

17. TERMS OF REFERENCE FOR THE REVIEW OF THE CAR PARKING SIGNIFICANT ACTIVITY

Officer responsible Director of Operations	Author Chris Kerr, Business Improvement Manager, DDI 371-1671
--	---

The purpose of this report is to present the proposed terms of reference for the review of the significant activity Car Parking.

BACKGROUND

The Budget Scrutiny and Audit Special Committee, while it was in existence, had approved a rolling programme of reviews of significant activities (as set out in the Annual Plan) and this review is part of that rolling programme. The responsibility for guiding this rolling programme has now transferred to the Strategy and Finance Committee with the dissolution of the Budget Scrutiny and Audit Special Committee.

It is anticipated that each review will generally address the following:

- Identification of current Council resolutions and policy relating to the activity.
- Analysis of three year forward budget expenditure and funding methods.
- Analysis of ten year capital programme including the status of significant capital projects, implication of programme for operating costs and key drivers of the capital programme.
- Identification of statutory and discretionary activities.
- Projects, programmes and outputs where duplication may exist with other public sector providers, the not-for-profit sector and the private sector.
- Realistic options for changes to services and to levels of service.
- Review of service delivery arrangements, including any changes in the recent past, comparative/benchmark costs where available. Realistic options for methods of service delivery, including co-ordination with other Council services, joint service provision with other agencies.

The above is to be considered in the Council's policy framework for developing a sustainable city.

The base year for comparisons will be the current financial year (2002/03).

The issues identified through the review process will be reported to the Sustainable Transport and Utilities Standing Committee for discussion. The final report on the review will be presented to the Sustainable Transport and Utilities Committee for their recommendations before the report is submitted to the Strategy and Finance Committee and then on to Council for adoption.

The officer responsible for reporting review issues and outcomes to the Committee is the Director of Operations, Ken Lawn. The review team formed for each review is to be independent of the unit managing the outputs under review. This independence will be balanced by the Unit Manager and key staff attending review team meetings and being provided with the opportunity to state their viewpoint direct to the Committees where this is different to the conclusions reached by the review team.

PARKING OPERATIONS

Background notes covering the outputs, funding, structures and issues relating to the Car Parking significant activity will be presented as part of the review process as will relevant Council resolutions, policy and strategy.

REVIEW OBJECTIVES

The review will report to the following objectives:

1. To identify the major cost (operational and capital) and revenue drivers for the next five financial years and based on these, to evaluate options to reduce costs and/or increase revenues.
2. To review each output to determine if there are options for alternative levels of service and service delivery methods.

3. To review Council managed car parking assets to ensure that Council investment is being best utilised to achieve Council agreed goals and objectives.

PROJECT TEAM AND REVIEW TIME-FRAMES

The project team for the review is as follows:

- Ken Lawn – Director of Operations, Project Sponsor,
- Independent person(s) – candidates to be advanced for consideration,
- Chris Kerr– Business Improvement,
- Graeme Nicholas – Corporate Assurance,
- Richard Simmonds – Finance Directorate.

The review is to commence in March 2003 and be completed by May 2003.

Staff

Recommendation: That the terms of reference for the review of Parking Operations be adopted.

Chairman's

Recommendation: That the above recommendation be adopted.