

## 11. MANAGEMENT GUIDELINES FOR COMMUNITY FACILITIES

<b>Officer responsible</b> Community Relations Manager	<b>Authors</b> Sue Cobb - Assistant Community Adviser, DDI 941-5321 Gill Redfern - Aranui Community Development Adviser, DDI 373-9045
---	---

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 have been circulated separately to Board members. They 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.

A consistent city-wide format for the annual review of community facilities is being developed as part of the project. In consideration of this factor the annual review for Burwood/Pegasus community facilities will be delayed until later in the year. This will also allow time for audited accounts to be available as part of the review.

### **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.

### **Chairperson's**

**Recommendation:** That the Board support the draft Management Guidelines for Community Facilities and the recommendations on page 5 of the background report.