



NOTICE OF MEETING

CITY DEVELOPMENT COMMITTEE

I hereby give notice that an Ordinary Meeting of the City Development Committee will be held on:-

DATE: **Thursday, 4 September 2003** **TIME:** **9.30 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

2 September 2003

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Councillors	CA	Stone (Chairperson)
	GB	Presland (Deputy Chairperson)
	DQ	Battersby, JP
	BA	Brady, JP
	JM	Clews, QSO, JP
	RP	Dallow, QPM, JP
	AC	Fenton
	OE	Hoskin, MNZM, JP
	PA	Hulse
	JP	Lawley
	GE	Nash, JP
	VS	Neeson, JP
	GW	Russell, JP
	DA	Yates, JP

Mayor Bob Harvey, QSO, JP (ex officio)

(Quorum 5 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE CITY DEVELOPMENT COMMITTEE TO BE
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON THURSDAY, 4 SEPTEMBER 2003 COMMENCING AT 9.30 AM.**

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AGENDA FOR AN ORDINARY MEETING OF THE CITY DEVELOPMENT COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON THURSDAY, 4 SEPTEMBER 2003, COMMENCING AT 9.30 AM.

1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act 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 item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Ordinary - Thursday, 7 August 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the City Development Committee held on Thursday, 7 August 2003, as circulated, be taken as read and now be confirmed.



4 COMMUNITY HOUSES FINAL REPORT 2002 - 2003

PURPOSE OF THE REPORT

The purpose of this report is to provide the City Development Committee with information on the performance of the Community Houses that Council has had funding agreements with during the 2002/2003 financial year.

BACKGROUND

Community Houses meet the needs of their local communities by assessing community need and providing relevant services. This includes programming activities and facilitating use by community service groups and private hirers. Community Houses are also used as drop-in centres for local residents and have a role in providing community information and education through a range of classes and activities.

A volunteer Management Committee comprised primarily of local residents who manage each Community House. Council's funding agreement is with the Management Committee and this funding enables a part time co-ordinator to be employed. The Management Committee is accountable to Council for ensuring that the services contracted for in the funding agreement are delivered in accordance with agreed performance targets.

The general objectives of Community Houses are to:

- Enhance community well-being and the quality of life in neighbourhood communities;
- Work in a partnership model with Council, volunteers, community groups and individuals in order to improve community life;
- Respond to community wishes and needs proactively;
- Provide services and activities relevant to the local community;
- Provide opportunities for people to fully participate in leisure and community life;
- Encourage the community's "sense of ownership" of Community Houses and their services and activities.

STRATEGIC CONTEXT

In February 1998, Council adopted the recommendations of the Community Houses Review and resolved to continue to support Community Houses given the community benefits that they provide. Community Houses are central to local neighbourhoods and play a vital role in promoting a sense of well-being and belonging. They contribute to Council's Well-being and Urban Village strategic and policy objectives by helping provide networks of appropriate and accessible public buildings as key community focal points and through a wide range of low cost, low impact community activities.

ISSUES

In the past financial year, Council provided funding to six Community Houses through individually negotiated service agreements. Each Community House has received different levels of funding based on the services they provide and the hours of opening. There has historically been a degree of inequity in funding levels between the Community Houses, however this was largely addressed in the 2002/2003 financial year, with an increase in funding for most Community Houses.

With the relocation in November 2002 of the Massey Community House from non-Council owned premises to the Council owned old Massey Library all six Community Houses are situated in premises owned by Council.

Performance and Achievement

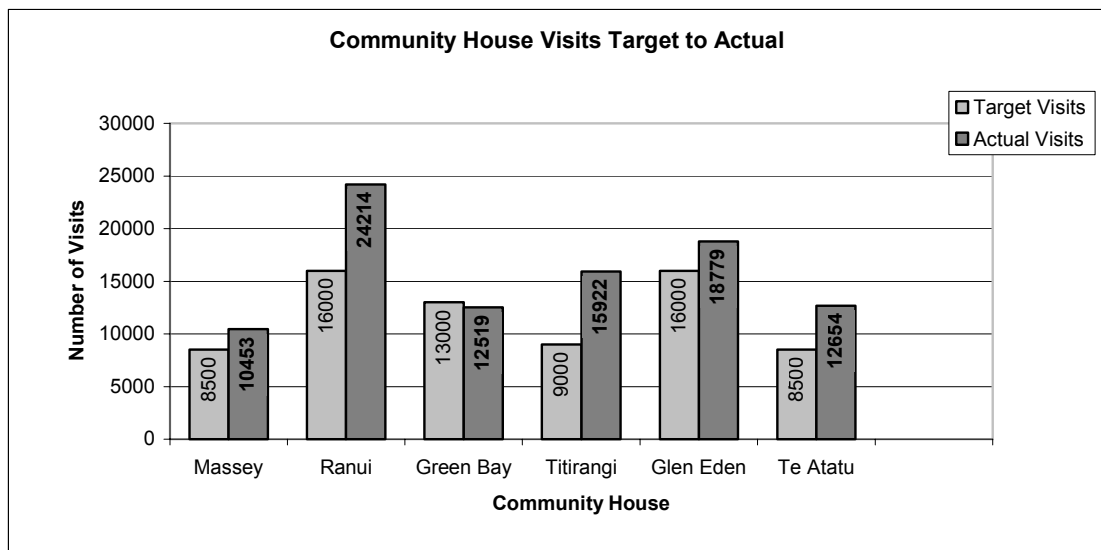
Performance targets for each Community House are individually set and are dependent on House size, socio-economic factors, location, and levels of community involvement. Funding agreements are monitored by a Council representative through written reports and regular meetings with House co-ordinators and Management Committees. Performance targets are negotiated each year and aim to reflect realistic usage and activity within each of the Houses. They are flexible in order to allow for changing community trends and are reset to reflect the actual usage of the House each year.

There continues to be a growing standard of professionalism and accountability on the part of Community Houses. This is reflected in the provision of business, and health and safety plans, and increased skills in surveying user groups and evaluating their programmes. Enhanced opportunities for training and improved access to community education opportunities have helped the Community Houses to become more professional in their operation.

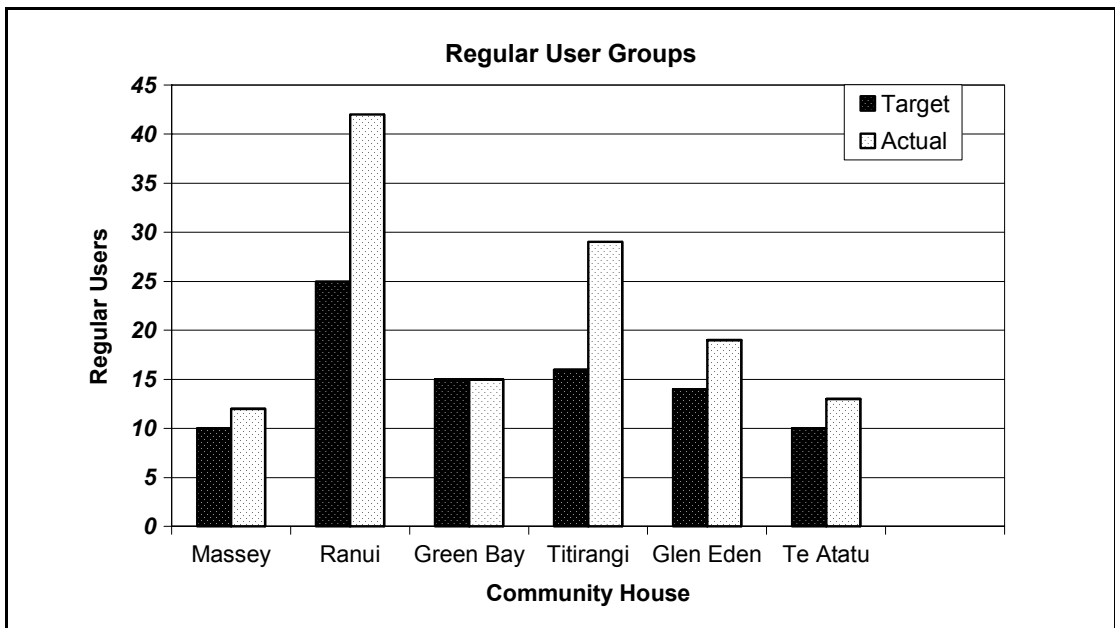
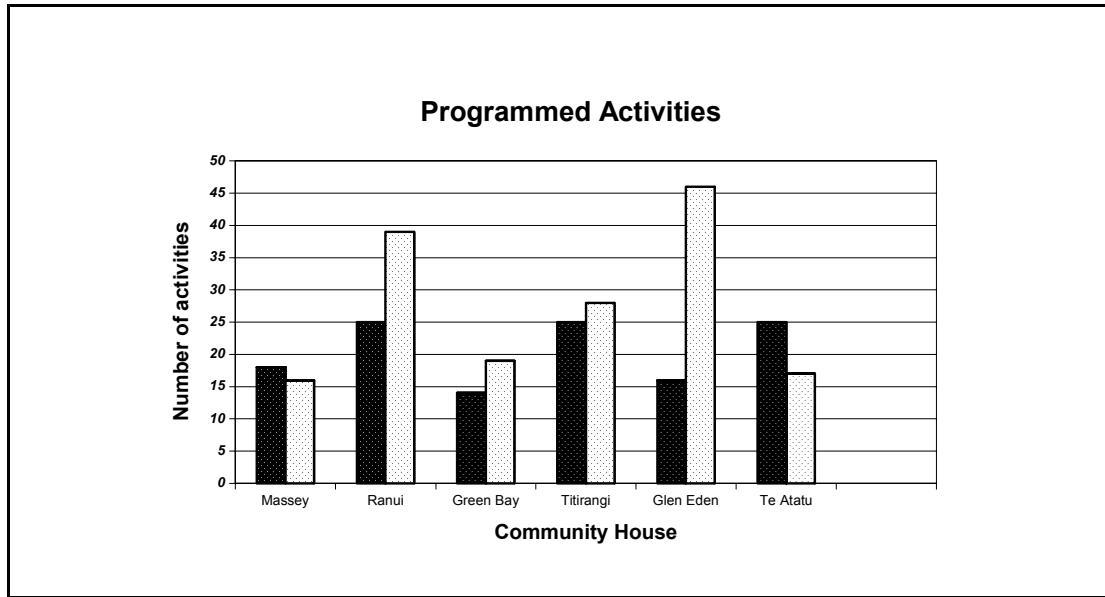
All Community Houses met the following generic performance targets in the funding agreements in the 2002/2003 financial year:

