



**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE  
COMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY  
ROAD, HENDERSON, WAITAKERE, ON MONDAY, 12 MARCH 2007,  
COMMENCING AT 9.30 AM**

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**PART A - OPENING OF MEETING**

**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) 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 Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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



**3 CONFIRMATION OF MINUTES**

Meeting Minutes - Monday, 12 February 2007

**RECOMMENDATION**

*C17-C18*

That the minutes of the Meeting of the Finance and Operational Performance Committee held on Monday, 12 February 2007, including the Public Excluded minutes attached at pages C17 to C18, as circulated, be taken as read and now be confirmed.



## **PART B - PRESENTATION**

### **4 WAITAKERE CITY HOLDINGS LIMITED AND SUBSIDIARIES HALF YEARLY REPORT**

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

The purpose of this report is to present to the Finance and Operational Performance Committee the half yearly reports (six months ended 31 December 2006) of Waitakere City Holdings Limited and subsidiaries including the Waitakere Enterprise Trust Board which falls under the governance of Waitakere City Holdings Limited.

#### **BACKGROUND**

Council, through the respective statements of intent, requires that Waitakere City Holdings Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board present to Council quarterly performance reports. As the shareholding in Techscape Limited has now been sold, that company no longer forms part of the Holding Company's reporting.

#### **STRATEGIC CONTEXT**

Council has a financial investment in its Holding Company and subsidiaries. These companies assist the Council in meeting its strategic outcomes through a return on investment, involvement in strategic projects, economic development and in the support of service delivery.

#### **ISSUES**

*A1-A84*

The half yearly reports for Waitakere Properties Limited and the Waitakere Enterprise Trust Board are attached at pages A1 to A84. Presentations will be made at this meeting by the boards and management of these organisations.

Waitakere City Holdings Limited does not prepare formal quarterly financial reports as the company merely operates as a consolidating entity for its subsidiaries.

#### **CONCLUSION**

The half yearly reports for Waitakere Properties Limited and the Waitakere Enterprise Trust Board are attached for this Committees information and consideration. Board members and management from the respective organisations will be present at this meeting to present their reports and to field any question regarding the performance and operations of the organisations that they represent.

#### **RECOMMENDATION**

That the Waitakere City Holdings Limited and Subsidiaries Half Yearly Report be received.

Report prepared by: Alec Third, Group Manager; Financial Operations.



**PART C - LEGAL AND CONSTITUTIONAL**

**5 AFFIXATION OF COMMON SEAL**

**EXECUTION OF DOCUMENTS: 5 February to 2 March 2007**

<b>N<sup>o</sup></b>	<b>NAME</b>	<b>PARTICULARS</b>
4084	WCC – JR Hynds & Others	Memorandum of Encumbrance (Esplanade reserve encroachment) – CT.NA106D/479 – 36 Mansion Court, West Harbour
4085	WCC – Martin Leaatoa	Warrant of Appointment & Evidence of Identity – No.WCC334
4086	WCC – Michael Dennison	Warrant of Appointment & Evidence of Identity – No.WCC335
4087	WCC – Jiajie Shi	Warrant of Appointment & Evidence of Identity – No.WCC336
4088	WCC – LP Plowright	Stormwater drainage easement in gross – CTs.291442 & 291443 – 1 Lynwood Road – SPW 22568
4089	WCC – AJ & AM MacDonald	Stormwater drainage easement in gross – CT.NA1369/39 – 62 Glendale Road – SPW 20959
4090	WCC – AJ & AM MacDonald	Stormwater drainage easements in gross – CTs.258686 & 258687 – 62 Glendale Road – SPW 20959
4091	WCC – AJ & AM MacDonald	Fencing Agreement – CTs.258686 & 258687 – 62 Glendale Road – SPW 20959
4092	WCC – 2 AMRS Limited	Fencing Agreement – CTs.324030 & 324031 – 42 & 41A Neil Avenue, Te Atatu Peninsula – RMA 20061033
4093	WCC – Ivan Rosandich	Easement – right-of-way, telecommunications etc.- 33 Seymour Road – resolution 1348/2005
4094	WCC – RJ Moore	Partial cancellation of Consent Notice – CT.327971 – 11 & 15 Nola Road - SPW 22920
4095	WCC – S Ram	Fencing Agreement – CT.327771 – 1 & 5 Kuaka Place – (SPW 22955 Amended 1)
4096	WCC – IC Hutchinson et exor	Transfer - 889 Swanson Road – resolution 2523/2006
4097	WCC – MG & TIA Whitford	Drainage easement in gross – 31 Brunner Road – resolution 1975/2000
4098	WCC – Jane Denton	Warrant of Appointment & Evidence of Identity – No.WCC337
4099	WCC – Lynbrooke Developments Ltd	Drainage easement in gross – CT.280770 – 14 Toru Street, Te Atatu Peninsula – RMA 20041577
4100	WCC – RJ & P Salter	Drainage easement in gross – 25 Brunner Road – resolution 1975/2000
4101	WCC – EN & CJ Walden	Drainage easement in gross – 23 Brunner Road – resolution 1975/2000
4102	WCC	Plan Change 12 – Operative Status – Approved by Environment Court 7/11/06 – declared operative from 15/3/07
4103	WCC – H7678 Limited	Drainage easement in gross – CTs.275879 & 275880 – 76 Edmonton road – RMA 20051540

## **RECOMMENDATIONS**

1. That the Affixation of Common Seal report 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: Yvonne Donaldson, Team Leader: Legal Services.



## **PART D - FINANCE**

### **6 OPERATING AND CAPITAL EXPENDITURE SUMMARIES**

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

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

#### **BACKGROUND**

Through the Long Term Council Community Plan process, the Council approves operating and capital expenditure. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

#### **ISSUES**

A85 This report covers expenditure for the seven months to 31 January 2007. The financial summaries are attached on page A85.

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

#### **CONCLUSION**

Expenditure for the seven months to 31 January 2007 is in line with the operational budget.

#### **RECOMMENDATION**

That the Operating and Capital Expenditure Summaries report be received.

Report prepared by: Bob Preston, Group Manager: Financial Management.



### **7 STATUS OF SPECIAL FUNDS**

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

The purpose of this report is to inform the Finance and Operational Performance Committee on the status of Council's special funds.

## BACKGROUND

Special funds are those funds held or designated by Council for a specific purpose or purposes. With the exception of the Auckland Regional Services Trust funds which are held in a separate bank account, the balances of these funds are used to offset Council's borrowing requirements. Interest is allocated to funds where applicable.

Special fund movements are recommended through the Long Term Council Community Plan and Annual Plan adoption process. Special funds are classified as either "Restricted Funds" or "Non-Restricted Funds". Restricted funds are those funds that have been received by Council from a third party or parties and are to be used for a specific purpose or purposes. Non-restricted funds are funds established by a Council resolution to use and set aside its own funds and also to meet a specific purpose or purposes.

## ISSUES

A86

This report is separated into restricted and non-restricted funds. The balances and summary transactions for the seven months ended 31 January 2007 are attached at page A86.

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

## CONCLUSION

Special funds are being held or designated for a specific purpose or purposes. The fund balances have been reported as required.

## RECOMMENDATION

That the Status of Special Funds report be received.

Report prepared by: Bob Preston, Group Manager: Financial Management.



## 8 BORROWING AND INVESTMENT REPORT

### PURPOSE OF THE REPORT

The purpose of this report is to provide the Finance and Operational Performance Committee with an update on the estimated borrowing and investment activity for January 2007.

### BACKGROUND

Waitakere City Council enters into treasury related financial contracts in the ordinary course of its business. It is the role of Council's Funds Management section to manage such contracts and the impact that they have on the organisation. All funds management transactions are governed by the Liability Management and Investment Policy, prepared in compliance with the Local Government Act 2002. As a requirement of that Policy this report informs the Committee on the current and future movements of Council's debt and cash investments and provides a general commentary of financial market conditions.

A87-A92

The relevant portfolio and graphs reflect the estimated position as at 31 January 2007 and are attached at pages A87 to A92.

## ISSUES

Council's Funds Management function actively manages a large portfolio of various debt and investment instruments. The benefit of borrowing is that it enables Council to carry out the projects identified in the Annual Plan and Long Term Council Community Plan, while spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assist Council with its entire loans funded strategic initiatives. The Liability Management and Investment Policy requires that a report detailing the management of the portfolio be presented to the Finance and Operational Performance Committee on a regular basis. The report must include information on the following subjects:

- Cash/Debt position;
- Forecasted borrowing profile;
- Interest rate profile;
- Risk management;
- Material transactions;
- Market commentary.

