



**AGENDA FOR A MEETING OF THE WAITAKERE COMMUNITY BOARD TO BE HELD AT  
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE,  
ON TUESDAY, 5 JUNE 2007, COMMENCING AT 7.00 PM.**

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**1 APOLOGIES**



**2 CONFIRMATION OF MINUTES**

Meeting Minutes - Tuesday, 1 May 2007

**RECOMMENDATION**

That the minutes of the Meeting of the Waitakere Community Board held on Tuesday, 1 May 2007, as circulated, be taken as read and now be confirmed.



**3 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 Board 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 Board 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.



**4 PUBLIC FORUM**







For guidance of Community Board Members, the Council's Standing Orders have the following provisions in regard to Public Forum.

- (i) members of the public wishing to address the Board in Public Forum shall furnish their names to the Chairman at the beginning of the meeting; and
- (ii) the Chairman shall determine the order of speakers, and allow five minutes for speaking time;
- (iii) questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.



Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 provides that no resolution, decision, or recommendation may be made in respect of any specific item of business not on the agenda except to refer the items to a subsequent meeting for further discussion.

Therefore, no decision may be made on matters raised in Public Forum. However, written reports on matters raised may be requested from the Chief Executive Officer.







5 **COMMITTEE SECRETARY'S REPORT**

	<b>Issue</b>	<b>Comments</b>	<b>Reporting Council Officer</b>
1.	Claude Abel Pond Reserve, Piha  Officer's Report	This project is still going through the consent process. Funding is currently provided in the 2007/2008 Annual Plan to carry out the physical works. Meetings were held on site during May 2007 with consent processing officers. Tenders will be going out in June 2007 to secure a contractor for physical works.	Tracey Hamilton  836 8000 Ext: 8969
2.	Gorse Management for Piha Road, Piha  31 August 2004 Resolution No. 1619/2004	Gorse removal was completed in May 2007.	Helen Biffin  836 8000 Ext: 8758
3.	Piha Domain Footbridge  Officer's Report	The concept design will be developed into a detailed design and presented to the Bridge Evaluation Panel for their approval. A report will then be submitted to the Waitakere Community Board and the City Development Committee. The intention is to carry out physical works in early 2008.	Debbie Chapman  836 8000 Ext: 8303
4.	Waitakere River Realignment  Officer's Report	The development of detailed designs and consent applications for the installation of bio-degradable sand bags and planting along the river bank adjacent to the Bethells Beach Surf Club is currently underway. The removal of sand will continue in order to prevent further erosion until the above-mentioned measures are in place. Physical works are programmed to be undertaken in late 2007.	Debbie Chapman  836 8000 Ext: 8303
5.	Kitewaho Reserve Walkway  Officer's Report	This project was completed in May 2007.	Andreas Lilley  836 8000 Ext: 8553
6.	Swanson Station Park Development  Officer's Report	Minor improvement works are continuing. Fencing panels for the skatepark boundary with Challenge and for the skatepark entrance were installed in May 2007. Informal seating around the skatepark has also been completed. Additional planting will be added to the park from June 2007 onwards.	Andreas Lilley  836 8000 Ext: 8553

	Issue	Comments	Reporting Council Officer
7.	Community Board Minor Parks Projects Officer's Report	<p>The status of each project is as follows:</p> <p><b>Reserve on corner of Bruce McLaren Road and Posa Avenue</b> - Planting along the fence line will take place in the planting season (May/June 2007).</p> <p><b>Te Henga Reserve</b> - A meeting was held with the community to confirm the project details. This project is to be managed by the community and will entail the installation of furniture/stones around the existing bike track. The furniture is to be made/provided by the community, consistent with what already exists by the car park. Funding had been provided to the Bethells Community Group to undertake this project. It is expected works will take place over the next few months however a timeline has yet to be confirmed with the Bethells Community Group.</p>	<p>Laura Mitchell/ Katharine Slack ☎ 836 8000 Ext: 8779</p>
8.	Bethells Beach Wastewater System Replacement/Surf Club Connection Officer's Report	<p>Consents have been obtained and a physical works contract was tendered in mid May 2007. It is expected works will be carried out in June 2007.</p>	<p>Tracey Hamilton ☎ 836 8000 Ext: 8969</p>
9.	<p>Piha Domain Playground Upgrade</p> <p>3 October 2006 Resolution No. 1902/2006</p> <p>5 October 2006 Resolution No. 1973/2006 City Development Committee</p>	<p>The physical works contract has been awarded and works are currently underway. It is expected works will be completed in June 2007.</p>	<p>Tracey Hamilton ☎ 836 8000 Ext: 8969</p>
10.	<p>Waitakere Township Public Toilet</p> <p>Officer's Report</p>	<p>Council's initial plan involved the purchase or lease of the property adjacent to Waitakere Village Rail Station for the purpose of building a toilet block and associated wastewater facilities. Unfortunately the purchase or lease is no longer an option, therefore the design has undergone some minor changes to fit all required infrastructure into the road reserve. Resource and building consents have been lodged. The toilets are programmed to be built before August 2007.</p>	<p>Debbie Chapman ☎ 836 8000 Ext: 8303</p>