- Budgets and financial statements submitted;
- Business plan received;
- Acknowledgement of Council support on promotional material;
- Health and Safety Plans in place or in process of being developed;
- Staff attended at least 75% of collective meetings and training organised by Manager: Group Services & Operations: L Wears;
- Compliance with adequate publicity regarding House activities;
- Opening hours adhered to; and
- Reporting requirements met.

Most Community Houses met or exceeded their individual performance targets regarding numbers of visitors, numbers of user groups and numbers of programmed activities. The following graphs show targets and actual numbers for annual usage of the Community Houses. These should be viewed as a benchmark and are only one indicator of a House's success.



The total number of visits to Community Houses in Waitakere City for the 2002/2003 year was 94,541. This is a significant increase on last year's visitor numbers of 75,336. A total of 165 programmed activities were carried out, and 130 user groups in addition to the programmed activities accessed the Houses. Massey and Te Atatu Peninsula Houses did not meet their targets for programmed activities as both houses experienced a low number of actual enrolments for courses and many planned courses did not have the required numbers to go ahead. It should be noted that the House size, socio-economic area, and House capacity are important factors determining usage and therefore comparisons should not be drawn between the individual Houses.



Summary Details for Each House

- Massey Community House

The operation of the Massey Community House was disrupted this year due to their relocation to the Council owned old Massey Library building on Don Buck Road in October 2002. However visitor numbers have increased recently and they well exceeded visitor number targets. The House has met all user group and visitor performance targets although only 16 of the 25 programmed activities actually went ahead due to low enrolments. The House is continuing to adjust to a new part of the community and recently held a focus group to assess needs of the local population and services/activities that could be provided to increase the usage of the House.

- Ranui Community House

Continues to be Waitakere City's busiest House well exceeding all performance targets. The Community House is located alongside the Library and the Ranui Action Project and attracts many regular groups and activities as well as "drop-in" clients requesting local information. When Ranui Action Project moved from the House to new premises across the road visitor numbers were expected to decrease at the House, however they have continued to increase. Barnados After School Care re-established at the House in January and is now a very full and active group.

- Green Bay Community House

Met all targets for programmed activities and user groups however some of the programmed classes had to be cancelled due to lack of enrolments and visitor numbers were slightly under target. The House has also recently experienced a decrease in the size of its management committee with three long serving members resigning at the Annual General Meeting including the Treasurer and Chairperson. With assistance from Council the House is using all advertising options available including the new Titirangi Tatler community newspaper to advertise both the houses activities and new management committee members. The House continues to attract a high number of regular user groups including substantial and well-attended playgroups and is actively encouraging users to join the management committee.

- Titirangi Community House

The Titirangi Community House has experienced considerable user growth and interest in the last year and is becoming one of Waitakere busiest Community Houses. The House well exceeded all targets with 28 successful programmed activities in 2002/2003. The House has also established a successful new school holiday programme. The House is now fully booked by regular user groups for 90% of the year and is currently talking to Council representatives regarding options for further utilising space in the Titirangi War Memorial Hall for House users and activities.

- Glen Eden Community House

Exceeded all targets for user groups, programmed activities and numbers of visits with 46 successful programmed activities. They have had particular success with their school holiday and after school care programmes as well as a number of other new programmed activities. The House were also successful in applying for \$30,000 from Portage Licensing and now have a brand new playground which is well utilised by the playgroups that operate out of the House.

- Te Atatu Community House

Exceeded performance targets in relation to user groups and visitors. Not all programmed activities went ahead due to low enrolments, however the increase in visitors to the House is significant in this period compared to the same period last year. The brick building on the Reserve has become strongly established as part of the Community House and accounts for the increase in visitor numbers. The House currently has a very healthy and representative management committee due to a number of new members joining the committee in the last few months and plans to carry out a community needs assessment survey in 2004.

RESOURCING

A1

In 2002/2003, Council provided financial support via funding agreements totalling \$157,500 for the Community Houses in addition to the Community House Training Fund of \$3,500 administered by Waitakere Workers Education Association. In 2002/2003 Council also provided promotion and publicity support to the houses including updated professional photographs for all the houses, updated "Places to Meet" Posters and Community Directories, and a full page advertisement for the six Community Houses in the Western Leader as attached page A1. All six Community Houses are located in Council owned premises and Council is responsible for the maintenance and renewal of these six houses.

Council staff provide information and advice to Community House co-ordinators and Management Committees and also have a role in monitoring the funding agreements.

The Workers Education Association also forms part of Councils support to Community Houses. Council grants \$8,350 to the Workers Education Association to provide support and training for Community House co-ordinators and Management Committees. A separate report on the Workers Education Association will be presented to this Committee.

CONCLUSION

Community Houses continue to provide a valuable service to local neighbourhoods and are cost effective in their service provision. Funding agreements with the Houses are based on measurable performance, which is easily monitored. The overall use of the Houses has increased from year to year and Houses continue to show an improved ability to meet community needs by programming appropriately.

RECOMMENDATION

That the information be received.

Report prepared by: Polly O'Brien, Project Leader Community Resources.



5 WAITAKERE CITY WORKERS EDUCATIONAL ASSOCIATION INCORPORATED
FINAL REPORT 2002 - 2003

PURPOSE OF THE REPORT

The purpose of this report is to update the City Development Committee on the performance of the Waitakere Workers Educational Association Incorporated against its funding agreement with Council in the 2002/2003 financial year.

BACKGROUND

Council funded the Waitakere Workers Educational Association Incorporated \$18,000 in 2002/2003 to provide information about community education and adult literacy to the wider community and to provide support for Community Houses.

A primary purpose of the funding agreement with Council is Waitakere Workers Educational Association's role in assisting the Community Houses with budgeting, business plans, advertising and promotion, governance and management issues. This work involves identifying and planning for the training needs of Community House staff and Management Committees. Council also supports the wider role of the Waitakere Workers Educational Association in the provision of community education, adult literacy and training opportunities to the community through this funding agreement.

STRATEGIC CONTEXT

The goal of Council's relationship with Waitakere Workers Educational Association is to promote community well-being in the City by strengthening community education networks and supporting Community Houses so that they can operate more effectively. In the Community Houses review (adopted February, 1998) Council resolved to continue to support Community Houses given the benefits they provide and their contribution to Council's strategic objectives.

Summary of Performance

A2-A4

The Waitakere Workers Educational Association's final report to Council on their performance of the funding agreement are attached at pages A2 to A4.