This report addresses the requirement of the Policy and may include other information that is relevant to the Funds Management function.

## FINANCIAL IMPLICATIONS

The active management of the treasury portfolio seeks to minimise Council's borrowing costs and maximise investment returns of liquid assets. The Funds Management function is also charged with seeking investors, thus ensuring that there is sufficient liquidity available for the Council to continue its work programme. New Zealand financial markets are significantly volatile and therefore interest rate risk management is a key responsibility of the Funds Management function. Detailed financial information included within this report is intended to give assurance of the prudent management of Council's portfolio.

Council maintains Standard and Poor's Credit Ratings of A-1 short term, and A+ long term (stable).

## ESTIMATED SUMMARY OF BORROWING AND INVESTMENT MOVEMENTS TO JANUARY 2007

Council's estimated gross term debt position has increased by \$0.387 million since December 2006, with an estimated closing balance at January 2007 month end of \$254.939 million.

## SIGNIFICANT FUNDING TRANSACTIONS ENTERED INTO DURING JANUARY 2007

- Refinance Commercial Paper of \$20 million for 90 days at an interest rate of 90 day bank bill with no margin.

## FINANCIAL MARKET COMMENTARY

### Market Overview

Continuing the trend of the past few months the financial market waits in anticipation of the Reserve Bank of New Zealand's decision on the Official Cash Rate. The 90 day bank bill market has been steadily climbing over the month in full consideration of a hike in the Cash Rate, now currently at 7.82%. Longer term interest rates have not moved significantly over the past month, with 10 year swap rates sitting at approximately 6.90%.

### Up Coming Dates

8 March 2007            Monetary Policy Statement  
26 April 2007         Official Cash Rate Announcement

### CONCLUSION

All transactions covered by this report have complied with the requirements of Council's Liability Management and Investment Policy.

### RECOMMENDATION

That the Borrowing and Investment report be received.

Report prepared by: Bruce Wilkin, Treasury Manager.



## 9 PAYMENTS FOR APPROVAL

### PURPOSE OF THE REPORT

The purpose of this 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 Committee's information. These payments have already been processed as allowed by delegations approved by the Council. If any Councillor requires information regarding the nature of any payment, that information can be provided.

### STRATEGIC CONTEXT

The Council makes various payments as provided for in its Long Term Council Community Plan and Annual Plans. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

### PAYMENTS

The Committee was advised at its meeting held on 12 February 2007 that due to the preparation of the draft Annual Plan 2007/2008 the scheduled Payments for Approval Report to be considered at that meeting would be held over for reporting at this meeting. Accordingly two reporting periods are now covered by this report.

*A93-A99*            A summary schedule of payments made for the period 27 October 2006 to 7 December 2006 is attached at pages A93 to A94. A further schedule of all payments of \$5,000 and above, together with the reason for the payment is attached at pages A95 to A99.

*A100-A108*        A summary schedule of payments made for the period 8 December 2006 to 25 January 2007 is attached at pages A100 to A101. A further schedule of all payments of \$5,000 and above, together with the reason for the payment is attached at pages A102 to A108.

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.

## CONCLUSION

The summary schedules of payments are shown for the periods 27 October to 7 December 2006 and 8 December 2006 to 25 January 2007. Payments have been provided for in accordance with approved budgets.

## RECOMMENDATIONS

1. That the Payments for Approval report be received.
2. That the contracts let and payments made be approved.

Report prepared by: Andrew Pollock, Director: Finance.



## PART E - GENERAL

### 10 COMMUNITY CENTRE SIX MONTH PERFORMANCE REPORT (2006/2007)

#### PURPOSE OF REPORT

The purpose of the report is to inform the Finance and Operational Performance Committee on the community centres six monthly performance for the 2006/2007 financial year and to update the Committee on current operations.

#### BACKGROUND

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

Community centres also play host to a number of community events and festivals – examples include the Titirangi Music Festival, Te Atatu Christmas Parade and other cultural events, Local and Central Government meetings and workshops, corporate conferences and functions, and many more one-off celebrations are also staged at the Community Centres.

The other major role of the community centres is to provide space for community groups to meet and participate in local activities.

#### STRATEGIC CONTEXT

The community centres contribute to Council's strategic and policy objectives within the Strong Communities Platform by providing accessible public buildings which contribute to a sense of belonging and foster community well-being. The First Call for Children policy is a priority in identifying the need for provision of programmes within the centres for youth.

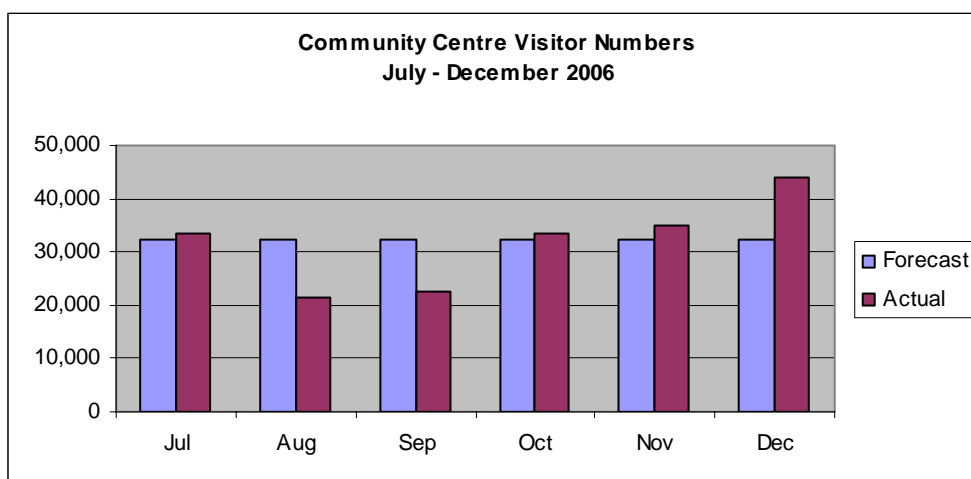
Council adopted a Community Facilities Plan in 2000, which outlines the strategies and actions to be undertaken over the next ten years on how Council will help to provide buildings for the general community to use.

## ISSUES

### Six Monthly Performance Measures

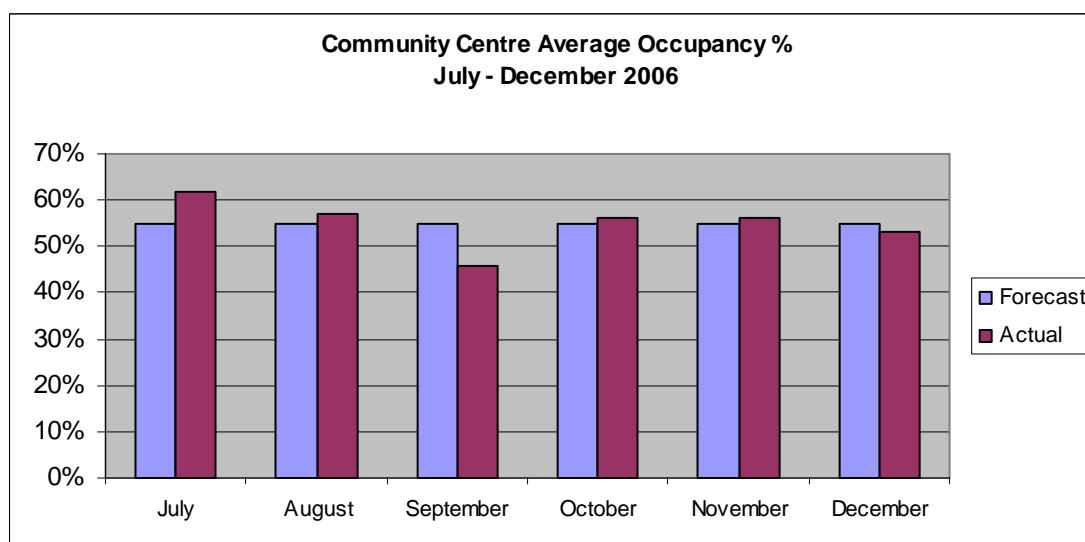
The key measures of community centres performances are the number of visits, volume of occupancy, and achievement of financial targets.

