

16. MANAGEMENT GUIDELINES FOR COMMUNITY FACILITIES

Officer responsible Community Relations Manager	Authors Sue Cobb - Assistant Community Adviser, DDI 941-5321 Gill Redfern - Aranui Community Development Adviser, DDI 373-9045
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The purpose of this report is to provide a draft of the reviewed Management Guidelines for Community Facilities and the background report on the project for discussion and feedback by Community Boards.

The draft documents (separately circulated) were approved for consultation at a seminar of the Community and Leisure Committee on Monday 5 May 2003. The documents have been referred to relevant staff in the Community Relations Unit (including Community Advocates, Community Development Advisers and Community Technical Advisers), the Property Unit, the Leisure Unit, and various other individuals for further consultation and feedback. All input will be considered for inclusion before final drafts are submitted to the Community and Leisure Committee for adoption.

The draft Management Guidelines for Community Facilities includes sections on the operational management and ownership of community facilities, and for the establishment, review and disestablishment of facilities. A resource manual to support management committees is in the process of being produced, and will be available for consultation at a forum for management committees later this month. A format for a consistent city-wide annual review of community facilities is also in the process of being developed.

The background report on the project contains recommendations to address the various other issues arising, which were beyond the scope of the project brief.

Staff members involved in the project will be available at the meeting for further explanation if required.

Staff

Recommendation: That the Board provide comment on the draft Management Guidelines for Community Facilities and background report, prior to the submission of final drafts to the Community and Leisure Committee.

Chairman's

Recommendation: Attachments not seen by Chairman. For discussion.