A summary of this report is outlined below:

Waitakere Workers Educational Association's Assistance to the Community Houses

- Training needs of House co-ordinators and Management Committee members were identified and a training plan was developed;
- Training courses were facilitated and co-ordinated on a number of relevant topics;
- Assistance was given with budgeting, employment issues and other not for profit organisational governance issues especially Massey Community House in relation to relocating and adjusting to a new part of the community;
- The Community House Training Fund of \$3,500 per annum was administered in consultation with the Community House Collective;
- An information and referral service for Community Houses was maintained and made regular use of by the Houses especially information in regards to the significant changes taking place within the Adult and Community Education Sector; and
- Assistance with advertising and promotion was given through the quarterly co-ordination of the community education newspaper and the production of flyers and brochures.

The Waitakere Workers Educational Association met all of its performance measures in relation to Community House support.

Waitakere Workers Educational Association's Community Education, Information and Services

- Awareness of community education and adult literacy in the wider community was raised through programmes, flyers, articles in newspapers and newsletters and active networking;
- At least six workshops or seminars were provided each semester for workers in community organisations and were mostly well attended;
- Ongoing liaison with tertiary institutions was maintained, including relationship established with the new Director of UNITEC Waitakere and ongoing involvement with the UNITEC Community Studies Advisory Committee. Waitakere Workers Educational Association also has good relationships with training providers in the city and Tertiary Education Commission Regional Advisors;
- Support for migrant learning needs was provided through information on English language tuition being disseminated widely and a large number of different level English as a second language courses being offered throughout the year; and
- Facilitated network of Waitakere English as a second language providers to continue to identify the learning needs of refugees and new migrants.

The Waitakere Workers Educational Association met all of its performance targets relating to the provision of information and classes in community education and adult literacy except for the completion of the directory of English Language Providers in Waitakere City. The directory has been updated and is now in draft form. It is anticipated that it will be finalised and distributed to providers and migrants shortly.

RESOURCING

The Long Term Council Community Plan and Annual Plan 2003/2004 Process agreed that Council develop three-year funding agreements with community organisations that meet its criteria including the Community Houses and the Waitakere Workers Educational Association. In the three financial years from 2003/2004 to 2005/2006, the Waitakere Workers Educational Association has been granted \$18,000 per year for the provision of support to Community Houses and the promotion and running of training courses and workshops for workers in community organisations. Performance measures and objectives will continue to be set each year. Waitakere Workers Educational Association will also be responsible for administering the \$3,500 training fund allocated to the Community Houses.

CONCLUSION

The Waitakere Workers Educational Association exceeded most of their performance targets and continue to provide an important support and training network for the Community Houses. In addition to this they play a vital role in providing and promoting ongoing learning opportunities for the population of Waitakere City.

RECOMMENDATION

That the information be received.

Report prepared by: Polly O'Brien, Project Leader Community Resources.



6 SAFE WAITAKERE INJURY PREVENTION

PURPOSE OF THE REPORT

This report provides information on the six monthly report to the Ministry of Health, Protecting our Tamariki project and possible changes in governance arrangements.

BACKGROUND

The Safe Waitakere Injury Prevention programme is funded by the Ministry of Health on a contract currently valued at \$215,000 per annum.

The programme is hosted by Council, which holds the contract, employs the Programme Manager involved, and supports the project administratively, under the terms of a Memorandum of Agreement with the Board. Council is represented on the Board by Councillor Brady.

The Board sets the strategic direction for the project in line with the Memorandum of Agreement with Council. Council has a sub-contract with Te Pikiora Maori Health Trust for the provision of services to Maori and with Pasifika Healthcare for the provision of services to Pacific Islands people.

STRATEGIC CONTEXT

Council has a long-standing commitment to community safety, symbolised by the city's accreditation as a Safe Community, and the highlighting of safety as one of the five key priorities in the Council's Long Term Council Community Plan which was adopted on 30 June 2003.

ISSUES

Report to the Ministry of Health

A5-A26

The Safe Waitakere Injury Prevention Board provides a six-monthly report to the Ministry of Health. The recent report covering the period 1 February 2003 to 31 July 2003 are attached at pages A5 to A26. This has been approved by the Board and forwarded to the Ministry.

The current contract with the Ministry of Health has an end date of 31 July 2004.

Protecting Our Tamariki

The '*Protecting Our Tamariki*' plan will be launched on 28 August 2003, the culmination of a ten-month project to date. Arising from the Waitakere City Safety Plan and Safe Under Five Plan, *Protecting Our Tamariki* focuses on the safety of preschool children from violence. A partnership between the Waitakere Safer Community Council Trust and Safe Waitakere Injury Prevention, it has comprised a literature search and survey of key stakeholders, followed by a workshop attended by eighty people. Ten priority projects were identified and small groups have developed project plans and budgets for a wide variety of linked interventions ranging from health sector training to publicity campaigns. Currently funding is being sought from a wide variety of sources to get individual projects underway. The overall project has been integrated into the *Great Start* plan in the Wellbeing Strategy.

The project has been guided by an inter-agency advisory group.

Governance

The Safe Waitakere Injury Prevention Board has had a governance role with the project since 1995. Many important milestones have been achieved over this time including World Health Organisation accreditation as a 'Safe Community' and international recognition for its work, especially in child safety. Made up of representatives from government and community agencies, it has sustained a high level of involvement and advocacy for injury prevention for many years.

In the last two years in particular greater energy has been put into finding the significant overlaps with the other Safe Waitakere projects and thereby maximising the work of all programmes. Examples of this are Safe Under Five, Safety Warriors, Safe Summer and Safety and Access by Design. A coordinating mechanism, the Safe Waitakere Group (comprised mainly of the chairpersons of the components) has met over the last year to oversee coordination across the four projects.

Governance changes are occurring in two of the other projects (Safe Waitakere Alcohol Project and Waitakere Safer Community Council Trust) which make it timely to re-visit the governance of all Safe Waitakere groups. While it is still in early discussion stages, the notion of one governance structure for all the projects has begun to be discussed. This would streamline the oversight and administration of Safe Waitakere and bring 'safety' together more effectively under one umbrella. Such a change, should it occur, will have governance implications for the Safe Waitakere Injury Prevention Board. These issues will need wide discussion over the next few months to ensure that any changes enhance, rather than deflect from injury prevention outcomes.

Further reports will be presented as the discussions develop.

CONCLUSIONS

The six monthly report to the Ministry of Health is presented for Members information. Members will be kept informed of discussions around governance structures and '*Protecting Our Tamariki*' project.

RECOMMENDATION

That the information be received.

Report prepared by: Margaret Devlin, Programme Manager: Safe Waitakere Injury Prevention.



7 HURUHURU CREEK - SAFETY ISSUES

PURPOSE OF THE REPORT

The purpose of this report is to enable the City Development Committee to assess water safety hazards at Huruhuru Creek and make any necessary decisions with regard to safety measures.

BACKGROUND

There have been three drownings in the waterhole in the Huruhuru Creek near Woodside Road. This report is in response to concerns raised regarding permanent safety measures at this location.

The Massey Community Board over the past few years have been considerably involved in implementing a number of safety measures in the area, which are outlined further in this report.

A report was presented at the Massey Community Board August meeting and the motion to adopt the following recommendations was lost:

1. *That the information be received.*
2. *That the Massey Community Board endorses filling in the waterhole in the Huruhuru Creek in order to remove risks to public safety.*
3. *That approval be granted to lodge a resource consent application with the Auckland Regional Council to enable this work to proceed as a matter of urgency.*
4. *That it be a recommendation to Council that funding of \$150,000 be provided at the half yearly review from the Stormwater Loan."*

This issue has now been referred to the City Development Committee as the Health & Safety concerns surrounding this matter are considered to have Citywide significance.

STRATEGIC CONTEXT

Community Safety has been identified by children and youth as a major community outcome during consultation for the 2003/2013 draft Long Term Council Community Plan. Safety is clearly identified within the draft plan as one of the core strategic platforms (principles).

ISSUES

Chief Executive's Comments

"I consider that the death of three children over a period of time in this particular hole requires some definite and final action.

Given that this Council has a policy of First Call for Children and that Safety is Not Negotiable, I do not believe that it is satisfactory to ONLY erect fencing which we cannot guarantee will prevent young children again being swept into the hole.

It is for that reason that I have instructed the report to be brought forward to this Committee and that I strongly support the recommendation that the appropriate action be taken to fill in the hole.

As stated by one Councillor concerning this issue, if there was a fault in the road that had caused the death of three children we would have, long ago, fixed the problem permanently."

Options

A number of options have been considered to address community safety at this location, namely as follows:

- Improving signage;
- Providing an annual community education programme; and
- Filling in the waterhole (this issue is discussed below).