#### Number of Visits



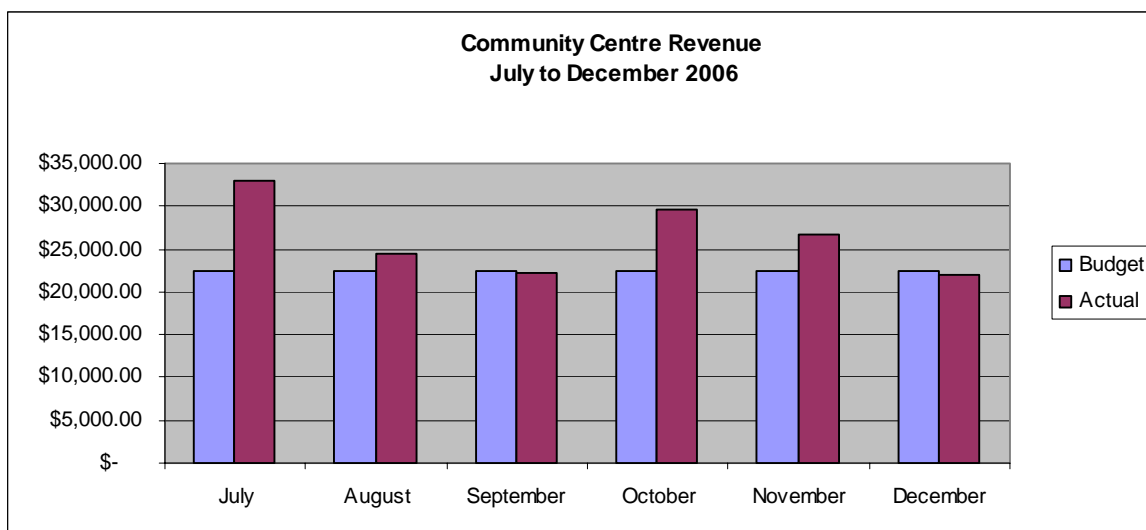
The target set for this measurement is 193,000 visitors. A total of 189,815 people have visited the community centres to attend some form of activity or event. During August and September 2006 visitor numbers were below target, upgrade work on New Lynn Community Centre resulted in upstairs meeting rooms being closed for 3 weeks. As a result the centre was 3% under target for this period.

#### Six Monthly Averaged Occupancy



The target occupancy (or overall percentage of room usage) set for 2006/2007 for all Community Centres is 55%. The Community Centres' average occupancy target for this period has been met.

## Financial



A109

The total income for the Community Centres for this period was \$157,260. The target for this period was \$137,000 which has been exceeded significantly. There has been an increase in weekend bookings, which has attributed to an 8% increase. The attachment at page A109 presents this information in a table format.

## ISSUES / DEVELOPMENTS

- A new booking system via Pathways became active on 12 November 2007. Facility Bookings and Community Centre staff have all received training prior to GO LIVE date and the transition between old and new booking systems went well;
- Customers can now drop off their key at the drive thru facility at Waitakere Central;
- The upgrade work at New Lynn Community Centre was completed in September 2007.

## CONCLUSION

For the period of July – December 2006 the following has been achieved:

- Approximately 189,815 people visited Waitakere Community Centres, 3% under target for this period;
- Community Centres average occupancy rates are 55%, target for this period has been met;
- The total income for the Community Centres for this period was \$157,260, which has exceeded the target set;
- New booking system and key drop off points implemented to provide better customer service.

## RECOMMENDATION

That the Community Centre Six Month Performance Report (2006/2007) report be received.

Report prepared by Robert Matamu, Community Activity Facilitator, Leisure Services.



## 11 COMMUNITY HALLS REVIEW UPDATE

### PURPOSE OF THE REPORT

The purpose of this report is to inform the Finance and Operational Performance Committee on the status of the Community Halls Review and to request the Committee's approval for releasing the *Waitakere City Community Halls Reference Document (December 2006)* (circulated separately to members) so it can be made publicly available.

### BACKGROUND

A Community Hall is a local / neighbourhood facility run as a non-profit community service with a local management structure. It is available for use during the day and evenings and is a multiuse venue for social, recreational, educational, health and welfare activities, as well as, individual and private use. It is available on a charging basis determined by greatest demand and benefit to the community.

In the Waitakere area, there are nineteen Community Halls available for hire consisting of nine Council owned halls and ten community owned halls – please note that school halls, sports clubrooms, scout/guide dens, and private function rooms are *not* considered Community Halls. Both Council owned halls and community owned halls are community operated by a volunteer management committee made up of residents in the local area.

In September 2005 when the Finance and Operational Performance Committee was presented with a report on the Laingholm Beach Hall (which is a Council owned hall) it was requested that Leisure Services undertake a review of all of the Community Halls in the Waitakere area so that Councillors would have an overall picture and point of reference in which to make financial decisions on particular halls as required.

Health & Safety Inspections were required to be undertaken on each of the community halls by the end of the financial year 2005/2006.

In March 2006 the Finance and Operational Performance Committee approved the *Community Halls Review 2006 Project Brief* which outlined the collaborative approach (i.e., between the three Council units of Leisure Services, Property Assets, and Health & Safety, along with an independent contractors) and the way this project would be undertaken.

In April 2006 a tender process commenced which resulted in *Westies Waitakere* being awarded the contract to undertake the Community Halls Review (in collaboration with Council officers). The primary deliverable under this contract is a community halls reference document which would outline the key identifiers of each Community Hall so that updated information and details would be available on each Community Hall for use throughout Council and Council Committees.

Councillors need updated information regarding the nineteen Community Halls that Council is responsible for, in order to assure that Council's investment in maintaining and supporting these halls are of benefit and value to the local community.

### STRATEGIC CONTEXT

Community Halls contribute to Council's Strong Communities, Urban and Rural Villages strategic platforms by providing appropriate and accessible public buildings as key community focal points that offer a wide range of low cost community activities.

The Local Government Act 2002 defines one of Council's responsibilities as to promote the social, economic, environmental and cultural wellbeing of communities, in the present and for the future.

As stated in the *Community Facilities Plan – Waitakere City 2000 to 2100* document, Council's objectives in providing or supporting general purpose community space is to strengthen community activity and interaction within the city. This is done by ensuring a network of accessible facilities that meet the needs for meeting spaces and a wide range of community activities, education and training. Community facilities support both the social and economic base of the city by fostering the volunteer activity that forms the backbone of the city, and bring people together in productive ways.

## ISSUES

### Halls Review Process

In May 2006 a collaborative approach was undertaken between *Westies Waitakere* and Council officers from Leisure Services, Property Assets, and Health & Safety to embark on a review of all of the nineteen Community Halls in the Waitakere area. A 'site visit team' was created that included; the consultant and representatives from each of the three Council areas (i.e., Leisure Services, Property Assets, and Health & Safety).

The site visit team went to each hall, met with a representative from the hall's management committee, reviewed the hall regarding their particular speciality, and collected the appropriate / relevant information for review and assessment.

The three components of each hall site visit were;

- Health & Safety Inspection in order to identify any immediate health and safety concerns with the building which was undertaken by the Health & Safety /Quality Auditor;
- Property Condition Inspection in order to identify any immediate capital expenditures and long term preventative operational maintenance items which was undertaken by the Property Assets Planner;
- General Condition Assessment in order to identify any issues regarding the condition of the hall from a community / user perspective which was undertaken by the *Westies Waitakere Limited* with support from the Project Leader Community Resources.

Information collected at the site visit and the outcomes of the review components / assessment were fed back to the consultant (i.e., *Westies Waitakere Limited*) for collation and report formatting. Other data and relevant information included in the report (such as the *Community Profile and Recommendations* section) which was not collected at the site visit was produced by either Council officers or the consultant. The final reporting format and information collation was generated as a collaborative process between the consultant and Council officers.

### Review Results

Each Community Hall in Waitakere City is a unique reflection of its local environment and the community in which it serves and therefore as such, it is difficult to draw general conclusions and make comparisons between halls.

However, the review process has identified that each Community Hall is of considerable value to the neighbourhood and local community. Many of the Community Halls are considered to be the *hub* of the community particularly in the rural areas.

