



**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, 5 JUNE 2003 COMMENCING AT 9.30 AM**

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**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, 8 May 2003

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the City Development Committee held on Thursday, 8 May 2003, as circulated, be taken as read and now be confirmed.



#### 4 **PRESENTATION - PROCUREMENT OF BUS AND FERRY SERVICES**

Anna Percy, Passenger Transport Manager, Auckland Regional Council will make a presentation on a procurement strategy for bus and ferry services recently considered by the Auckland Regional Council's Passenger Transport Committee. This strategy will have implications for new ferry services and the next review of bus services. Anna Percy will explain how Waitakere City Council can be involved in this process.



#### 5 **TE ATATU FERRY AND BUS INFRASTRUCTURE**

##### **PURPOSE OF THE REPORT**

The purpose of this report is to provide a presentation on ferry and bus infrastructure for Te Atatu Peninsula and to seek the City Development Committee's direction to protect these options.

##### **BACKGROUND**

At the July 2003 meeting of the Environmental Management Committee and officers were requested to investigate the feasibility of park and ride, bus and ferry facilities for Te Atatu, in the vicinity of the North Western Motorway. The Committee resolved that:

- “3. *That upon completion of the feasibility studies of an integrated transport services node in Te Atatu in the vicinity of the North Western Motorway, the Council designate, under the Resource Management Act 1991, the requisite area(s) of land for transport purposes, to enable appropriate transport facilities to be developed should they be required.*”

2286/2002

*A1 - A17*

This investigation has been undertaken by consultants from Sinclair Knight Merz, who will be present at the meeting to report their findings. A full copy of their draft report is provided in the Councillors Lounge and key sections of the report are attached at pages A1 to A17.

The investigation was based on the following requirements:

1. Identifying options for the location of a bus facility including a route between the motorway and a park and ride, taking account of reserve development, land use, pedestrian access and road transport issues.
2. Identifying where a ferry berth and associated parking and road access should be located taking account of land use, pedestrian access, road transport, reserve development, heritage values and coastal planning issues.
3. Identifying possibilities for integrating these services.

##### **STRATEGIC CONTEXT**

Council supports the development of a comprehensive ferry service for the Auckland Region, which is integrated with other transport modes including walking and cycling, cars and buses. Regionally, ferries are identified as a key mode in the transport mix, particularly for trips to Downtown Auckland. However, as the network is expanded, and integrated with trains and buses at Britomart, the opportunities for using the service for transport beyond Downtown Auckland will increase.

The draft Auckland Regional Ferry Strategy 2000 identifies Hobsonville, Te Atatu, and West Harbour as possible locations for ferry facilities within Waitakere City. Auckland Regional Transport Network Limited Harbour Berths have obtained Infrastructure Auckland funding for the development of a ferry terminal at Hobsonville and will develop this once access to the site is obtained. They are also currently investigating options at West Harbour. There are currently a number of operators showing an interest in running services from these two sites.

Te Atatu is identified in the draft Ferry Strategy as an area where population growth is required before a ferry service is expected to be feasible. The current plan for the development of a park at Harbourview means that houses and businesses will not be developed within easy walking distance of a ferry wharf. This site is not currently generating the level of interest from operators that West Harbour and Hobsonville are.

## ISSUES

### Ferry

A1

The study investigated the possibility of locating a ferry facility at a number of locations in the vicinity of the North Western Motorway and Te Atatu Peninsula. Most sites were eliminated at an early stage due to factors such as poor boat access and car parking opportunities. The options that were investigated in more detail, map attached at page A1:

- Bridge Avenue - Investigations found that it would not be possible to operate a ferry under the motorway bridge at high tide, therefore restricting services that could be operated from this site. Given limited operating ability this site is seen as a poor option.
- Chapman Road - this was identified as a possible option, potentially being linked with a service from West harbour. This option has been discussed with Auckland Regional Transport Network Limited Harbour Berths, and they are currently investigating it. However, early discussions with operators indicate a lack of interest in the site. Further work is required for this option and it would be appropriate to formally request Auckland Regional Transport Network Limited to consider the site in any investigations of West Harbour. The feasibility of this option would be dependent upon a number of factors including -
  - Cost of terminal structure;
  - Whether or not linking this service with West Harbour would require additional boats;
  - Roading and car parking issues - no investigation has been undertaken, however some on-road parking is currently available in this vicinity to service pleasure boats. Current demand for this parking is likely to be complementary to ferry parking;
  - Funding implications.