To date the following safety measures have been undertaken:

- 2001 - Swimming pool style fence erected at top of bank (Helena St access);
- November 2001 - Massey Community Board established a working group to look at options for preventing further drownings at Huruhuru Creek;
- 2002 - Delivery of Water Hazard Mapping Project to all early childhood centres, displays of water safety information in Waitakere libraries and water safety family information packs sent to every primary school child in Massey;
- 2002 - Huruhuru Creek is on the Parks Hazard Register and a weekly audit/check of the site is undertaken by Parks Contractors and a weekly report produced to Council for assessment;
- April 2003 - Erection/public launch of Water Safety Signage designed by local children;
- June 2003 - Erection of swimming pool fencing at the top of the bank - current main access to the waterhole (Woodside Reserve);
- July 2003 - Erection of additional water safety hazard signage in line with the recently approved New Zealand Water Safety Standards, that includes a prohibition symbol "No Swimming"; warning symbols "water", "deep hole", "submerged object".

(Photographs will be presented at the meeting)

While Council has addressed safety requirements to minimise the risk of any future drownings, the risk elements of a natural open waterway will remain for those that choose to swim there.

The recent launch/erection of the safety signage designed by local children was vandalised within a couple of weeks. It has since been repaired and erected again. This area is well known for high vandalism and tagging especially of signs and it is anticipated that there will be ongoing maintenance problems and costs of this nature.

Although Council has taken action to minimise safety risks, it is considered that the best option is to fill in the waterhole to remove the risk, at an estimated cost of \$90,00 plus 10% consent fees. This work requires a resource consent from the Auckland Regional Council, which may take a considerable period of time to process (up to two years). Consequently a submission will be made to the Auckland Regional Council requesting that the consent be processed as a matter of urgency.

RESOURCES

The funding and provision of safety signage and fencing has been included in the 2003/2004 Annual Plan.

Funding for filling in the water hole has not been provided in the 2003/2004 Annual Plan. However, funding should be able to be sourced from the existing Stormwater Loan provided for in the 2003/2004 Annual Plan.

CONCLUSION

While Council has addressed the issue of community safety at the Huruhuru Creek, it is considered that in order to minimise the risk of any future drownings at Huruhuru Creek the waterhole should be filled in.

Accordingly it is recommended that approval be granted to initiate the process to enable filling of the waterhole.

RECOMMENDATIONS

1. That the information be received.
2. That the City Development Committee endorses filling in the waterhole in the Huruhuru Creek in order to remove risks to public safety.
3. That approval be granted to lodge a resource consent application with the Auckland Regional Council to enable this work to proceed as a matter of urgency.
4. That funding up to \$90,000 plus 10% consent fees be allocated from the Stormwater Loan provided for in the 2003/2004 Annual Plan.

Report prepared by: Katharine Slack, Parks Projects Manager.



8 UPDATE ON SAFETY INITIATIVES

PURPOSE OF THE REPORT

The purpose of this report is to inform the City Development Committee of the activities the Council is undertaking to promote safety in the City.

BACKGROUND

In July 2000 the Council adopted a Safety Strategy (the Strategy). The Strategy requires staff to present an annual report to the Council on the activities the Council is undertaking to promote safety in the City.

STRATEGIC CONTEXT

The Council is committed to improving community safety. This commitment is reflected in the City's accreditation as a "Safe Community" by the World Health Organisation in April 1999. The Council's commitment is also reflected in its work with Safe Waitakere, and ongoing initiatives to improve Community Safety through its own activities, and in partnership with others.

In June 2003 Council adopted its first Long Term Council Community Plan. The Long Term Council Community Plan confirms "Safe City" as one of the Council's five strategic priorities, and outlines the Council's ten-year vision for safety and the key performance measures by which these activities will be measured.

In accordance with the Long Term Council Community Plan the Council is supporting a number of projects that cover a range of safety issues, including crime prevention, road safety, alcohol-related issues and injury prevention. The Council is also developing its own capacity to work with community stakeholders to respond to the City's safety issues.

ISSUES

The Council is currently involved in the following safety initiatives:

Safety and Access by Design Project

The purpose of the Safety and Access by Design Project is to examine the impact of design on safety and access. The project is focused on environmental design to prevent crime, achieve barrier-free environments and prevent injury.

The Council, Safe Waitakere Injury Prevention Project, Waitakere Safer Community Council Trust, Waitakere Disability Information Network, the Crime Prevention Unit, Ministry of Health, and the Accident Compensation Corporation, are funding the Project.

The Project's outcomes will be presented to the Committee at the meeting. A full report and proposed actions will be presented to the Committee in October 2003. The Project will also be presented at the National Injury Prevention Network National Conference in Wellington in October 2003.

Driveway Safety

During the 2002/2003 Annual Plan process, Safe Waitakere submitted that it had concerns about the number of preventable injuries in driveways.

Over the past year, Council officers and Councillors have been working with Safe Waitakere to identify actions that would contribute to the reduction in driveway injuries. These actions include:

- Gathering an injury profile of driveway injuries;
- Developing some brief, clear guidelines on safer driveway design for builders and developers;
- Identifying some key messages around safer family practice;
- Developing a community-based education programme to get key safety messages out to City residents (especially those families who are identified as being at greatest risk) and to those who can best promote these messages in the City.

A full report on this project will be presented to the Committee by December 2003.

Safe Under Five

Safe Waitakere is coordinating a "Safe Under Five" project that aims to minimise risks faced by this vulnerable group. The Council supports this project through its commitment to the Waitakere Wellbeing Collaboration Project and the development of an Early Childhood Strategy. The Council also supports Safe Waitakere's Protect our Tamariki Project, which has now been included in the Waitakere Wellbeing Collaboration Project framework.

Regular reports on the collaboration and the safety projects will be provided to the Committee.

Council Staff Good Practice Guide for Safety (Injury and Crime)

A guide that identifies how Council staff roles and responsibilities relate to community safety is now available to staff. This guide includes a checklist for staff to identify safety issues associated with any Council projects, and ensure appropriate processes are put in place to improve safety outcomes. The checklist assists staff to:

- Identify the safety issues/impacts of the project/activity;
- Identify who should be involved from a safety perspective;
- Incorporate safety issues into project briefs;
- Make sure that safety issues are addressed throughout the project.

During 2003/2004 the information contained in this guide to good practice will be checked against the outcomes from the Safety and Access by Design Project and modified if necessary. A staff development programme will be developed to ensure that all staff are familiar with the contents of the guide and to make the guide a “living” document that is integral to staff activities.

Action Line for Safety

During 2002/2003 a project was undertaken to assess the benefit of providing a Safety Action Line via the Call Centre. The project identified the benefits of collating data via the call centre on the number and specifics of Council related injuries or potential injuries reported to the Centre.

During the Long Term Council Community Plan deliberations, the Council discussed funding of the Safety Action Line and the establishment of a Council Community Safety Officer and resolved to defer both of these issues to the 2004/2005 Annual Plan deliberations.

A further report will be submitted to the Committee as part of the 2004/2005 Annual Plan process.

Protocol with Police

Reports to the Committee in August 2003 indicated that there are regional and local initiatives underway to increase and enhance Council's relationship with the Police. A Memorandum of Understanding is being developed and will be presented to the Committee on completion. The document will contain protocols for joint planning and communication, and mechanisms for addressing operational and tactical crime and safety interventions.

Building Capacity within Council

Recent decisions to reintegrate elements of Safe Waitakere within the Council will build the Council's capacity to address the City's crime and safety issues together with community stakeholders.

For example, the establishment of personnel within Council such as the Alcohol Project Coordinator and Crime Prevention Officer, together with existing positions under the Safe Waitakere umbrella that are focussed on Injury Prevention and Road Safety, will assist the Council to meet its “Safe City” objectives in a more coordinated fashion. In particular, the integration of these elements will increase Council's capacity in regional and local strategic planning, relationship management, policy development and community engagement.

RESOURCES

All of the activities identified above have been included in the Long Term Council Community Plan, will be addressed as part of the 2004/2005 Annual Plan process, or are externally funded.

CONCLUSION

The Long Term Council Community Plan confirms "Safe City" as one of the Council's five strategic priorities. In accordance with the Long Term Council Community Plan the Council is supporting a number of projects that cover a range of safety issues.

The Council is also developing its own capacity to work with community stakeholders to respond to the City's safety issues.

RECOMMENDATION

That the information be received.

Report prepared by: Angela Hadley, Strategic Leader and Annika Lane, Senior Policy Analyst: Social Policy.