Halls that have high usage and /or are supported by the local Residents & Ratepayers group, are better able to cover operational expenses (e.g. for cleaning and minor maintenance) from hire income. The halls with lower usage rely on the Council's Community Hall Fund (at a cap of \$3,000 per year per hall) to cover the day-to-day operation of the hall. Therefore, Council's Community Hall Fund is crucial to the survival of some halls, and is appreciated by all the halls.

The total nineteen Community Halls are divided into nine which are Council owned halls, and ten which are community owned halls. Community owned halls have a greater capacity to raise capital funds via grants from organisations such as Portage and Waitakere Licensing Trusts and the ASB Community Trusts. Community Halls that are Council owned are less likely to make successful grant applications to trusts.

All but three of the nineteen halls are running successfully and achieving success measures in terms of effectively meeting the needs of the immediate surrounding community. For these three halls, the poor condition of the facility is a primary factor in the hall not being used 'up to potential' by the community. Two of these three halls are Council owned (e.g. Laingholm Beach Hall and Moire Road Hall) and one is community owned (e.g. Sunnyvale Hall).

### **Next Stage**

The next step of the review process has initiated which includes using the *Waitakere City Community Halls Reference Document (December 2006)* and various data collected as part of the review process, and conducting an internal analysis of each particular hall in order to identify key priority areas for Council's focus.

This next step is primarily driven by Council's Property Assets team as the intended outcome is to create a proactive (instead of reactive) asset management plan for each of the Community Halls. The process will result in a systematic approach towards addressing issues in community owned halls and an *Analysis Report & Action Plan* for each of the nine Council owned Community Halls.

All recommendations resulting from this next step analysis stage for any particular hall will be presented to the relevant Community Board for approval. Therefore it is expected that the reports making recommendations on individual halls would be presented to the Community Board meetings in April and May 2007.

### **RESOURCES**

The budget for the Waitakere Community Halls Review 2006 was \$17,000 from the existing Leisure Services budget.

Council staff resources are provided for project support within current work programmes.

### **CONCLUSION**

Councillors required updated information regarding the nineteen Community Halls that Council is responsible for, in order to assure that Council's investment in maintaining and supporting these halls are of benefit and value to the local community.

A community halls review process was undertaken by Council officers in the three areas of Leisure Services, Property Assets, and Health & Safety, who worked in collaboration with the independent consultant *Westies Waitakere Limited*. This team conducted a site visit of each Community Hall as well as meeting with a representative from the hall's management committee, in order to collect appropriate data / information.

The data / information collected as part of the review process has been collated into a central reference document titled *Waitakere City Community Halls Reference Document (December 2006)*.

Each Community Hall in Waitakere City is a unique reflection of its local environment and the community in which it serves.

All but three of the nineteen halls are running successfully and achieving success measures in terms of effectively meeting the needs of the immediate surrounding community. For these three halls, the poor condition of the facility is a primary factor in the hall not being used 'up to potential' by the community.

The next step of this review process is to conduct an internal analysis of each particular hall in order to identify key priority areas for Council's focus. This next step is primarily driven by Council's Property Assets team as the intended outcome is to create a proactive (instead of reactive) asset management plan for each of the Community Halls. The process will result in a systematic approach towards addressing issues in community owned halls and an *Analysis Report & Action Plan* for each of the nine Council owned Community Halls.

### **RECOMMENDATIONS**

1. That the Community Halls Review Update report be received.
2. That the *Waitakere City Community Halls Reference Document* be received.
3. That, as an input into the asset management planning for community halls, a copy of the *Waitakere City Community Halls Reference Document* be circulated to each of the community halls executive committee and any other interested party for their information.

Report prepared by: Kimberly Rees, Project Leader, Community Resources, Leisure Services.



## **12 COMMUNITY HOUSES SIX MONTH UPDATE JULY - DECEMBER 2006**

### **PURPOSE OF THE REPORT**

The purpose of this report is to provide the Finance and Operational Performance Committee with an update on the Community Houses from July-December 2006.

### **BACKGROUND**

Community houses assess community need and provide relevant services for their local communities. This includes programming activities and facilitating use by community service groups and private hirers. Community houses are also used as drop-in centres for local residents and have a role in providing community information and education through a range of classes and activities.

A volunteer management committee comprised primarily of local residents manages each community house. Council's Annual Funding and Service Agreement is with the management committee and this funding enables a part time coordinator to be employed. The management committee is accountable to Council for ensuring that the services contracted for in the Funding Agreement are delivered in accordance with agreed performance targets.

The general objectives of community houses are to:

- Enhance community wellbeing and the quality of life in neighbourhood communities;
- Work in a partnership model with Council, volunteers, community groups and individuals in order to improve community life;
- Respond to community wishes and needs proactively;
- Provide services and activities relevant to the local community;
- Provide opportunities for people to fully participate in leisure and community life; and
- Encourage the community's "sense of ownership" of community houses and their services and activities.

## STRATEGIC CONTEXT

In February 1998, Council adopted the recommendations of the Community Houses Review and resolved to continue to support community houses given the community benefits that they provide. Community houses are central to local neighbourhoods and play a vital role in promoting a sense of well-being and belonging.

Community houses contribute to Council's Strong Communities and Urban and Rural Villages strategic platforms through the provision of networks of appropriate and accessible public buildings as key community focal points and through providing a wide range of low cost community activities.

## ISSUES

### Data Collection

*A110-A123* New three year Funding Agreements were signed off by the houses at the start of this financial year, attached at pages A110 to A123.

*A124-A132* Included in the Funding Agreements are new performance targets for the 2006/2007 financial year (regarding the number of regular user groups and number of community education programmes), as well as a new quarterly reporting format attached at pages A124 to A132.

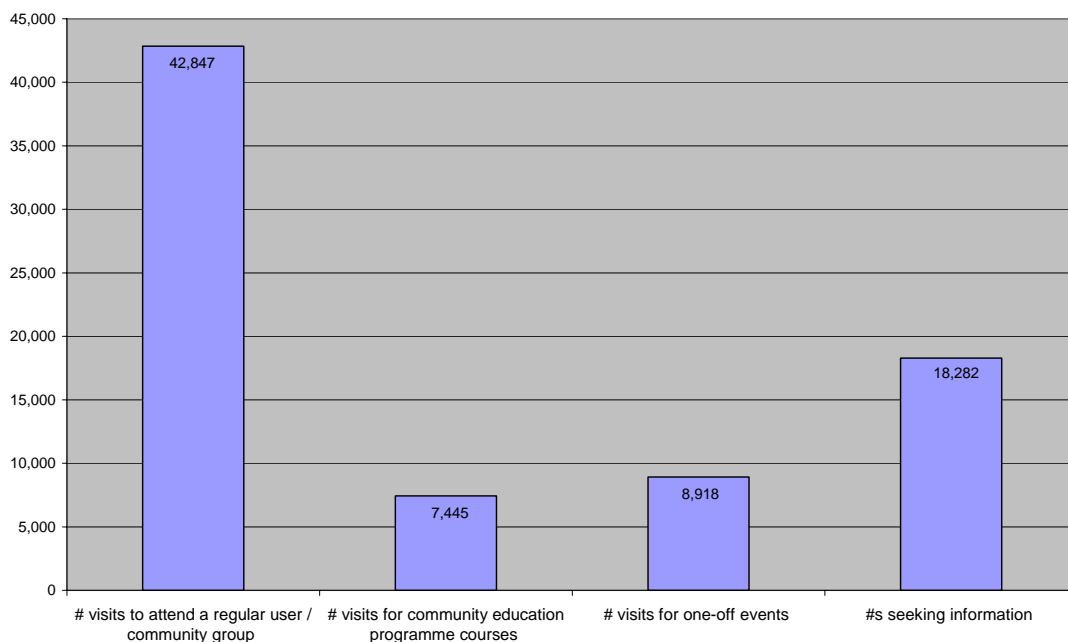
The new Quarterly Report Template captures additional data, both qualitative and quantitative, and information regarding the use of the house, and better reflects the spectrum of services the house provides to the local community.

For instance, in addition to recording the number of regular user groups and community education programmes held at the house, other activities such as the number of one-off hirers and number of markets held at the houses per quarter are now being recorded. Also the number of visits to the house for attending each activity is now being collected, as well as data regarding the number of people seeking information at the house during the quarter (either by walking into the house, via telephone or via emails).

Collecting the number of visits to the house per activity is important data as it reflects not only the varied services provided by the house but also the sheer volume of users per activity that access the services of the house, both individually (i.e., at each house) and collectively (i.e., across Waitakere).

