided that the Auckland Regional Council and the other Territorial Authorities agree to this funding formula.
3. That it be recommended to the Long Term Council Community Plan and Annual Plan Subcommittee that an additional \$7,000 for the Auckland Region Civil Defence Emergency Group be added to the 2004/2005 Annual Plan.

CARRIED

5 CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN - SUBMISSIONS

516/2004

MOVED by Cr Fenton, seconded Cr Neeson:

1. That the Civil Defence Emergency Management Group Plan - Submissions report be received.
2. That the Emergency Services Special Committee examine the Auckland Region Civil Defence Emergency Management Group Plan with a view to bringing any concerns to the attention of the Manager Emergency Management for individual submission purposes if required.

CARRIED

6 FUTURE EMERGENCY OPERATING CENTRE OPTION REPORT

517/2004

MOVED by Cr Neeson, seconded Cr Fenton:

1. That the Future Emergency Operating Centre Option Report be received.
2. That a detailed report on the issues associated with co-location of the Emergency Operating Centre and Headquarters with the Fire Service be submitted to the Long Term Council Community Plan and Annual Plan Special Committee in June 2004 for consideration as part of the 2004/2005 Annual Plan.

CARRIED

7 SEVERE WEATHER PRESENTATION

11.05 am Cr Neeson left the meeting.

518/2004

MOVED by Cr Battersby, seconded Cr Fenton:

That the Severe Weather Presentation report be received.

CARRIED

8 EMERGENCY MANAGEMENT UPDATE

519/2004

MOVED by Cr Fenton, seconded Cr Battersby:

That the Emergency Management Update report be received.

CARRIED

11.08 am Cr Neeson returned to the meeting.

11.10 pm

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 FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON FRIDAY, 16 APRIL 2004,
COMMENCING AT 9.00 AM.**

PRESENT:

Councillors JM Clews, QSO, JP (Chairperson)
GB Presland (Deputy Chairperson)

Director: Corporate & Civic Services
Director: Finance
Maori Issues Manager

IN ATTENDANCE:

Security Manager
Contract Management Officer
Committee Administrator: S Cunningham

1 APOLOGIES

639/2004

MOVED by R McLeod, seconded W Paki:

That apologies from HV O'Rourke, A Magee, J Dragicevich and R Rudd for absence be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFIRMATION OF MINUTES

640/2004

MOVED by R McLeod, seconded A Pollock:

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 26 March 2004, as circulated, be taken as read and now be confirmed.

CARRIED

4 CONTRACT NO. CC03 103A - CITYWIDE SECURITY SERVICES

641/2004

MOVED by A Pollock, seconded R McLeod:

1. That the Contract No. CC03 103A - Citywide Security Services report be received.
2. That the tender for Contract No. CC03 103A - Citywide Security Services be awarded to other than the lowest priced tender, because the weighted attributes tender evaluation method used for this contract resulted in a tender other than the lowest priced being awarded giving the highest overall index score.
3. That the tender for Contract No. CC03 103A - Citywide Security Services for the period of 1 May 2004 to 30 April 2007 be awarded to Icon Security Group Limited in the sum of \$717,900.
4. That the authority to enter into Contract No. CC03 103A - Citywide Security Services on behalf of Council be delegated to the Director: Corporate & Civic Services.

CARRIED

9.05 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:.....

**MINUTES OF AN ORDINARY MEETING OF THE PROJECTS SPECIAL COMMITTEE
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 7 APRIL 2004
COMMENCING AT 9.35 AM**

PRESENT:

Councillors RP Dallow, QPM, JP (Chairperson)
 JP Lawley (Deputy Chairperson)
 DQ Battersby, JP (until 11.01 am)
 BA Brady, JP (from 9.40 am)
 AC Fenton

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

IN ATTENDANCE:

Director: City Services
Group Manager: Planning & Community Services
Group Manager: Performance Management
Interim Manager: Aquatic & Recreation Centre
Committee Secretary: N Delamere

1 APOLOGIES

520/2004

MOVED by Cr Fenton, seconded Cr Lawley:

That apologies from Crs Clews and Russell for absence and Cr Brady for lateness be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFIRMATION OF MINUTES

521/2004

MOVED by Cr Lawley, seconded Cr Battersby:

That the minutes of the Ordinary Meeting of the Projects Special Committee held on Wednesday, 3 March 2004, as circulated, be taken as read and now be confirmed.

CARRIED

9.40 am Cr Brady entered the meeting.

4 AQUATIC AND RECREATION CENTRE - STRATEGIC, FINANCIAL & BUSINESS PLAN

11.01 am Cr Battersby left the meeting.

522/2004

MOVED by Mayor Bob Harvey, seconded Cr Brady:

That the Aquatic and Recreation Centre - Strategic, Financial & Business Plan report be received.

CARRIED

523/2004

MOVED by Cr Stone, seconded Cr Lawley:

That it be recommended to the Finance and Operational Performance Committee that the revised pricing structure for the Aquatic and Recreation Centre, as set out in the draft Strategic, Financial & Business Plan, be adopted.

CARRIED

524/2004

MOVED by Mayor Bob Harvey, seconded Cr Brady:

That the Projects Special Committee endorses Option 1 (Status Quo - In-house Management) for the future management of the Aquatic and Recreation Centre, subject to the satisfactory operational performance of the Centre over the forthcoming trial period through to February 2005, at which time a further report be brought back to the Projects Special Committee covering future management and any relevant issues arising from the implementation of the draft Strategic, Financial and Business Plan.

CARRIED

11.19 am

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

CONFIRMED AT AN ORDINARY MEETING OF THE
PROJECTS SPECIAL COMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....