9 WAITAKERE EDUCATION SECTOR TRUST PROJECT PRIORITIES 2003/2004

PURPOSE OF THE REPORT

The purpose of this report is to update the City Development Committee on the progress of the Waitakere Education Sector Trust, outline the projects that are currently being prioritised and provide an opportunity for the Committee to have input into the project prioritisation process.

A27-A31

A summary of the proposed projects are attached at pages A27 to A31.

The Waitakere Education Sector Trust Project Development Co-ordinator, Gilli Sinclair, will be in attendance to answer questions.

BACKGROUND

With over two hundred providers of education in Waitakere City, effective co-ordination within the sector is essential to ensure educational and community outcomes and opportunities are maximised. The Waitakere Education Sector Trust, launched in 2001, was established to provide a major vehicle for collaboration within and across the education sector in Waitakere City. It aims to develop and promote strong and ongoing relationships between schools, local government, Maori, Ministry of Education, the community and other education stakeholders.

Stemming from an initial partnership between Council and the Waitakere Area Principals Association, Waitakere City Education Sector Trust now has representatives from a wide number of key stakeholder groups including Council, West Auckland Principals Association, Maori and Pacific providers, Alternative Education, Private Training providers, School Trustees, Tertiary sector and Adult and Continuing Education. With the increased range of stakeholder representation and the recent appointment of a Project Development Co-ordinator, Waitakere Education Sector Trust is now in a position to develop into the key umbrella network for education and learning in Waitakere City.

STRATEGIC CONTEXT

Council has made a significant strategic commitment to enhancing educational and learning opportunities with the recent adoption of the Lifelong Learning Priority in the Long Term Council Community Plan. Learning and education are also key elements of many of the nine strategic platforms, as well as the First Call for Children Policy. Central to the implementation of the lifelong learning concept is the need to have an education sector that works seamlessly and collaboratively from early childhood through compulsory schooling, to work related training, tertiary, and ongoing adult learning opportunities. Waitakere Education Sector Trust is the primary mechanism for co-ordinating an integrated and collaborative approach within the sector.

ISSUES

The Waitakere Education Sector Trust have in the past undertaken substantial planning work in developing their key priority areas and strategic outcomes. These were formally adopted in February 2001 when the Trust was established.

Waitakere Education Sector Trust Outcomes

Best Use of Resources

- Effective joint use of Council and community educational and recreational resources such as halls, libraries, pools, and sports fields;
- Council and school resources are focussed on mutually agreed high priority projects and action strategies.

Consultative and Participative Forward Planning

- Future educational needs of Waitakere City are planned for in a collaborative way - services and facilities match population growth and needs;
- Greater involvement of young people in shaping the city and in city life - increased participation in democratic processes and in city policy formation.

Improving Educational Opportunities

- Increased access by teachers and students to educational resources held by the Council;
- Greater understanding of the Council's work by schools and young people;
- Greater understanding of the issues facing schools by Council staff and politicians;
- Experiential learning for young people through participation in both local and citywide projects.

A Strong Advocacy Voice for Education

- Stronger advocacy voice for Waitakere City on educational issues and needs;
- Enhanced access to the central government resources required by local schools.

Improved Community Well-being

- Stronger relationships between local education providers, the Ministry of Education, Council and Waitakere City's diverse communities;
- High quality, flexible, diverse and appropriate facilities and programmes that meet both education and wider community needs.

Partnership Development

- Building on the Waitakere Way principles to promote collaboration within the local education sector and between the education sector and its stakeholders.

Maori Education

- Raise awareness of Maori identity in Waitakere City;
- Increase Maori involvement in educational processes.

Co-ordinator's Position

The Project Development Co-ordinator has been contracted as an independent contractor until June 2004. The primary purpose of the position is to assist the Waitakere Education Sector Trust to become the key vehicle for facilitating collaborative projects that maximise educational and community opportunities in Waitakere City.

This will be done by focusing on the following key areas and tasks:

- Establishing a sustainable source of funding for the employment of a full time co-ordinator for Waitakere Education Sector Trust;
- Strengthening and increasing networks between the Trust, education sector stakeholders, the community and Waitakere City Council;
- Preparing and implementing a plan of action that raises the profile of Waitakere Education Sector Trust and promotes it to the education sector as a valuable mechanism for achieving city wide educational goals;
- Supporting and promoting Waitakere Education Sector Trust to deliver:
 - Leadership and participation in Waitakere City education-related initiatives;
 - Advocacy and partnership management with, and on behalf of the Trust;
 - Participation of stakeholder organisations in Trust processes;
- Contributing to the establishment of a process that provides for the efficient sharing of Council and school facilities;
- Developing relationships between Waitakere Education Sector Trust and the Waitakere Well-being Collaboration Project Call to Action Groups that contribute to the Trust's objectives, and identify potential partnership projects.

Draft Projects and Comment

The draft project priorities outlined in this report were developed by the Trustees at a recent project planning meeting. As some of the school representatives were unable to attend this meeting a subsequent process has focused on providing opportunities for wider input and clarification on the project priorities. Council is the primary funder of the Waitakere Education Sector Trust and it is therefore important that the City Development Committee have the opportunity for comment and input into the project selection process. The final selection of projects will take place at the next Trust meeting 5th September 2003.

The projects were selected in accordance with criteria that reflected the strategic outcomes of the Waitakere Education Sector Trust and the key focus areas of the Project Development Co-ordinator's contract.

Funding for co-ordination and running projects has been a critical issue for the Trust since its inception. The highest priority amongst the key tasks is the need to find a sustainable source of funding for the employment of a full time co-ordinator. Closely related to this issue is the need to build up the profile of the Waitakere Education Sector Trust, strengthen the networks and ensure stakeholder buy-in. The Trust has been without a co-ordinator since April 2002 and as a result it's profile and credibility has dropped. There is the potential for the Trust to be fully financially supported by the various stakeholder organisations if it is seen to be effective and of value.

Develop a One Stop Shop

The project has two elements, the first being the development of a virtual one stop shop and database. This would provide a very useful directory and overview of all the educational providers in the City. It would assist with planning, identifying what services are available, where they are located, and highlight the gaps and areas of need across the sector. It would also increase the opportunities for networking within and across the sector.

The second element, the development of a physical one stop shop learning resource centre, is probably beyond the scope of this phase of the project. Some work will be done by the Co-ordinator identifying the need and clarifying what would be useful.

Develop a Framework Consistent with the Lifelong Learning Priority

The Waitakere Education Sector Trust is keen to work with Council on developing a citywide education vision and framework. Some very preliminary scoping work is currently being done by Council Officers on this issue. Once the parameters and priority of this work have been established it would be very appropriate to work with the Trustees on an effective education framework for the City. It is not envisaged that this project would need to utilise the Co-ordinator's time.

Promote and Celebrate Waitakere City Learning and Schools

This project involves a sustained and targeted campaign of promoting and celebrating Waitakere City's schools and learning opportunities. It will identify and share good models and success stories between schools and publish regular "good news" stories in the media highlighting models that improve educational outcomes, are good examples of school community interface and generate interest and enthusiasm for the City's learning opportunities. It is anticipated that the key outcomes will be a shift in the public perception of the City's schools and increased opportunities for schools and other learning providers to showcase and share good practice.

Taken broadly the various elements of this project have the potential to meet many of the Trust's objectives, attract school buy-in and support, as well as link into Council's strategic objectives.

Support Schools and Boards of Trustees to Engage Well with their Communities

This project is directly aligned with the Wellbeing Collaboration Project's Schools and Community Call to Action. There is already a group of people in the community working on scoping this project and the Co-ordinator will provide the link between this group and the Waitakere Education Sector Trust.

Every Child Leaves School with a Plan

The Employment and Skills Project Action Plan have also prioritised this as a project, however at this stage they are focusing on young people still at school. This project will focus on the growing numbers of young people who may have already fallen through the "cracks", those who are in alternative education, truanting, and teenage mothers. There is a significant lack of co-ordination and networking in the sectors working with these young people. The first step will be to bring these groups together in a forum to discuss options for improving services by working more collaboratively.

Other Potential Projects

The Waitakere Education Sector Trust last went through a project identification and prioritisation process in 2000/2001. Since then a number of those projects identified have been picked up in other ways such as civic studies, heritage events and celebrations and environmental education initiatives. However, issues relating to integrated planning for schools and processes for the sharing of Council and school facilities still remain outstanding.

Sharing of Council and School Facilities (2001)

Establish a process for the efficient use of joint resources that will provide increased recreation, leisure and educational opportunities during and outside school hours.

This project was intended to explore opportunities for greater sharing of school and Council facilities and promote and facilitate community use of school facilities where appropriate. Whilst this is starting to happen well in some cases, a more strategic and integrated approach would be beneficial to Council, schools and the wider community. It is recommended that this Committee suggest to Waitakere Education Sector Trust that they consider including a project that will contribute to the development of this process.