Due to the recent report changes, methods of data collection are still being reviewed and analysed in order to ensure validity and consistency across all seven of the community houses. Therefore, until this review is complete in collaboration with the houses, it is premature to make comparisons between community houses. However, the number of visits to all of the houses over the past six months per activity as identified in the chart below show some interesting results.

**Number of Visits to all of the Community Houses Over the Last Six Months by Activity**

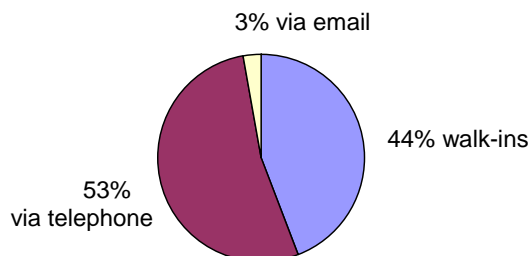


During the six month period from 1 July 2006 to 30 December 2006, there were over 77,000 visits made to the community houses in Waitakere. This is an increase of approximately 8,000 visits compared to the same six month period in 2005. Out of this year's total to date, of 77,492 visits to the houses:

- 54% of the visits were made to attend a regular user / community group activity;
- 24% visited the house to seek information;
- 12% visited to attend an event at the house;
- 10% visited to attend a community education programme.

The data above highlights the important role community houses play as an information resource for their community which had previously been unaccounted for. The percentage of people seeking information at the houses either by walking into the house, calling via telephone, or via email, is represented in the chart below.

**Percentage of People Seeking Information by Category from Community Houses over the Last Six Months**



Most community houses are in the process of developing their own websites not only to market their services and programmes better, but also to improve public access to information. As the data shows, providing information accounts for approximately a quarter of all house services to the community. Council is working with the houses to facilitate website development and to ensure that appropriate links to Council's website takes place. Therefore, it is expected that the percentage of people seeking information from the houses via email will be increasing in future reporting.

## Community House Performance

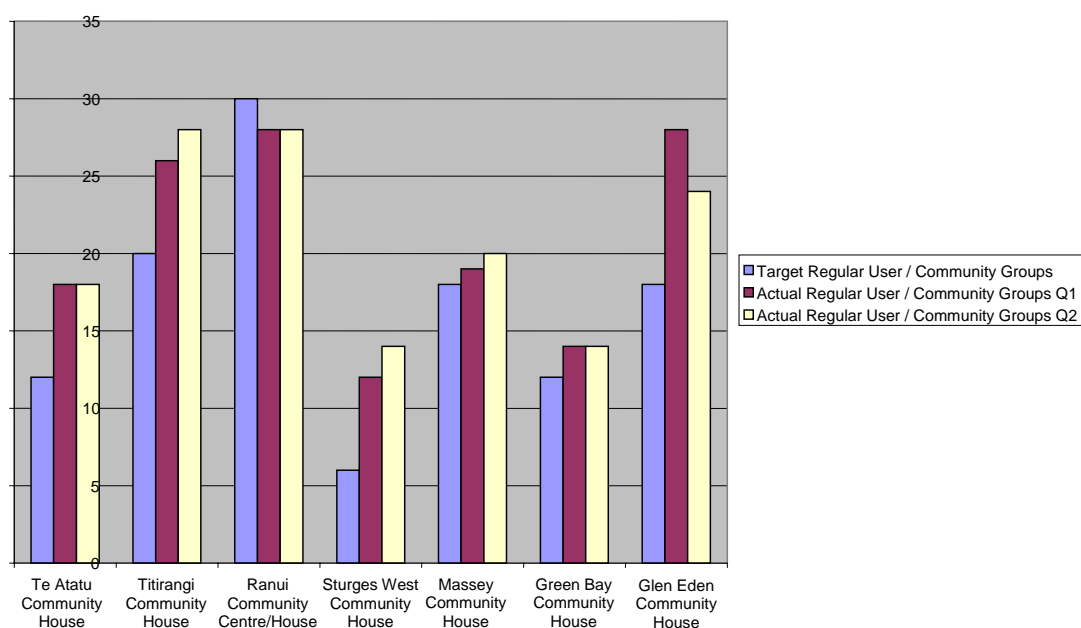
A129-A132

The new Quarterly Report Template has a *Calendar* section where houses identify their regular weekly and monthly bookings for use of the house by various groups attached at pages A129 to A132. This information is key to understanding and monitoring the performance of each house as it clearly shows potential areas for increase house usage.

During the six month period from 1 July 2006 to 30 December 2006, most of the seven community houses are running at almost full capacity as the house is being used by a variety of groups in the morning, afternoon and evening time slots each day of the week. Even the newest community house in Waitakere, Sturges West Community House, is almost fully booked by regular user / community groups or programmes. The success of the house is much dependent on the skills of the community house coordinator to juggle bookings and establish the activities schedule each term in order to meet the requirements of the community.

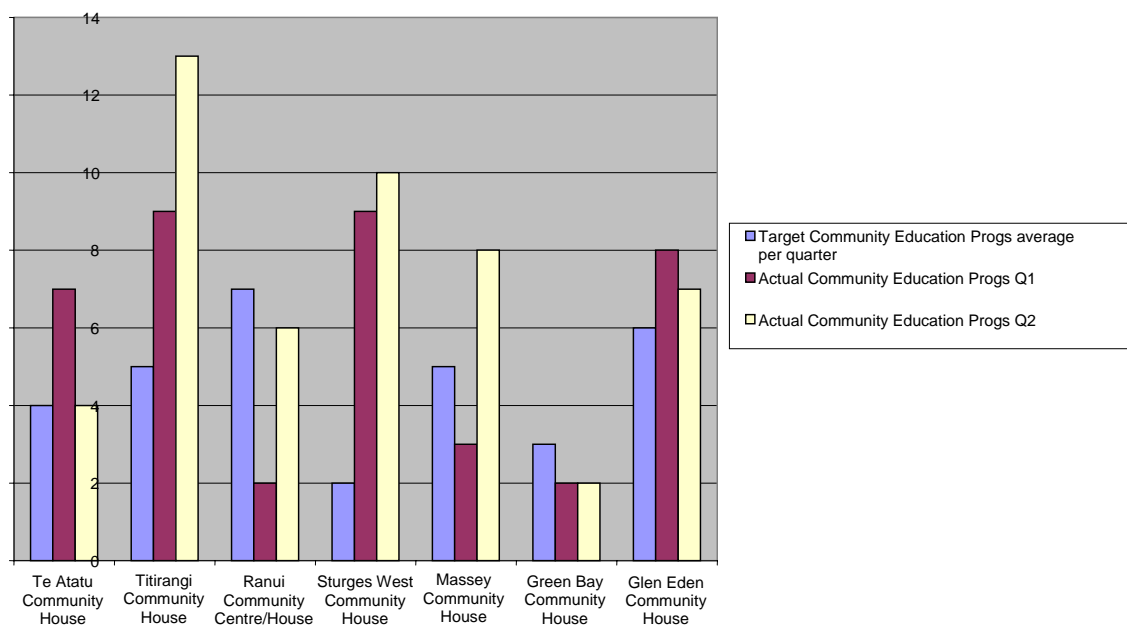
The charts below show the performance measures regarding the number of regular users / community groups and number of community education programmes per house as target (defined in their Funding Agreement) versus actual during the first two quarters of the 2006/2007 financial year.

**Number of Regular User / Community Groups  
2006 / 2007 Quarter 1 and Quarter 2**



All houses other than the Ranui Community House are exceeding their performance targets regarding the number of regular users / community groups taking place at the house during the first two quarters of the financial year (e.g. in the last six months). Ranui Community House is only short of two groups per quarter as indicated above and this is due to the changes which took place regarding the before/after school care programmes during this reporting period.

**Number of Community Education Programmes  
2006 / 2007 Quarter 1 and Quarter 2**



All but two of the community houses are well exceeding their community education programme targets (as defined in their Funding Agreements). Ranui Community House and Green Bay Community House have not met performance targets due to the changes in the Adult Community Education (ACE) tutor hour distribution which took place during this reporting period and this was outside of each house's control.

**Collective Accounting Assistance Project**

Through the Annual Plan submission process, a budget of \$30,000 was provided in this 2006/2007 financial year. This budget was to assist community houses with their financial accountability as there had been an increasing problem with recruiting and retaining volunteers to hold the Treasurer position in the house management committees.