A6

- Harbourview - investigations of this site built on early work undertaken both as part of park and ferry investigations. The site contains a number of significant archaeological and ecological areas that will need to be safeguarded in any future development. The best location for a ferry terminal is identified in the map attached at page A6. This would be accessed by vehicles along a road located adjacent to the proposed boardwalk. Parking would be provided along the length of this road access.

The Auckland Regional Council investigated the Harbourview site as part of the regional Ferry Strategy development in 2000 and found that ferry services from this site did not have greater timesavings compared to bus or the car. Buses currently serve Te Atatu Peninsula and these services can be expanded if necessary without the significant expenditure that is required to establish a ferry service. Therefore, while a ferry facility should be projected for the future it is unlikely to be a feasible service in the short term.

While Harbourview is not currently considered a viable option for ferries, it would be appropriate to ensure that this option is protected. For example, development of Harbourview as a popular destination, increased density within the catchment and future technology changes could all mean that a ferry service from this site may be viable in the future. It is suggested that a report be brought back to the City Development Committee on how to safeguard this option, once consultation with the public has occurred. The appropriate mechanism can then be recommended to the Environmental Management Committee.

## Bus

Currently Te Atatu Peninsula and Te Atatu South are relatively well served by buses. Services are detailed in the following table.

**Table 1: Total Daily Trips Through Te Atatu Interchange**

Route	Total Buses
Te Atatu South to North Western Motorway	101
Te Atatu Peninsula to North Western Motorway	19
Te Atatu Circulating to North Western Motorway	18
North Western Motorway*	26
Te Atatu Peninsula to New Lynn/Henderson	12
<b>Total</b>	<b>176</b>

\* *North Western Motorway routes do not currently serve Te Atatu. However, in the future these routes could provide express serves if the proposed bus interchanged outlined in the consultants report were to be provided.*

The study found that Te Atatu Peninsula is well served by bus routes and there was little incentive for people to drive to a park and ride facility at Harbourview, given that buses pass fairly closely to most houses. Further, commuters were unlikely to come from the south of the motorway interchange to any public transport facility on the peninsula as they would have already passed through the worst congestion at Te Atatu South and were likely to stay on the motorway. While the present study has focused on bus requirements on the peninsula it is noted that bus priority and park and ride facilities may be most needed in the Te Atatu South/Edmonton Road area.

In essence the study found that most people on the Peninsula could fairly easily access the bus routes already provided and that few people would be expected to battle their way through the Te Atatu South congestion and then go onto a park and ride at Harbourview. Therefore, it is suggested that in the short term Council provide good bus stop and pedestrian access facilities to the car parking already proposed for Harbourview so that these can help provide for current bus user demand.

A8 – A17

While there is little current demand for bus park and ride on the peninsula Council is initiating significant new work on the development of bus services and infrastructure. This may result in a proposal to provide a bus way or similar along the North Western Motorway. Such a proposal may alter the need for a park and ride facility. In this light the study has proposed an area be protected for park and ride and interchange facilities, as attached at pages A8 to A17. The proposal suggests:

- Extending the marae car park area to provide an additional 50-carpark spaces;
- Developing bus stop and shelter on a widened eastbound motorway on-ramp adjacent to the Park;
- Developing bus priority measures at the northern motorway ramp intersection for north and eastbound vehicles;

- A covered pedestrian route from Te Atatu South to Harbourview and park and ride area;
- Bus stops on the westbound lanes of the North Western Motorway;
- A pedestrian route from Harbourview to Te Atatu Bridge, as described in Item 7 of this agenda on the Entry Statement;
- Installation of traffic signals at the northern intersection of the North Western Motorway ramps to assist pedestrian access and bus priority measures.

The proposal contemplates a park and ride arrangement close to the North Western Motorway, similar to the North Shore Busway system. Such a proposal would require significant further work before a decision to implement it was taken. This work may flow out of the studies planned for the next financial year.

At this stage it would be appropriate to ensure the ability to undertake any of these options is safeguarded until they can be further investigated and prioritised as part of work underway looking at bus priority measures city-wide.

### **Park And Ride Associated With Buses and Ferries**

The consultants were requested to identify options for integrating the park and ride facilities for buses and ferries, however it became obvious early in the investigation that the best gains would be from integrating use of the park and ride for the park and transport. Therefore the following options were identified:

- **Using current Harbourview parking.** The planned parking within the Harbourview People's Park could be used by those taking buses and would not cost the Council additional funds. It also makes more efficient use of the parking, which would otherwise be under utilised during the week when commuters would use it. However, this option is likely to be too far from a wharf for ferry users and would not be ideal for possible express buses into town due to additional travelling times.
- **Expanding Marae parking.** This would allow additional parking for large events at the marae and would better cater for possible express buses. This option can be implemented if the major bus facility at the motorway interchange is to be implemented.
- **Along access road to ferry wharf (if provided).** This is likely to be the best option if a ferry facility is built as it provides the closest parking to the wharf site.