RESOURCES

The Waitakere Education Sector Trust have been funded by an annual grant of \$25,000 from Council for the 2003/2004 financial year. They also have an annual contribution from two thirds of the local schools of approximately \$10,000. Staff resourcing is also available to support the Trust.

CONCLUSION

The Waitakere Education Sector Trust have recently contracted a Project Development Co-ordinator and have developed their draft project priorities for the 2003/2004 financial year. The draft projects selected reflect the need to develop a sustainable source of funding and build up the profile of the Trust amongst key educational stakeholders.

RECOMMENDATIONS

1. That the information be received.
2. That the City Development Committee endorse the projects identified by the Waitakere Education Sector Trust.
3. That the City Development Committee request the Waitakere Education Sector Trust to include a project that will contribute to processes for efficient use and sharing of Council and school resources.

Report prepared by: Sue Dodds, Partnerships and Advocacy Leader, Children and Youth.



10 ENTRY STATEMENT

PURPOSE OF THE REPORT

The purpose of this report is to provide feedback to the City Development Committee from the consultation on the Entry Statement Project.

BACKGROUND

This Committee approved the entry statement concept for consultation at its June 2003 meeting. The City Development Committee resolved:

- “1. That the City Development Committee approves the draft concept for the entry statement at Te Atatu interchange.
2. That the concept for the entry statement at Te Atatu interchange be included in the next addition of the City News, mainstream media, and displayed at appropriate sites in the City for public comment.”

1102/2003

Consultation began in the first week of July 2003, with submissions closing on the 8 August 2003. Consultation began with a feature article on the front page of the City News. The project was displayed at four libraries across the city (Henderson, New Lynn, Massey and Te Atatu Peninsula) with a Council officer attending these locations at advertised times to answer any questions and discuss the designs. Further information was also available on the Council's website. Submission forms were available from the library displays and on the Council's website.

Further to this, the project was mentioned in the West Weekly, twice in the Western Leader, and in the New Zealand Herald.

STRATEGIC CONTEXT

The project seeks to provide a strong entry into the City that makes a statement about the principles and values of the City, its heritage and vision.

ISSUES

Consultation Outcomes

A total of 135 submissions were received. These included 61 written submissions posted by mail or at library submission boxes, as well as 74 emails. Submissions included a petition with 7 signatures, a submission from Te Atatu Residents and Ratepayers Association, and a submission from the Western Heights Residents and Ratepayers Association.

Transit New Zealand has indicated that they will send a ruling from the board in relation to the entry statement. The Committee will be updated on the ruling if it's received by the meeting date.

A32

Copies of the submissions are available in the Councillors Lounge. A submission summary is attached at page A32, this report seeks to highlight areas of concern. However, it should be noted that these summaries should be treated as indicative only as it was sometimes difficult to clearly differentiate the submitter's views.

For and Against

Of the submissions, five specified support, with a further 19 positive about the proposal. These included some very positive comments as well as liking the concept but suggesting some changes. Some of these submissions indicated cost as a concern and/or the lack of improvement made towards the congestion around the interchange.

Of the submissions, 36 specified opposition to the proposal, with a further 59 that were negative. There were a variety of responses within the negative submissions. Some of those that opposed the proposal indicated that they liked the concept but felt that the cost, timing, or project priority were issues. Some liked the idea of a gateway but did not like the current design. More commonly the issues that were raised in the negative responses, or those that specified opposition, were cost and congestion.

Main Issues

The three main issues that were raised included:

Cost - The majority of submissions noted that the cost was an issue. Comments included: the project was a waste of money, referred to the recent rate increases, money should be spent elsewhere, the project was not a core Council business and/or that the proposal was too extravagant.

Council has approved seed funding for the project via the Annual Plan, however it is intended to source the majority of the funding externally.

Congestion/Motorway Improvements - The second main issue raised was why the Council is spending money on visual enhancements of the interchange while the interchange itself is not functioning properly. Submitters noted that congestion should be fixed first. Some were concerned that the proposal didn't cater for motorway upgrades.

The Council is currently undertaking Te Atatu Strategic Corridor Study which looks at options to improve roads feeding into the interchange and options to upgrade the interchange itself.

However, the interchange improvements are the responsibility of Transit New Zealand. In Transit New Zealand's 10-year plan the upgrade for the Te Atatu interchange is scheduled for construction from 2009. Widening of State Highway 16 is scheduled for construction from 2011.

These improvements have been considered as part of the project. The design locates all major components away from potential motorway improvements. Some soft aspects of the design, such as planting, will be affected by interchange improvements. However, the concept will still work with different interchange configurations.

Decisions will eventually need to be made as to whether to wait for the upgrades to take place, or to plant affected areas which can later be transplanted.

Driver Distraction - Submitters raised concerns with driver distraction and safety, as well as causing further accidents.

This is also a major concern for Transit New Zealand and has been a key consideration for the design team. The intention is for the gateway to be viewed from a distance without the need for drivers to divert their eyes away from the road.

Minor Issues

The following issues were raised less than 12 times in submissions, in descending order.

- Too extravagant;
- Light tower concerns;
- Didn't like overall design;
- Waka concerns;
- Location, other entrances;
- Other heritage;
- Carved posts concerns;
- Loss of views;
- Questioning benefits of the project.

Actions Arising from Consultation

The Committee should carefully consider the issues before the project is finally approved.

It may be appropriate to consider the cost issue once cost estimates have been made and when potential funders are identified. If the costs to Council are considered to be too great, options such as scaling back or removing elements, or staging construction, will need to be examined.

It should also be noted that the concept integrates a number of elements that are not strictly part of a 'gateway' to Waitakere, such as the pedestrian bridge. However, it is important to integrate these as part of the overall site development.

A letter has been sent to Transit New Zealand providing feedback on Transit New Zealand's ten-year programme including the deferral of the Te Atatu interchange work. This matter will be raised in ongoing discussions with Transit New Zealand to encourage a reprioritisation of the interchange upgrade. Ideally this would align with the gateway development although this will be funding dependent. The regional project to obtain additional funding to complete the transport network is also intended to advance projects such as the Te Atatu interchange.

Suggested Changes

There was not a large number of submissions against any specific design element. It is therefore suggested that little change should be made to the overall design. However, the view shafts from residential homes near the site and from Te Atatu Road should be further considered by the design team and retained where possible. A 'welcome' sign and treatment to the pedestrian tunnel should also be considered.

Next Steps

- Developed design/cost estimates (September - October). This is part of the existing contract and will use the remaining operational expenditure budget (\$10,000), which was carried over from the last financial year for concept development.
- Approach potential funders and partners (October - December).
- Project approval - Following stages of the project will be dependent on what funding is available and this Committee's decision whether or not to proceed with the project.
- Establish work programme (influenced by external funding, likely staged construction).
- Detailed/construction drawings.
- Construction (possibly staged).

RESOURCES

A budget of \$250,000 for capital expenditure is included in the Annual Plan for 2003/2004. This does not cover the full cost of construction, as significant external funding will be sought. This budget could be used for the production of construction drawings and could meet some of the cost of construction. This budget will not be used until this Committee has decided whether to proceed with the project later this year.

External funding agencies and partners will be approached once cost estimates are complete. It is likely that there will be a number of agencies and partners involved in the project. This will give the Council a clear indication of the viability of the project, and will determine the timing of construction and if a staged construction will be required.

The earliest that construction could begin would be April 2004 if the Council budget was to be used for the construction drawings and an initial construction phase. However, it is suggested that this should not occur until external funding has been established.

CONCLUSION

There was concern raised about the cost of the project on ratepayers. It is suggested that this issue be addressed once costings have been made and potential external funders and partners are known. At that point the Committee could consider options of reducing the design or staging it over a number of years if necessary.

It is suggested that the current concept is further developed, with the addition of minor changes as outlined within this report.

RECOMMENDATIONS

1. That the information be received.
2. That the City Development Committee consider any changes to the Entry Statement concept design prior to the design being further developed and cost estimates being made.
3. That a report be brought back to the City Development Committee once cost estimates have been established and potential funders have been approached.

Report prepared by: Gyles Bendall, Project Manager: Transport Projects.



11 RAIL DEAL

PURPOSE OF THE REPORT

A33-A38

The purpose of this report is to seek approval of rail access arrangements in relation to Auckland rail passenger services. These arrangements were proposed in the letter from the Minister of Finance Hon Dr Michael Cullen, which was received on 17 July 2003 are attached at pages A33 to A38.