Out of this fund, a consultant was hired to provide regular accounting assistance to each of the seven community houses for an average of four hours per month per house over the period of this 2006/2007 financial year. The consultant prepared a Collective Accounting Assistance Assessment Report which outlined the recommended support to be provided by the consultant to each community house on a monthly basis. One of the recommendations resulting from this report was that the houses utilise the same financial accounting package. This would assist in consistent reporting and improve accountability practices across all of the community houses in Waitakere.

The *Cash Manager* financial accounting package was purchased and installed for those community houses that needed it during this reporting period. All the community houses are now up to date regarding their accounts and are successfully using the system. This has resulted in more effective bookkeeping and accounting practices done on a daily basis by the houses, which in turn has reduced the work load for the Treasurers.

**Funding Issues**

With the new financial tool now in place and increased financial planning occurring, it is becoming apparent that the funding Council provides to each house on a yearly basis does not cover the operating expenses of the house.

Room rental rates at the facility are kept at a low cost to hirers particularly for members of the local community as this is the core principle in providing a 'community meeting place' type of facility. Waitakere's community house rental rates are on par with other community houses located in the Auckland regional area. Each of the seven community houses has had to access additional funding from various funding agencies over the past couple of years (hence the increased level of financial accountability required).

An increase in the house coordinator's and management committee's time is now being spent on fundraising activities to cover house operation costs and this takes away from the house's community advocacy and facilitation role (i.e., assisting local community groups).

Council's annual funding to each house is primarily used towards the house coordinator's salary. Council funding does not cover the full operating cost of the house and as a result there has been an increase in time spent by the coordinators and committees members in fundraising efforts for the house as opposed to providing services to the community.

Each community house is required to update their Strategic Plan before the end of this financial year as most of the houses' three year Strategic Plans expire on 30 June 2007. Council is currently working with the houses to develop a process in which Council can assist the houses in developing their Strategic Plan which will include financial planning.

It is expected that the community houses will be requesting additional funding (in order to cover house operational cost) in the upcoming Annual Plan submission process.

## RESOURCING

For 2006/2007 Council provides financial support via Funding Agreements with each of the seven community houses which totals \$199,000 including an annual inflation adjustment.

As identified in the Long Term Council Community Plan, Council's annual funding for each community house is as follows (including an inflation adjustment);

• TeAtatu Community House	-	\$25,800
• Titirangi Community House	-	\$30,900
• Ranui Community House	-	\$30,900
• Sturges West Community House	-	\$25,800
• Massey Community House	-	\$28,900
• Green Bay Community House	-	\$25,800
• Glen Eden Community House	-	\$30,900

In the seven month period from July 2006 to January 2007 a total of \$115,587 has been paid out to the seven community houses as the first instalments of the Funding Agreements.

## CONCLUSION

Community houses continue to provide a valuable service to local neighbourhoods.

New three year Funding Agreements (including new performance targets for the 2006/2007 financial year and a new Quarterly Report Template) were signed off by the houses at the start of the financial year.

The new Quarterly Report Template captures additional data (both qualitative and quantitative) and information regarding the use of the house, and better reflects the spectrum of services the house provides to the local community.

During the six month period from 1 July 2006 to 30 December 2006, there were over 77,000 visits made to the community houses in Waitakere City. This is an increase of approximately 8,000 visits compared to the same six month period in 2005.

All of the community houses are on track to achieve the targets set in their Funding Agreements for the 2006/2007 financial year.

The *Cash Manager* financial accounting package was purchased and installed for those community houses that needed it during this reporting period. All the community houses are now up to date regarding their accounts and are successfully using the system. A consultant has been hired to provide regular accounting assistance to each of the seven community houses for an average of four hours per month per house for the duration of this financial year.

The funding Council provides to each community house on an annual basis does not cover the operating expenses of the house. The largest expense of each house is the salary of the community house coordinator. It is expected that the community houses will be requesting additional funding in the upcoming Annual Plan submission process.

### **RECOMMENDATION**

That the Community Houses Six Month Update July – December 2006 report be received.

Report prepared by Kimberly Rees, Leisure Services, Community Resources Project Leader.



## **13 SPORT WAITAKERE SIX MONTH PERFORMANCE UPDATE 2006/2007**

### **PURPOSE OF THE REPORT**

The purpose of this report is to update the Finance and Operational Performance Committee on the performance of Sport Waitakere over the first six months of the 2006/2007 financial year.

### **BACKGROUND**

Council has been supporting Sport Waitakere, by means of an Annual Funding and Service Agreement to provide community programmes, for approximately fifteen years. Each year Council and Sport Waitakere agree on specific objectives to be achieved. Objectives of the agreement cover four broad areas:

- Active Health;
- Active Communities;
- Active Youth; and
- Sport Development.

In 2005 Sport Waitakere developed a strategic plan that focuses on the facilitation of programmes rather than direct delivery. The strategic plan re-evaluated the future direction and core business of Sport Waitakere.

In the 2006/2007 Funding and Service Agreement (the agreement) Council invested in Sport Waitakere's entire operation and will assess their performance by measuring five key high level projects and monitoring the overall performance through the six and twelve month reports Sport Waitakere provide to Sport and Recreation New Zealand.

## 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 Revenue and Financing Policy guide the provision of 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 well being 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

Sport Waitakere has had a very busy start to the 2006/2007 financial year, and have embarked on a number of important projects. They have already completed three of the five projects as set out in the agreement, and have also initiated a number of collaborative projects that will continue to be developed over the coming year. Over and above the projects listed in the agreement Sport Waitakere have continued to work closely with early childhood centres and schools and continue to commit a high percentage of their time in this area.

### Key Projects

#### 1. Waitakere Sports Excellence Awards

Sport Waitakere held the annual Waitakere Sports Excellence awards on 17 November 2006 at The Trusts Stadium. The event was professionally run, well organised and was enjoyed by all. The recent appointment of a Marketing and Communications Manager made an immediate impact as the enhanced marketing and promotion campaign saw a record number of nominations and attendees on the night, which bodes well for the future of the event. Council once again sponsored the club of the year which was won by West Auckland Aquatics. Carl Evans was named overall Sports Excellence winner ahead of a number of very strong nominees. The event continues to be an important way to celebrate and recognise the achievements of sports people in Waitakere.

#### 2. Sports Development Strategy

The first draft of the Sports Development Strategy was sent out for consultation in early 2007, and expected to be finalised in March. The strategy looks at the issues facing the development of sport in Waitakere into the future and will provide an action plan for not just Sports Waitakere but also a number of other agencies who are involved in the development of sport in the City. Sport Waitakere realise that they are not the only organisation working in this area and the strategy is designed to bring together all the work being done and set out a clear work plan for everyone to follow ensuring a cohesive and united approach City wide. Initial feedback has been very positive, and it looks on track to be completed on time and meet all requirements as set out in the agreement.

3. Sports Club Taskforce

Sport Waitakere set up a Sports Club Taskforce to look at issues surrounding clubs in Waitakere and to establish better lines of communications between the major organisations involved with clubs in the city. This group has already established a procedure to follow when dealing with clubs to ensure help is distributed in the best way with reduce duplication and will be working on an action plan for club development once the Sports Development Strategy is finalised. Sport Waitakere are looking for other organisations to join this taskforce and it is envisaged this will happen once the Sports Development Strategy in completed.

4. Push Play Collaboration Group

A Push Play collaboration group was established involving Sport Waitakere, Council and the YMCA to maximise the resources available during Push Play month and in particular to maximise the marketing and promotion of both the Push Play message and local Push Play events. The group worked with various organisations to put on events and programmes and provided free advertising for these events. The group worked really well together and received very positive feedback from those involved, Sport Waitakere is looking at expanding the group for next years campaign.

5. Volunteer Development Strategy

Through discussion with Sport Waitakere and Council officers, it was agreed that the Volunteer Development Strategy should be included in the Sports Development Strategy rather than it be a separate strategy on its own. A Volunteer Development Action Plan will be developed once the Sports Development Strategy is finalised and this will be completed by the end of June 2007.