### **District Plan Change To Re-identify Harbourview Land**

The Council will publicly notify Proposed Plan Change 2 to re-identify the Harbourview land as Open Space Environment and Marae Special Area on Monday, 9 June 2003. Submissions will close on Monday, 7 July 2003.

This plan change was approved by the Environmental Management Committee on 9 July 2002, as follows.

- “2. *That pursuant to Clause 16A of the First Schedule to the Resource Management Act 1991, Variation 91 to the Proposed District Plan to re-identify land at Harbourview South, and associated changes, as set out at pages A9 to A12 attached to the agenda report be publicly notified at the first appropriate opportunity, following direction from the Environment Court relating to the operative status of the Proposed District Plan.*”

2286/2002

The public notification of this Proposed Plan Change will not affect the consultation on the integrated public transport facility discussed below, nor will it preclude Council's options for the development of the facility in the future.

## Consultation

At its December 2002 meeting the City Development Committee resolved that:

- “1. That the feasibility study and proposed locations for the bus and ferry facilities, and the draft entry statement at Harbourview be developed and that these be brought back to the City Development Committee for its consideration when completed prior to public consultation.
2. That, subject to the City Development Committee’s approval of the drafts, the work undertaken for the bus and ferry facilities, and an entry statement be taken to public meetings at Te Atatu Peninsula and put into the Waitakere City News for public comment.
3. That the public comment be reported back to the City Development Committee for its consideration and final direction on the provision for bus and ferry facilities, and an entry statement at Harbourview.”

3508/2002

It is proposed that the bus and ferry concepts, along with those for the Entry Statement, be detailed in the July 2003 edition of the City News for public information. The two proposals will also be made available to the community at a display located at the Te Atatu Library (or similar) where people can see the designs for a period of a week and submit comments. During the week there could be several times (possible week day, evening and weekend times) advertised for which the display will be manned if residents wish to speak directly with Council officers.

## CONCLUSION

The investigation indicates that it is unlikely that a ferry service from Harbourview would be viable currently, however, it would be prudent for the Council to safeguard possible future options. It is suggested that site and access road identified in this report be protected so that it can be built when required. Further, additional investigations by Auckland Regional Transport Network Limited into the feasibility of the Chapman Rd option should be supported.

With regard to buses, Council should ensure that as Harbourview is developed adequate bus stations and access to these should be put in place in association with car parking development already planned. The more significant park and ride, and bus options at the motorway interchange should also be protected for the long term.

## RECOMMENDATIONS

1. That the information be received.
2. That Council Officers report back to the City Development Committee a process for safeguarding bus and ferry options at Harbourview, including park and ride.
3. That Te Atatu bus and ferry development options be taken out to the public for comment, as described in the agenda report.
4. That the options for buses, as identified within the agenda report be included in city wide bus planning work for consideration and prioritisation.

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



## 6 HENDERSON VALLEY STUDIOS – DRAFT BUSINESS PLAN

### PURPOSE OF THE REPORT

A18 - A52

The purpose of this report is to present to the City Development Committee the 'Henderson Valley Studios' Business Plan prepared by Enterprise Waitakere and Waitakere Properties Limited. The Plan outlines development proposals for the site. Endorsement by the Committee is sought. This report outlines the main issues and proposed course of action outlined in the draft business plan. A copy is attached at pages A18 to A52.

Mr Allan McGregor, Chief Executive of Waitakere Properties Limited will present the Plan and Mr John Wadsworth, Business Manager - Industry & Skills Development of Enterprise Waitakere will be in attendance.

### BACKGROUND

Councillors will recall that a number of reports were considered during the first quarter of this financial year regarding the purchase of 40 Henderson Valley Road and feasibility of running this property as film studios.

At the August meeting of the Finance and Operational Performance Committee it was resolved:

- “1. That Council commission a feasibility report by Enterprise Waitakere and Waitakere Properties Limited containing a property assessment and business plan for purchase and development of the property situated at 40 Henderson Valley Road and, if optimal, adjacent sites in Henderson that considers mixed-use developments as well as an ability to allow the facility to expand for film use including the construction of dedicated sound stages and associated production facilities.
2. That this report be submitted to the September meeting of the Finance and Operational Performance Committee for consideration.”