	Issue	Comments	Reporting Council Officer
11.	Karekare Toilets & Wastewater System Upgrade Officer's Report	The detailed design has commenced on the toilet block. Consents are due to be lodged by early June 2007, with construction programmed to commence by September 2007.	Andreas Lilley  836 8000 Ext: 8553
12.	Laingholm Scenic Reserve, Warner Walk and Western Park Officer's Report	A contract for weed control and revegetation planting was awarded in late March 2007 and weed control is underway. Planting will be carried out during autumn.	Helen Biffin  836 8000 Ext: 8758

**REPORTS PENDING**

Subject	Date Requested	Report Due	Reporting Officer
Piha / Karekare and Huia / Cornwallis Local Water Plans	September 2004 Environmental Management Committee	Further updates will be provided to the Board on the basis of requirement	Tony Miguel  836 8000 Ext: 8294
Trial of Water-filled Barriers at Paremuka Reserve	5 December 2006 Resolution No. 2319/2006	Further updates will be provided to the Board on the basis of requirement	Sue Liddell  836 8000 Ext: 8736
Huia and Whatipu Road Speed Limits and Safety Issues	Community Board Member's Request	3 July 2007	Sue Liddell  836 8000 Ext: 8736
Warning Signs on Rural Roads in the Waitakere Ward	Community Board Member's Request	3 July 2007	Sue Liddell  836 8000 Ext: 8736
Little Huia Boat Ramp Facility Current Condition and Potential to be Upgraded to be an All-Tide, All Weather Boat Ramp Facility	Community Board Member's Request	3 July 2007	Grant Jennings  836 8000 Ext: 8537
Project Twin Streams Four Monthly Progress Report	2 August 2005 Resolution No. 1468/2005 Last updated 1 May 2007	4 September 2007	Tony Miguel  836 8000 Ext: 8294

**RECOMMENDATION**

That the Committee Secretary's Report for Tuesday, 5 June 2007 be received.

Report prepared by: Owena Schuster, Committee Secretary.



**6 2007 ELECTIONS – GUIDELINES FOR USE OF COUNCIL RESOURCES IN THE PRE-ELECTION PERIOD**

**PURPOSE OF THE REPORT**

The purpose of this report is to remind the Community Boards of the Office of the Controller and Auditor General’s “Suggested Guidelines for Public Communications by Local Authorities” (the Guidelines) and which contain provisions that are particularly relevant to the pre-election period.

**BACKGROUND**

The Guidelines were adopted by the Council as ‘good practice’ on 26 May 2004. The Council’s Code of Conduct is consistent with the Guidelines. The Guidelines apply to all Elected Members including Community Board Members, and among other things, cover the use of Council resources in the pre-election period.

**STRATEGIC CONTEXT**

Council is committed to increasing community participation in democratic processes. Elections are a key democratic process. Elected Member behaviour, particularly during the lead up to elections, is considered to be a factor in contributing to the validity and integrity of the election process.

**ISSUES**

**Guidelines from the Office of the Controller and Auditor General**

The Guidelines contain 14 Principles. Those Principles that are relevant to the pre-election period (Principles 12 – 14) are described below:

<b>PRINCIPLE</b>	<b>EXAMPLES</b>
<p><b>Principle 12</b> Communication of a Member’s personal views or opinions using Council resources is unacceptable during a pre-election period.</p>	<p>Not permitted: - communicating personal views using Council stationery, email, postage or fax/phone facilities or any other Council resource.</p>
<p><b>Principle 13</b> A Council’s communications policy should also recognise the risk that communications by or about Members, whether in their capacities as spokespersons for Council or otherwise, during a pre-election period, could result in the Member achieving electoral advantage at ratepayers’ expense. The Chief Executive Officer (or his delegate) should actively manage the risk in accordance with the relevant electoral law.</p>	<p>Permitted: - photographs of members where it is the practice to include them, such as the Annual Report or website</p> <p>Not permitted: - anything that could be construed as giving a sitting member an unfair advantage through a raised profile, such as a photo-opportunity or chairing a public meeting.</p>
<p><b>Principle 14</b> The use of Council resources (including stationery and internet, e-mail and telephone communications facilities) for re-election purposes is unacceptable.</p>	<p>Not permitted: - using, for re-election purposes, Council stationery, email, postage, fax/phone facilities or any other Council resource.</p>

A1-A25

A full copy of the Guidelines is attached at pages A1 to A25.