In summary, the rail deal between the Crown and Auckland Region would comprise:

- Trackco (yet to be established by the Crown) will be the access provider and have overall stewardship of the Auckland rail network. Access will be provided to the operator appointed by Auckland Regional Council;
- The region is expected to determine project priorities, funding and implementation of improvements on the Auckland network;
- For a 12 month period, Auckland Regional Transport Network Limited will be a proposer of 'universally agreed' developments to the network with access rights to undertake the necessary work;
- Auckland Regional Transport Network Limited will have responsibility for station development and management, pursuant to a stations lease with the Crown for a period of 70 years, with effect from 1 July 2003.

BACKGROUND

The region began negotiations to secure the region's rail corridors in 1999. In 2001 the Crown took over the negotiations and purchased the corridors from Tranz Rail for \$81 million. Auckland Regional Transport Network Limited has since been in negotiation with the Crown to agree arrangements for the rail corridors that will allow the region to achieve its objectives to significantly upgrade the rail network and services. The rail upgrade project is an important component of the region's efforts to implement the Regional Land Transport Strategy and Regional Growth Strategy.

In March 2002 a Memorandum of Understanding was signed by Auckland Regional Transport Network Limited and the Auckland Regional Council. The Memorandum of Understanding recorded the agreement of both parties to work together to progress the development of the Auckland region's transport corridors for the purpose of providing enhanced passenger transport services. Also the roles of the parties were established:

- Auckland Regional Transport Network Limited's role and responsibilities were based on holding, developing and maintaining rail corridor assets and associated infrastructure for the benefit of the region;
- The Auckland Regional Council's role was to provide a plan for passenger transport for the Auckland region, to encourage the adoption of methodologies for implementation of that plan, and where appropriate, to let contracts for the provision of passenger transport services.

A rail deal reflecting those roles was negotiated by Auckland Regional Transport Network Limited and the Crown. That rail deal consisted of three agreements:

- (a) A management agreement between Auckland Regional Transport Network Limited and the Crown whereby Auckland Regional Transport Network Limited will exercise the Crown's rights and obligations over the rail corridor in Auckland. In effect Auckland Regional Transport Network Limited will act as the Crown's agent.
- (b) A lease agreement over the stations and surrounding land, giving Auckland Regional Transport Network Limited the right to operate and develop the stations and ancillary facilities.
- (c) Access rights to the rail corridor, to be held by a special purpose vehicle subsidiary of Auckland Regional Transport Network Limited, providing the ability to grant operators access to the corridors and to develop the corridor with the value of those developments being retained in public ownership by the region.

At its meeting on 30 April 2003, the Council passed the following resolution in relation to that rail deal:

- “2. *That the following elements of the rail deal be approved in principle:*
 - (a) *The management agreement over the Auckland rail network/corridor.*
 - (b) *The draft lease agreement for the stations and surrounding land.*
 - (c) *The establishment of a wholly owned subsidiary of Auckland Regional Transport Network Limited Metro Limited to hold the rail corridor access rights.*
3. *That the Shareholders' Representative Group be delegated the authority to approve the final details of the rail deal including the approval of the constitution, Statement of Intent and directors of the wholly owned subsidiary of Auckland Regional Transport Network Limited Metro Limited, subject to receiving the following assurance from the board of Auckland Regional Transport Network Limited regarding:*

the preservation of Auckland Regional Transport Network Limited's control over existing and future developments and ongoing access to funding for development and operating costs from the Auckland Regional Council, operators and other sources.
4. *That the Council approves Auckland Regional Transport Network Limited and its subsidiaries entering into a major or substantial transaction being the rail deal with the Crown in accordance with the resolutions of the Shareholders' Representative Group.*
5. *That the Chief Executive be authorised to sign on behalf of the Council the necessary documentation to approve the rail deal in accordance with the resolutions of the Shareholders' Representative Group referred to in resolutions 3 and 4.”*

846/2003

Other local authorities in the region passed similar resolutions. However, the Auckland Regional Council resolved not to approve that rail deal. The region was unable to reach agreement in relation to the use of a special purpose vehicle to hold access rights. Representations were made to the government and a request was made for the Government to clarify the roles of the Auckland Regional Council and Auckland Regional Transport Network Limited. This led to the letter from Dr Michael Cullen.

The Shareholders Representative Group considered the proposals in Dr Michael Cullen's letter and passed the following resolutions:

- C. That Dr Cullen's letter of 17 July 2003 be received and the roles and responsibilities outlined therein be noted.*
- D. That Auckland Regional Transport Network Limited be requested to take all necessary steps to develop and agree the required relationships, protocols and agreement necessary to implement the arrangements outlined in Dr Cullen's letter.*
- E. That the OAG work with Auckland Regional Transport Network Limited and officers of the Auckland Regional Council as required to develop a report with recommendations as necessary to shareholders, such report to cover:*
 - The actions taken or required to be taken to implement the arrangements in Dr Cullen's letter with respect to implementing the works contained in the interim business plan with urgency*
 - The actions taken or required to be taken to advance other developments in the corridor and the cash flow and funding implications of advancing those developments*
 - Any matters requiring shareholder approval*
- F. That the chair of the SRG call a meeting of the SRG as soon as practicable to review progress and receive the report from officers."*

STRATEGIC CONTEXT

The region's Councils have developed and agreed on the Auckland Regional Growth Strategy, Regional Land Transport Strategy and Regional Passenger Transport Plan. Fundamental to these strategies is the development of an attractive, frequent, fast and convenient passenger transport system, around a core of dedicated rapid transit corridors.

These strategies require an upgrade of the rail network, increased service frequencies and improved rolling stock. The conclusion of rail access arrangements would provide clarity on how the rail corridors in the Auckland region are managed and developed. The proposed arrangement involves a number of parties from the region and the Crown in relation to developments of the rail corridor. This will have an impact on the region's ability to deliver on the Regional Passenger Transport Plan.

ISSUES

Proposals in Dr Michael Cullen's Letter

The proposals did not meet the aspirations of either Auckland Regional Transport Network Limited or the Auckland Regional Council. The proposals provided a compromise and a greater involvement of the Crown in relation to rail passenger transport in the Auckland region. The proposals were intended to:

- Satisfy Infrastructure Auckland's grant condition regarding access and enable the region to proceed with interim projects;
- Clarify roles of various parties for the next 12 months.

Infrastructure Auckland

Infrastructure Auckland offered a total grant of \$34 million to Auckland Regional Transport Network Limited for signature stations, design work and initial upgrade work. One of the conditions of the grant related to resolution of access rights to the corridor and stations, so that improvements are held for the benefit of the region. Infrastructure Auckland has indicated that the letter from Dr Cullen provides sufficient assurances to meet one of its funding conditions in relation to access arrangements in relation to the work covered by the grant.

Roles in Rail Passenger Transport in the Auckland Region

The proposals set out the following roles for various parties:

Trackco

- Access provider;
- Maintain and develop the national network;
- Overall stewardship of the Auckland regional rail network;
- Manage development standards (such as air rights).

The Auckland Region

- Determine project priorities and timing;
- Funding;
- Implementation.

Auckland Regional Council

Statutory functions continue

- Adopt regional passenger transport plan;
- Define service requirements;
- Select an operator;
- Purchase rail passenger services.

Auckland Regional Transport Network Limited

- Manage and develop stations pursuant to a 70 year stations lease (from 1 July 2003);
- 'Proposer' of developments within the rail corridor - 12 months limited access agreement when protocols are agreed with Tranz Rail;
- Post 12 months to be determined.

The concept of a 'Proposer' is contained in a Common Access Terms Agreement. The parties to that agreement are the access provider and operators. Under that agreement either party can propose changes to the rail network and is termed a proposer. Dr Cullen's letter indicates that Auckland Regional Transport Network Limited would be treated as an operator under the Common Access Terms Agreement and could propose new developments to the rail network.

If Auckland Regional Transport Network Limited wishes to propose new developments, (such as double tracking or the Henderson train station development over the corridor), the following steps would be required:

- Before developing a proposal, Auckland Regional Transport Network Limited must obtain preliminary approval from the Auckland Regional Council, Infrastructure Auckland, New Zealand Railways Corporation, Tranz Rail and Trackco (until Trackco is formed, proposals will go the Minister of Finance's office and the Minister will commission an ad hoc group comprising New Zealand Railways Corporation and Auckland representatives).
- Auckland Regional Transport Network Limited submits the proposal to the other parties.

- Auckland Regional Transport Network Limited may negotiate cost sharing with the other parties, such as an access fee.
- Changes require the consent of the access provider
- Auckland Regional Transport Network Limited is responsible for the full cost of implementation.
- Ownership of the new development on the corridor vests in the Crown.
- An operator who has paid the cost of the change has exclusive rights to the new development unless prevented from exercising that right.