**Other Projects**

Sport Waitakere has been the lead agency in developing a collaborative initiative to address the issue of declining physical activity levels in Waitakere. The initiative is called Active Waitakere and a formal group was established in December 2006 after a forum involving interested stakeholders from throughout the city and region. The group consist of representatives from the Waitemata District Health Board, Health West, Waipareira Trust, Unitec, Auckland University, Council, National Heart Foundation and a number of other organisations. This is an exciting and much needed initiative for the city and Sport Waitakere have done extremely well in pulling together such a strong group of people to work together to address this issue.

Sport Waitakere continues to work closely with Early Childhood Centres and schools. Through their Active Movement and Active Schools facilitators a seamless pathway between each of these groups is created ensuring youth are receiving equal opportunities to develop and be involved in sport and physical activity all the way through childhood.

Sport Waitakere have also been involved in a pilot Sports Club Accreditation Programme where they have worked with ten clubs to increase their capability and assist them in reaching certain standards such as having formalised strategic plans, job descriptions, coaching development plans etc. This pilot had excellent results with seven of the ten clubs reaching the bronze level of the accreditation programme, and now working towards the silver level. Due to the success of this pilot the programme is now being considered for roll out nationwide over the coming year.

**RESOURCES**

Through the Annual Plan \$100,000 is allocated for Sport Waitakere's Annual Funding and Service Agreement, along with an additional \$5,000 for promotional activities.

## CONCLUSION

Sport Waitakere has had a very busy and productive first six months of the 2006/2007 financial year. They ran the Waitakere Sports Excellence Awards which had a record number of nominations and was very well attended. A collaboration between Sport Waitakere, Council and the YMCA was set up to maximise the resources and marketing during Push Play month. A draft version of the Sports Development strategy has gone out for consultation, and a final version is expected to be available in March. A Sports Club Taskforce has also been established to look at how best to assist clubs in the city and reduce any duplication that may be happening between organisations working in this area.

Sport Waitakere has also been the lead agency in the developing a new 'Call to Action' about increasing physical activity levels in the city and have recently established a high level strategic group called Active Waitakere to address this issue.

Sport Waitakere is well on track to reach all the targets set out in the agreement. They have already completed three of the five projects, and have almost completed the final version the Sports Development Strategy.

## RECOMMENDATION

That the Sport Waitakere Six Month Performance Update 2006/2007 report be received.

Report prepared by: Rob McGee, Leisure Services – Projects and Contracts Officer.



## 14 MASSEY LEISURE CENTRE SIX MONTH PERFORMANCE UPDATE 2006/2007

### PURPOSE OF THE REPORT

The purpose of this report is to update the Finance and Operational Performance Committee on the performance of the Massey Leisure Centre (the Centre) over the first six months of the 2006/2007 financial year.

### BACKGROUND

The Centre is a purpose built facility which has a fitness centre, two-court stadium, a crèche facility and a sub-dividable community meeting/activity room. The Centre is externally managed by YMCA for the operation of the facility as part of a management contract. The agreement has been in place since the facility was opened in 1999.

Officers negotiate the visitor targets annually with the YMCA. The operating subsidy is reduced over the nine year term. Council currently provides \$100,000 towards the operational costs. In addition, the YMCA agreed to deliver an increased level of youth programmes and services. As part of the funding a sum of 40,000 was allocated from the subsidy for the delivery of such programmes.

The Centre provides a range of recreation, leisure and sport programmes, as well as providing hall/stadium hire and meeting space for community and user groups.

## STRATEGIC CONTEXT

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

Council's strategic objective for leisure is that a comprehensive range of leisure, recreation and sports services and facilities are provided.

To improve the well being of the City's people and communities, the 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.

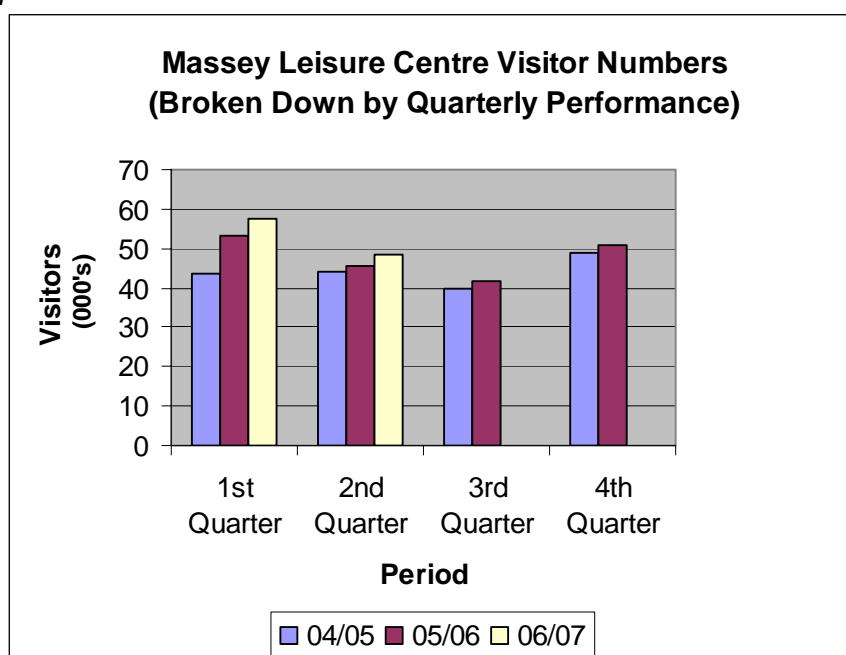
## ISSUES

After the 2005/2006 financial year, Council officers worked with the YMCA to develop more accurate targets for the 2006/2007 financial year which take into account the seasonal fluctuations due to things such as the weather, statutory and school holidays which will enable both Council and the YMCA to more accurately assess the overall performance of the Centre.

### Visitor Statistics

The Centre has had an excellent start to the 2006/2007 financial year with visitor numbers well ahead of those for the same period last year (see graph 1). The first two quarters saw 105,817 visitors to the Centre which is 6,713 visits ahead of target and 7,287 visitors ahead of the same period last year.

Graph 1



This increase can be largely put down to the continued improvement in the hireage of the Don Buck room and stadium. The YMCA identified these two areas as possible areas of growth and has worked hard at maximising the usage of both spaces. There has also been a continued increase in the users of the Early Childhood Centre and this may be attributed to the extension of the closing time from 3pm to 3.30pm allowing parents to pick their children up after school rather than before school is out as was the case before.

The youth programmes have continued to attract significant numbers to the regular Friday night activities and monthly events, even without the use of the stadium for large scale music events. The YMCA have had to come up with new and innovative ways of attracting the youth because of the issue with noise and have started using the Don Buck room to hold these events and have done an excellent job at continuing to attract the youth to these events and at the same time significantly reducing the effect of noise for the surrounding neighbours.

One area that was identified as a possible area for improvement after the last financial year was the holiday programme but during the first six months there has not been a significant increase in this area. Unfortunately the YMCA was unable to hold their December holiday programme as the stadium floor was being resurfaced and this may have contributed to the poorer than anticipated performance, along with the increased competition with other holiday programme providers in the area. The YMCA will continue to explore ways of attracting more numbers into their holiday programmes during the remainder of the year.

The visitors to the Fitness Centre continue to remain steady with very little opportunity for growth due to the issue surrounding the capacity of the Fitness Centre. However the YMCA is actively looking to address this, and has recently been given approval to extend the centre which would mean an opportunity in the future to grow the membership. The YMCA has however been able to attract more users for their fitness programmes such as spinning classes which is pleasing as they have put a lot of time and effort into this area of their operation.

The YMCA were involved in the Push Play Month and offered a large number of programmes and activities throughout the month of October to get the community more active. They formed part of a successful collaborative group with Council and Sport Waitakere, who worked together to increase the profile of the Push Play message and get more people more active more often especially during Sport and Recreation New Zealand's nationwide (SPARC) Push Play campaign.

## **RESOURCES**

Through the Annual Plan an operating subsidy of \$100,000 was provided for Centre in 2006/2007, of which \$40,000 is dedicated for youth programmes, with the remaining funds used for general operational costs and adult based programmes run at Centre.

## **CONCLUSION**

The Centre has had an excellent start to the 2006/2007 financial year with 105,817 visitors during the first six months which is well above their target of 99,104 and significantly ahead of the visitor numbers at the same time last year (98,530).

The Centre has continued to increase visitor numbers through increased hireage of both the Don Buck room and stadium which now sees both spaces being occupied a high percentage of the time. The users of the Early Childhood Centre also continue to increase which has been helped by the extension of the opening time from 3pm to 3.30pm.