The Guidelines define the “pre-election period” to be 3 months before the close of polling day (13 July 2007 to 13 October 2007). The Guidelines also note that a Council may decide to apply restrictions over a longer period.

### **Election Irregularity**

The Local Electoral Act 2001 sets out a number of principles in section 4:

*“4 Principles*

- (1) *The principles that this Act is designed to implement are the following:*
- (a) *fair and effective representation for individuals and communities:*
  - (b) *all qualified persons have a reasonable and equal opportunity to—*
    - (i) *cast an informed vote:*
    - (ii) *nominate 1 or more candidates:*
    - (iii) *accept nomination as a candidate:*
  - (c) *public confidence in, and public understanding of, local electoral processes through—*
    - (i) *the provision of a regular election cycle:*
    - (ii) *the provision of elections that are managed independently from the elected body:*
    - (iii) *protection of the freedom of choice of voters and the secrecy of the vote:*
    - (iv) *the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes:*
    - (v) *the provision of impartial mechanisms for resolving disputed elections and polls.”*

In a case in 2003 (*Aukuso & Ors v Hutt City Council & Ors*) the District Court established that a breach of the principles can lead to an election “irregularity” and result in the election result being over-turned.

### **Re-election Purposes**

There may be instances where the use of Council resources would normally be entirely legitimate but doubts are raised because of the pre-election period. Two concepts that are used in the Guidelines and in the Local Electoral Act 2001 may be of assistance:

- whether there is a perceived electoral advantage through the use of Council resources;
- whether the activity is being carried out by the member in their capacity as a candidate or in their capacity as a member of the authority.

It is also important to note the activities that need to be accounted for in terms of declaring electoral expenses. The Local Electoral Act 2001 defines “electoral activity” to be (s 104):

*“electoral activity, in relation to a candidate at an election, means an activity—*

- (a) *that is carried out by the candidate or with the candidate’s authority; and*
- (b) *that relates to the candidate solely in the candidate’s capacity as a candidate and not to the candidate—*
  - (i) *in his or her capacity as a member of the local authority or community board, or as the holder of any other office; or*
  - (ii) *in any other capacity; and*

- (c) *that comprises—*
  - (i) *advertising of any kind; or*
  - (ii) *radio or television broadcasting; or*
  - (iii) *publishing, issuing, distributing, or displaying addresses, notices, posters, pamphlets, handbills, billboards, and cards; or*
  - (iv) *any electronic communication to the public, including (without limitation) the establishment or operation of a website or other method of communication to the public using the Internet; and*
- (d) *that relates exclusively to the campaign for the election of the candidate; and*
- (e) *that takes place within the applicable period before the close of polling day.”*

The “applicable period” is the three months prior to polling day.

### **Complaints**

In order to support the principles in the Local Electoral Act 2001 referred to above that elections need to be managed independently it is important that any complaints are dealt with independently, outside of the political realm.

Complaints about the integrity of the elections should be made to the Electoral Officer. The Electoral Officer would, in turn, bring any complaints about the use of Council resources to the attention of the Chief Executive Officer.

### **RESOURCES**

There are no additional resources required to action the recommendations contained in this report.

### **CONCLUSION**

The “Suggested Guidelines for Public Communications by Local Authorities” produced by the Office of the Controller and Auditor General was adopted by the Council on 26 May 2004 as good practice. The Guidelines apply to all Elected Members including Community Board Members.

### **RECOMMENDATIONS**

1. That the 2007 Elections – Guidelines for Use of Council Resources in the Pre-election Period report be received.
2. That the Waitakere Community Board note that the “Suggested Guidelines for Public Communications by Local Authorities” produced by the Office of the Controller and Auditor General have been adopted as ‘good practice’ by the Council and apply to all Elected Members.

Report prepared by: Darryl Griffin, Group Manager: Democracy and Support Services.



7 **KEEP WAITAKERE BEAUTIFUL TRUST 2007 COMMUNITY STREET TREE PLANTING PROGRAMME**

**PURPOSE OF THE REPORT**

The purpose of this report is to update the Waitakere Community Board on streets nominated by residents, and recommended for planting, as part of the Keep Waitakere Beautiful Trust's 2007 Community Street Tree Planting Programme.

