

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

Officer responsible Director of Operations	Author Chris Kerr, Business Improvement Manager, DDI 941-8671
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The purpose of this report is to present the proposed terms of reference for the review of the significant activity Car Parking. In accordance with the procedure adopted by the Council in December 2002 the original version of this report was considered by the Sustainable Transport and Utilities Committee at its meeting on 11 February 2003. The terms of reference have been amended at the request of the Strategy and Finance Committee (amendments in bold). Neither the Strategy and Finance or the Sustainable Transport and Utilities Committee have viewed these amended terms of reference.

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, strategy and policy relating to this and related activities, **including transportation, public transport, and central city revitalisation.**
- **Assessment of the contribution of car parking to achieving transport and city form goals.**
- Analysis of three year forward budget expenditure and funding methods.
- Analysis of 10 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 the Council for adoption.

The officer responsible for reporting review issues and outcomes to the Committee is the Unit Manager of the unit under review. He/she will provide progress reports to the Efficiency Review team, chaired by the Director of Operations. That team will approve the composition of the review team which will include the Business Improvement Manager or his nominee.

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. **Review of the strategic direction of the Car Parking significant activity in terms of Council policy and strategy.**
2. To identify the major cost (operational and capital) and revenue drivers for next five financial years and based on these to evaluate options to reduce costs and/or increase revenues.
3. To review each output to determine if there are options for alternative levels of service and service delivery methods.
4. To review Council managed Car Parking assets to ensure that Council investment is being best utilised to achieve Council agreed goals and objectives.

PROJECT REVIEW TIME-FRAMES

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

Recommendation: That the terms of reference, as amended, for the review of the Car Parking Significant Activity be adopted.