Youth activities continue to be popular even with the restrictions put on the Centre due to the continued noise issues surrounding the stadium. The YMCA has looked at new and innovative ways of attracting the youth which has been extremely successful as they have been able to maintain the visitor numbers even without the ability of holding large scale music events.

This sees the Centre well on track to comfortably exceed their target of 193,000 visitors for the year and continue the good work started in 2005/2006.

### **RECOMMENDATION**

That the Massey Leisure Centre Six Month Performance Update 2006/2007 report be received.

Report prepared by: Rob McGee, Leisure Services Projects and Contracts Officer.



## **15 CONTRACT NO. SP05002A - HENDERSON WAYFINDING SIGNAGE SYSTEM - SUPPLY AND INSTALLATION - ADVANCE OF FUNDING FROM LONG TERM COUNCIL COMMUNITY PLAN 2008/2009**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Finance and Operational Performance Committee to advance funding from the Long Term Council Community Plan (LTCCP) provision for Henderson Town Centre - Wayfinding Signage in 2008/2009 to 2006/2007.

### **BACKGROUND**

On 9 February 2006 a report was submitted to the City Development Committee, the purpose of which was to inform the Committee in regard to the proposed way-finding signage system and to seek the Committee's support for the inclusion of the respective budget amounts in the 2006-2016 Long Term Council Community Plan. The Committee resolved:

- 1. That the Henderson Way-Finding Signage System report be received.*
- 2. That the proposed budget for the Henderson Way-Finding Signage System be included in the 2006-2016 Long Term Council Community Plan.*
- 3. That subject to Council approval of the 2006-2016 Long Term Council Community Plan draft budgets on Friday, 3 March 2006 Council officers be instructed to commence the processes for commissioning the signage detailed design and implementation.*

56/2006

Detailed design was carried out and on 18 September 2006 the Director: City Services, within his delegated authority, approved the following recommendations:

- 1 That the tender from Sequent International Ltd. for Contract SP05002A: Henderson Wayfinding Signage System – Supply and Installation in the (amended) sum of \$203,074.39 plus \$25,384.30 GST, totalling \$228,458.69 be accepted.*

- 2 *That a report be submitted to the next meeting of the Finance and Operational Performance Committee seeking approval to advance funding from the Long Term Council Community Plan provision for Wayfinding Signage in 2008/2009 to 2006/2007.*
- 3 *That subject to approval by the Committee, the trenching, cabling and electrical connections and the manufacture, provision and supply of the change-out graphic panels be reinstated to the contract.*

With regard to Recommendations 2 and 3 above, the situation is as follows:

Subsequent to the receipt and adjudication of tenders for the supply and installation of the signs the Director's Group indicated a requirement to have "change-outs" of the artwork components of the graphics on six large double sided signs three times per year. The result of these changes has been to increase the cost of the physical works content of the project by \$11,450 and the design cost by \$11,500. The breakdown of these costs was fully covered in the report to the Tenders Subcommittee. The effect of these increases on the budget provision for 2006/2007 was to cause the available budget of \$353,000 to be exceeded by an amount of \$17,716

In order to award a contract that would still contain project costs within the budgetary allowance for 2006/2007, it was decided to proceed with the design work for the change-out panels, and to temporarily remove the following elements from the physical works contract:

• Production and installation of change out panels	\$11,450.00
• Installation of ducting, cabling and electrical connections to illuminated signs	<u>\$ 9,285.00</u>
Amount temporarily removed from the contract	\$20,735.00

The contract was then awarded in the reduced amount shown in Recommendation 1 above.

It is now proposed to reinstate these items of work to the contract for the supply and installation of wayfinding signs.

## STRATEGIC CONTEXT

The project contributes to the Urban and Rural Village strategic platforms, as part of the renewal process that is taking place in and around the Henderson Central Business District (CBD). The particular contribution of this project is to make the CBD more walkable and appealing to residents and visitors alike. The project will provide an attractive way-finding signage system that develops a CBD image, reduces unnecessary signage clutter and makes for a place that people enjoy returning to as it is easy to navigate.

## ISSUES

The supply and installation contract awarded to Sequent International Ltd has reached the stage where prototype signs are ready for approval. Production of the extruded pole sections is in progress and the manufacture of the remainder of the solid and graphic components of the signs will be commencing on approval of the prototypes. The contract will be completed by the end of June 2007.

The cost of the change-out panels includes the production of graphic panels for two years as well as one round of removal and replacement of the change-out panels. It is necessary to order these now to take advantage of current pricing which is considered reasonable.

There are eight illuminated signs included in the contract. Installation of ducts and cables in the footpath and berm areas needs to proceed at the same time as the installation of the signs.

## RESOURCES

The project is being managed by officers from Project Services, Special Projects team, with the support of a professional design team.

The financial resources available for the Wayfinding Signage project are:

- Budget provision 2006/2007 \$353,000.00
- LTCCP provision 2008/2009 \$162,000.00

It is recommended that provision for the change-out panels and reinstatement of the electrical ducting and cabling, plus contingency be advanced from the LTCCP 2008/2009 to 2006/2007, comprised as follows:

Change-out panels, ducting, cabling and electrical connections	\$20,735.00
Contingency	<u>\$ 2,265.00</u>
Amount to be advanced	\$23,000.00

## CONCLUSION

A contract for the supply and installation of wayfinding signage in Henderson CBD was awarded to Sequent International Ltd in the reduced amount of \$203,074.39 plus GST. The installation of ducting, cabling and electrical connections for illuminated signs as well as the production and one round of installation of change-out panels to 6 large double sided signs were removed from the contract to enable the project costs to be accommodated by the budget provision for 2006/2007.

In order to fully complete the contract it is necessary to advance funding in the amount of \$23,000 from the LTCCP provision for Wayfinding Signage in 2008/2009 to 2006/2007

## RECOMMENDATIONS

1. That the Contract No. SL05002A - Henderson Wayfinding Signage System – Supply And Installation - Advance Of Funding From Long Term Council Community Plan 2008/2009 report be received.
2. That the Finance and Operational Performance Committee approve that \$23,000.00 as provided for in year 2008/2009 in the Long Term Council Community Plan for Henderson Town Centre - Wayfinding Signage be brought forward to 2006/2007.
3. That subject to the approval of recommendation 2 above, the trenching, cabling and electrical connections and the manufacture, provision and installation of the change-out graphic panels be reinstated to Contract SP05002A: Henderson Wayfinding Signage System – Supply and Installation

Report prepared by: Duncan Miller, Senior Project Engineer, Special Projects.



## **PART F - REPORTS FROM THE SUBCOMMITTEES**

### **16 TENDERS SUBCOMMITTEE**

**THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETINGS HELD ON FRIDAY, 9 FEBRUARY 2007 AND FRIDAY, 23 FEBRUARY 2007.**

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#### **MATTERS CONSIDERED**

*A133-A141  
C19*

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 A133 to A141. The public excluded minutes are attached at page C19 of the Confidential Supplement.

#### **The Subcommittee Recommends:**

That the Meeting reports of the Tenders Subcommittee held on Friday, 9 February 2007 and Friday, 23 February 2007 be received.

JM Clews, QSO, JP  
**CHAIRMAN**



## **PUBLIC EXCLUDED MATTERS**

### **17 AUCKLAND REGIONAL TRANSPORT NETWORK LIMITED**

### **18 STURGES STATION PARK AND RIDE FACILITY – PROPERTY PURCHASES**

### **19 PROJECT TWIN STREAMS – PART PURCHASES AND VEGETATION PROTECTION COVENANTS**

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

#### **PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following part of the proceedings of this meeting, namely Auckland Regional Transport Network Limited, Sturges Station Park and Ride Facility – Property Purchases, Project Twin Streams – Part Purchases and Vegetation Protection Covenants.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation of the matters, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matters to be considered.	Reason for passing this resolution in relation to the matters	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> <li>Auckland Regional Transport Network Limited</li> </ul>	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> <li>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>
<ul style="list-style-type: none"> <li>Sturges Station Park and Ride Facility – Property Purchases</li> </ul>	<ul style="list-style-type: none"> <li>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>
<ul style="list-style-type: none"> <li>Project Twin Streams – Part Purchases and Vegetation Protection Covenants</li> </ul>	<ul style="list-style-type: none"> <li>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- The reports contain information which if released could affect Council's negotiations.*