Actions

A number of actions arise out of the proposals in Dr Cullen's letter in order to progress rail infrastructure work. An update on these actions will be provided at the meeting.

- Reply to Dr Cullen's letter indicating acceptance of these arrangements.
- Negotiate and finalise protocols between Auckland Regional Transport Network Limited and Tranz Rail Limited in accordance with the Common Access Terms.
- Finalise and execute the Lease agreement between Auckland Regional Transport Network Limited and the Crown.
- Satisfy IA condition about access and funding in relation to the existing grants.
- IA funding decision is required for the purchase and refurbishment of existing DMUs and the procurement of additional interim rolling stock.
- Complete work on security, safety and infrastructure improvements and signature stations.
- Resolve issue of funding renewals in relation to existing and future developments.
- Complete the rail business plan for interim services and detailed outline of works.
- Plan work for double tracking and electrification of the western line.
- Establish structures and processes for developing the project detail and bringing proposals to the Crown.
- Gain approval from the relevant parties (Auckland Regional Council, Auckland Regional Transport Network Limited, IA, NZRC, Tranz Rail Limited, successful tenderer to operate rail passenger service) for a proposal and submit the proposal to the Minister of Finance's office. The proposal would be in relation to corridor improvements planned for the next 12 months.
- Determine the arrangement that will apply after 12 months in relation to proposing developments of the rail corridor.
- Consider a rail business development unit.
- Provide input to the development of standards by Track Co for the use of air space above the corridor and use of parts of the corridor for non-rail commercial development.
- Consider a short-term management contract between Auckland Regional Transport Network Limited and the Crown for residual management functions such as ground maintenance.

Assurances in relation to the rail deal

The proposed rail access arrangements would enable viable development of the rail corridors if the following assurances are in place:

- All parties ensure that the agreed rail business plan forms the basis of proposed and future rail infrastructure developments;
- Auckland Regional Transport Network Limited secures or retains ongoing rights to developments of proposed and future rail infrastructure developments;
- Auckland Regional Transport Network Limited secures ongoing access to funding for rail infrastructure developments and operating costs; and
- The access provider and operators enable development of the rail corridor in accordance with an agreed rail business plan.

RESOURCES

Council's resources are affected in terms of the processes required to progress its proposed developments on the corridor such as new crossings and an over bridge at Henderson station. The rail business plan is intended to determine the level of funding required to support infrastructure development and the level of subsidy for an operator's access fee.

CONCLUSION

The proposed rail access arrangements help to resolve a deadlock in the region and satisfy a condition of Infrastructure Auckland to enable existing work to continue. Broadly, the components of these arrangements enable Auckland Regional Transport Network Limited to perform its intended role and to work together with the Auckland Regional Council and other parties to progress the development of the Auckland region's rail corridors.

RECOMMENDATIONS

1. That the information be received.
2. That the Minister of Finance Hon Dr Michael Cullen's letter received on 17 July 2003 be received and the roles and responsibilities outlined therein endorsed.
3. That the terms set out in the Minister of Finance Hon Dr Michael Cullen's letter received on 17 July 2003 be approved.
4. That approval is given for Auckland Regional Transport Network Limited or any of its subsidiaries to agree the required relationships, protocols and agreement necessary to implement the arrangements outlined in Dr Cullen's letter.
5. That the Chief Executive be authorised to sign on behalf of the Council the necessary documentation to approve the rail access arrangements in accordance with resolutions 3 and 4.

Report prepared by: Kevin Wright, Acting Manager: Transport Strategy.



12 HENDERSON LIAISON GROUP FOR CIVIC DEVELOPMENTS

PURPOSE OF THE REPORT

The purpose of this report is to present to the City Development Committee a proposal that a liaison group of Henderson Business people is set up to operate throughout the development stages of the Waitakere Library/UNITEC and the Civic Centre projects.

BACKGROUND

Currently the Henderson Business Association is not an operative group and this leaves a void for local business people to be able to collectively discuss issues that are of concern. It also means a loss of group communication with Council as needs arise. Over the past years as forward planning for Henderson has taken place, workshops and consultation processes have involved a large number of the local business community. These have provided an effective method for the community to input relevant information and to also be aware of the future planning direction for the area.

As Council now moves into the implementation phase of the new Civic Projects in central Henderson there is not an available group method for a flow of discussion around the implementation of the Henderson Concept Plan and the subsequent projects. The communication plans for both projects have a number of initiatives but these mainly focus on Council providing information to the community. There is not a method for issues that may have an impact on the town centre as a whole to be discussed.

STRATEGIC CONTEXT

The decision was made by Council in 2002 to locate the new Civic Centre and Waitakere Library in Henderson to provide a stimulus to attract a high level of new investment to the area and to create a Central Business District for Waitakere City including environmental and public transport benefits. This involves presenting an image of a thriving bustling economically successful business area, with good public amenity and leisure facilities that is safe for people to live work and play in. Leveraging major private redevelopment is essential to the outcome and this involves working in close partnership with key stakeholders throughout development the design stages.

ISSUES

Communication plans are in place as part of the project management for both of the Civic projects in Henderson. It has become evident that it would be advantageous to also have a regular liaison group operating that would provide a venue for the business community and landowners to raise and discuss issues of concern. This group would enable a proactive approach to issues as they are raised so they can be discussed in a timely way.

Currently a range of enquiries are coming into Council via a number of sources. This does not present an efficient way to deal with the enquirer, or to ensure correct and current information is being provided. Parts of the business community have also requested that such a process be put in place. There will still be the ability of individual callers to talk directly with the project manager or relevant staff.

Proposal

It is suggested that a representative group consisting of the Mayor, the Chair of the City Development Committee, the three ward Councillors, two Community Board Members, two landowners and two business owners be set up and will be supported by appropriate staff. Meetings would be held on a regular monthly basis, perhaps prior to the meetings of the Henderson Community Board Meeting.

The land and business owner representatives within the group would provide a conduit for others in the business environment to represent their concerns. These representatives would also be able to maintain a direct relationship to the wider business audience providing information as required.

The proposed group would provide the following benefits:

- A regular process for the business community to engage with Council about the Civic projects when they have concerns;
- Members of the Business Community would feel confident that their issues are been heard and discussed;
- This process would help to prevent misinformation being circulated, as the business representatives would provide a first port of call;
- A direct point of contact in Council for enquiries, to ensure accurate information is supplied;
- That key feedback from the business community is discussed further by the project control group and fed into the project in an appropriate manner;
- This is a positive way to bring the community along with the projects so they feel involved.

This group should continue to operate throughout the design and construction phase of both projects. It may be necessary as the projects proceed that further business area representatives be added to the group.

TERMS OF REFERENCE

The terms of reference for this group are proposed as follows:

- To provide liaison between Council and the Business Community;
- To ensure that issues of concern are addressed to Council officers and committees.

All matters for decision will be brought back to the appropriate committee of Council.

RESOURCES

Budget and staff resources for the Henderson projects are provided for in the 2003/2004 Long Term Council Community Plan. No additional resources are required for the establishment of this group.

CONCLUSION

It is important that during the development of the Waitakere Library/UNITEC and the Civic Centre sites that the local business community has a way to input ideas or raise concerns and to be able to receive attention in a timely and accurate manner. It is also important that Council has in place a process to manage these inputs.

These projects will have a major impact on the Henderson business community. It is important that people feel able to contribute to these projects and are able to understand the opportunities that will be presented.

RECOMMENDATIONS

1. That the information be received.
2. That a Henderson Business Liaison Group be established with the proposed membership and terms of reference as set out in the report.
3. That the Henderson Community Board be invited to approve two members to the Business Liaison Group.

Report prepared by: Janet Hannan, Project Manager, and Lois Easton, Manager: City Projects, Strategy and Development.



13 **PROJECTS SPECIAL COMMITTEE**

THE COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON WEDNESDAY, 6 AUGUST 2003.

MATTERS CONSIDERED

A39-A41

The Committee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting are attached at pages A39 to A41.

The Committee Recommends:

That the Ordinary Meeting report of the Projects Special Committee held on Wednesday, 6 August 2003 be received.

RP Dallow, QPM, JP

CHAIRPERSON



14 **RAIL AND STATIONS UPDATE**

This item will be considered in the Confidential Supplement of the agenda, and has been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, namely: Rail and Stations Update.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none">• Rail and Stations Update	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none">• Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The report contains information which if released would affect the Council's negotiations and the information is provided in confidence.*