2606/2002

Due to timing a report was then put to a Special Council meeting in September 2002 outlining issues and options identified in the feasibility report on the 'Henderson Film Cluster Proposal: Purchase of 'Cool Stores' site' prepared for Waitakere Properties Limited and Enterprise Waitakere. The Council resolved:

- “1. That the information be received.
2. That the Chief Executive is delegated authority to negotiate and execute an agreement to purchase the property at 40 Henderson Valley Road (as per lot numbers specified at pages A42 to A43 of the agenda report) for a maximum sum of \$3.85 million subject to the following:
  - a due diligence assessment being made by officers to the satisfaction of the Chief Executive;
  - the priority purpose shall be to develop and market the use of existing buildings as screen production facilities;
  - the best endeavours are used to mitigate risk through a commercial relationship with a private sector partner.
3. That the property be vested under Deed of Trust to Waitakere Properties Limited on terms to be specified by the Chief Executive in accordance with the purposes set out in the agenda report.

4. *That any further funds required for maintenance and development of the facilities be provided by Waitakere Properties Limited in a manner consistent with their Statement of Corporate Intent."*

2877/2002

Subsequently the properties at 40 Henderson Valley Road were purchased, and in October 2002 transferred into the name of the Council. The properties are now vested in Waitakere Properties Limited under a Deed of Trust. Enterprise Waitakere holds responsibility for managing the leasing of site, and Waitakere Properties hold responsibility for general property management issues.

In March 2002 Enterprise Waitakere and Waitakere Properties Limited prepared a draft business plan for the 'Henderson Valley Studios'. Both of the Boards of these organisations have now considered the draft. It is presented to Council as an up-date for endorsement of the development stages and outline of the financing identified for further consideration.

### **STRATEGIC CONTEXT**

Film is one of the key clusters identified as having strategic importance to Waitakere City and being supported by Council through Enterprise Waitakere. The purchase of the property at 40 Henderson Valley Road has ensured the provision of the necessary infrastructure to complement the natural features of the area when attracting production houses and to support further growth of the industry within the area. It is also an opportunity for the area and Auckland region to secure foreign earnings.

The properties now comprising the Henderson Valley Studios were purchased on the basis of developing and marketing the buildings as screen production facilities, with the fall back position recognising other potential future use options if the studios prove over the longer term not to be commercially viable.

The ownership objectives of the property, as outlined in the draft business plan, to:

- progressively develop the property into a competitive and comprehensive film studio facility;
- maximise the economic value of the screen production industry in Waitakere City Council;
- establish a viable business to attract private sector equity investment;
- generate income that at the least meets the annual debt servicing and operational costs within a five-year period;
- recognise the future strategic property potential of the site in investment decisions where possible.

### **ISSUES**

In considering the marketing position and long-term development of the Henderson Valley Studios a number of strengths are identified, which focus on the large size and scope of the site. However, a number of current weaknesses with the inherited infrastructure of the site have been identified. In order to address these weaknesses and to fully realise the potential the studios have in supporting and promoting economic development in Waitakere a programme of development has been charted in the draft business plan.

The draft Henderson Valley Studios Business Plan details six recommendations.

- That approval be granted to the proposed Stage 1 upgrading;
- That Waitakere properties resolve with the shareholder and the Chief Executive of the Council the appropriate funding mechanism;

- That efforts continue to be expended to source private sector investment in the facility;
- That discussion is held with Council regarding the road proposals that will impact on the future of the site for film purposes.

#### **(i) Staged Development Programme**

The development programme is separated into 3 stages: basic upgrade and multi-tenancy provision; development; and establish international standard sound stage, including providing space for production offices and permanent industry suppliers.

**Stage 1** sets out the basic requirements to change the site from a 'cool store' to a basic studio facility. This stage is nearly completed, with the scheduled completion date of 30 June 2003. Costs of this basic up-grade are approximately \$80,000, and can be met from an increase in the lease rate.

**Stage 2** will see Studio 4 & 5 combined by removing an internal wall, and soundproofing of this larger space. In addition, 'truck doors' will be created in Studios 1, 2 & 4 to support the access of trucks into the studios and enable ease of movement. Signage and basic visual improvements will also be incorporated into this Stage. Cost projections for this Stage are \$887,000, and it is estimated that this cost will be recovered from an increase in the lease rates over the longer term. The scheduled timing for this Stage is completion by 30 June 2004; however, this to some extent is dependent on occupancy, as Stage 2 needs to be commenced and completed in one period.