**BACKGROUND**

Keep Waitakere Beautiful Trust (KWBT) is a community based, environmental trust funded by Waitakere City Council. KWBT has been working in partnership with Council since 1993. For the past 14 years the Community Street Tree Planting Programme has been a successful core programme of KWBT.

KWBT delivers a wide variety of environmental projects as part of its annual calendar of events including Trees for Babies, Operation Spring Clean, Clean Stream Waitakere and the EcoWise Community Awards.

**STRATEGIC CONTEXT**

The Community Street Tree Planting Programme is an important component in implementing Council's Green Network and Well-being Support goals by involving the community in creating and improving their neighbourhoods.

**ISSUES**

The planning of this annual programme takes into account requests from residents received throughout the year, recommendations from the Council Arborist and Transport Assets officers, and budget constraints.

The Community Street Tree Planting Programme aims to:

- Engage the local community by encouraging residents to nominate their street for planting;
- Involve the local community in planning, executing and maintaining street tree plantings;
- Provide a forum for community building;
- Provide a forum for promoting Waitakere City Council partnerships.

The programme aims to plant 100 trees in each of the four wards but this has varied over the years depending on the number of suitable streets nominated from each ward.

Promotion of the 2007 Community Street Tree Planting Programme began in November 2006 through an article in the KWBT Summer Newsletter, mailed to more than 1000 KWBT volunteers (including schools) and distributed through libraries, Community Centres and CAB's. Nominations were also called for in media articles in the Western Leader, The Aucklander, Waitakere City News and Titirangi Tatler.

KWBT also sought guidance from Community Board representatives on the KWBT Board on streets that would be suitable for planting in their local community. Information also featured on the Council and EcoMatters Trust website.

As in previous years, the resident nominating a street becomes the Street Co-ordinator and works alongside KWBT to secure resident participation on the day and to monitor the tree's health following the planting.

The 2007 KWBT 2007 Community Street Tree Planting Programme will be carried out during June and July 2007, when there is optimum rain to maximise survival rates of the trees. Dates for the Community Street Tree Plantings will be set with the community and Community Board Members will be advised of these dates as soon as they are confirmed.

### **NOMINATIONS IN WAITAKERE WARD FOR 2007**

Each street nominated for the 2007 Community Street Tree Planting Programme has been visited and assessed for suitability against criteria prescribed by Waitakere City Council. The criteria states:

- Interest from residents must be high and a street co-ordinator is available to deliver flyers and generate interest and attendance;
- Road berm must be equal to or more than 1.5 metres wide;
- There must be plenty of room for tree growth, both vertically and horizontally;
- Water-logged ground inhibits growth so is unsuitable;
- Road visibility, including driveways, must not be reduced by too many or bushy trees;
- Planned roading development in the near future prohibits tree planting;
- Overhead services (powerlines) make planting unsuitable;
- Underground services may make planting unsuitable;
- Existing trees preclude further tree planting unless the current trees are hazardous are need to be removed.

The KWBT Community Street Tree Planting Programme is targeted at neighbourhood streets rather than arterial routes. Nominations from residents living on arterial routes are referred to the Council Arborist.

The streets nominated in Waitakere Ward for 2007 are listed below along with notes regarding the suitability of the streets:

<b>Street</b>	<b>Notes</b>
Danube Lane	Suitable
Maywood Crescent	Suitable for infill planting

Following consultation with the KWBT Board and Waitakere City Council staff, the streets recommended for planting in Waitakere Ward as part of the 2007 Community Street Tree Planting programme are as follows:

- Danube Lane and Maywood Crescent.

Each planting begins with a welcome from representatives of KWBT and the Community Board followed by a planting demonstration. It is intended the planting day ends with a community BBQ organised by residents and KWBT.

### **RESOURCES**

The funds for this project have been provided for in Council's grant to KWBT for 2006/2007 and KWBT is working with a landscape contractor who will provide trees, equipment, guidance and technical assistance at each planting event.

### **CONCLUSION**

KWBT will be delivering its annual Community Street Tree Planting Programme for the 14th consecutive year in June and July 2007. Nominations have been received from residents and the streets have been assessed against criteria prescribed by Waitakere City Council.

A final list of recommended streets is now being submitted to the Community Board for ratification.

Dates for the KWBT 2007 Community Street Tree Plantings will be set with the community undertaking the planting and Community Board Members will be advised of these dates once they have been confirmed. Community Board Members are welcome and encouraged to attend the plantings in their Wards.

### **RECOMMENDATIONS**

1. That the Keep Waitakere Beautiful Trust 2007 Community Street Tree Planting Programme report be received.
2. That the following streets Danube Land and Maywood Crescent in the Waitakere Ward be part of Keep Waitakere Beautiful Trust 2007 Community Street Tree Planting Programme.

Report prepared by: Renee Davies, Service Manager Parks Planning and Moira Kennedy, Keep Waitakere Beautiful Trust.



## **8 RAYNER ROAD, PIHA - NEW GIVE WAY CONTROL**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek the Waitakere Community Board's approval for the installation of a new Give Way control on Rayner Road, Piha, where it intersects with Seaview Road.

### **BACKGROUND**

At a meeting with the Council and the Piha Residents and Ratepayers Association a request for a new Give Way control was received. This is to encourage drivers to slow down and look for oncoming traffic travelling along Seaview Road.

### **STRATEGIC CONTEXT**

The Council's 'Integrated Transport and Communication' platform provides the strategic context for this report. The vision is for public transport and communications systems that provide fast, effective services and for city travel facilitated by integrated, environmentally responsible and innovative design, with a focus on meeting the essential needs of all, for access, communication, and safety.

Give Way controls can be applied to ensure efficient, safe movement on roads by keeping traffic lanes and visibility lines clear.

### **ISSUES**

Members of the Piha Residents and Ratepayers Association have observed vehicles not slowing down and checking for oncoming traffic when exiting Rayner Road into Seaview Road. They believe it is only a matter of time before there is an accident. Installing a new Give Way control in this location will encourage drivers to slow down and check for oncoming traffic traveling along Seaview Road.

The location of the proposed new Give Way control is shown on the aerial photograph at page A26.

## Decision Making

This proposal is presented with due consideration of relevant criteria, as promulgated in Section 77 of the Local Government Act 2002. The principal community outcome to be derived is an improvement in the level of traffic management resulting in an increase in safety and convenience for residents of the City.

## RESOURCES

The proposed markings and signage changes can be implemented under the 2006/2007 Annual Plan maintenance budgets.

## CONCLUSION

The proposed installation of a new Give Way control in Rayner Road, Piha, is recommended to ensure vehicles are aware of the need to give way to traffic traveling along Seaview Road.

## RECOMMENDATIONS

1. That the Rayner Road, Piha – New Give Way Control report be received.
2. That in relation to **RAYNER ROAD, PIHA:**
  - (a) That, in accordance with the powers conferred by virtue of the Local Government Act 1974, the Land Transport Act 1998, the Transport Act 1962 and the Waitakere City Council Bylaw No.7, 1991 - Traffic, the following controls be now resolved to be specified and imposed, namely,
    - (i) on the east kerb line of **RAYNER ROAD** where it intersects with **SEAVIEW ROAD** a new **GIVE WAY** control be put in place.
3. That appropriate signage and/or road markings, in accordance with the provisions of Land Transport Rule: Traffic Control Devices 2004 – Rule 54002 hereby be approved to be put in place to properly establish, delineate and record the said intersection priority control.

Report prepared by: Jane Harris, Transport Technician.



## 9 BOARD MEMBERS' REPORTS

Provision has been made on this agenda for Board Members should they so wish to submit a report on their activities during the month in regard to matters within the scope and delegations of the Board. However, to comply with the provisions of the Local Government Official Information and Meetings Act 1987, no decision may be made on matters raised in Board Members' reports.

## WAITAKERE COMMUNITY BOARD APPOINTMENTS

OUTSIDE ORGANISATIONS	APPOINTMENT
Auckland Region and Far North Community Board Association Executive Committee	Christine Shepherd Diane Goodley
Waitakere Citizen Advice Bureau	Diane Goodley

<b>OUTSIDE ORGANISATIONS</b>	<b>APPOINTMENT</b>
Keep Waitakere Beautiful	Christine Shepherd Sharon Davies (alternate)
Huia/Cornwallis Local Water Agenda Steering Group	Robin Taylor Diane Goodley
McLaren Park Community Project Steering Group	Diane Goodley
Piha/Karekare Local Water Agenda Steering Group	Kubi Witten-Hannah Robin Taylor
The Weedfree Waitakere Trust	Diane Goodley
West Coast Plan Liaison Group	Monique Davis
Council/Police Liaison Group	Kubi Witten-Hannah
<b>COUNCIL COMMITTEES</b>	
Community Sport Fund Allocation Subcommittee	Monique Davis Diane Goodley
Hearings Committee	Robin Taylor Kubi Witten-Hannah
Kay Road Balefill Site Management Committee	Sharon Davies
Street Events Subcommittee	Monique Davis