**Stage 3**, establishing an international standard sound stage, will see a number of significant changes to the facility, including development of a large scale studio (minimum height of 12m useable space and internal space of 2500m<sup>2</sup>), provision of production office space (on-site or off-site), and permanent industry supplier space (utilising current space that is too small to use as studios). Options for cost recovery of this stage will be reported upon in detail at a further date. It is anticipated that embarking on Stage 3 will necessitate a review of the management, ownership and legal form of the studios. An investment attraction package around Stage 3 is due to be developed by June 2004, and implementation of this Stage is expected to fall during 2004/2005.

#### **(ii) Facility Management**

Under the current arrangements Enterprise Waitakere and Waitakere Properties share the management function; the former is managing and marketing the lease function and the latter is managing the property issues.

As stated above a review of the management arrangements, ownership and legal form will be required as a result of the development progressing to Stage 3 and identifying a private sector equity partner.

#### **(iii) Financing the Development Plan**

Stages 1 and 2 of the Development plan see the facility up-graded to a point where it is an operational production studio, building on the strengths of existing site and overcoming some of the weaknesses inherent in changing the use of an existing facility. It has been calculated that the improvements to the first two stages will be self-funding over the longer term, in that lease rates can be increased to recoup costs over the longer-term.

#### **(iv) Public Infrastructure Improvements in Henderson**

Through the Henderson Industrial Revitalisation Project the potential for improved transport infrastructure in Henderson, including some of the area now constituting the Henderson Valley Studios was identified. Potential infrastructure improvements identified include roading development and a park and ride facility associated with the rail station. It is recommended that when the Council considers public infrastructure improvements in the area surrounding the Henderson Valley Studios site the likely and impacts on the site over the short- and long- terms are included in the detailed deliberations.

#### **RESOURCES**

The draft business plan outlined a number of funding options identified to finance the business plan and comments that the cheapest option would be for Council debt or cash flow from other distributions. In the first instance it is recommended that Council look to raise finances via debt, but that other options be investigated and reported to Finance and Operational Performance Committee prior to any development work on Stage 2, which is not expected to commence until October 2003.

#### **CONCLUSION**

Council purchased the site at 40 Henderson Valley Road with the purpose of developing and marketing the existing building as screen production facilities. This purchase is in support of one of the key clusters being developed in Waitakere. The properties have been vested in Waitakere Properties Limited under a Deed of Trust and Enterprise Waitakere manages leasing of the site. The draft business plan outlines a sound development path in line with the initial purchase plans. Development is scheduled over three stages, over a three-year implementation period. It is forecast that the first two stages of the development plan can be recouped over the long-term from an increase in lease rates. The final stage of the development, Stage 3, calls for a private sector equity partner to be brought on board to ensure the facilities are developed to an international standard.

A general development plan is set out in the draft business plan and an assessment of alternative options to debt financing from the Council be investigated and report back to Finance and Operational Performance Committee by September 2003.

#### **RECOMMENDATIONS**

1. That the information be received.
- A18 – A52 2. That the City Development Committee endorse the general development plan as outlined in the Henderson Valley Studios draft Business Plan as attached at pages A18 to A52 to the agenda.
3. That in the first instance Council look to raise finances via debt to support the development of Stage 2 of the Henderson Valley Studios draft Business Plan and that this report be forwarded to Long Term Council Community Plan deliberations on the proviso that the financing options be investigated and reported to the Finance and Operational Performance Committee prior to any development work on Stage 2.
4. That the Henderson Valley Studio's draft Business Plan is reviewed on an annual basis and the outcome of the review reported to City Development Committee as appropriate, and in particular by June 2004 regarding the attraction of an equity investment partner.

5. That the management arrangements and ownership of the Henderson Valley Studios are reviewed as part of the progression from Stage 2 to Stage 3 of the development plan.
6. When considering public infrastructure improvements near the Henderson Valley Studio site, that Council consider the likely impacts on the site over the short and long terms.

Jennifer Cook, Partnerships & Advocacy Leader: Economic Development.



## 7 ENTRY STATEMENT TO WAITAKERE

### PURPOSE OF THE REPORT

The purpose of this report is to introduce designers who will provide a presentation for an entry statement concept for Waitakere City at Te Atatu Interchange and to seek the City Development Committee's endorsement to take the draft design out to the public for comment.

### BACKGROUND

Since early 2003 designers have been developing a high profile entry statement into the City. The entry statement relates to the area in the vicinity of the Te Atatu Interchange on the North Western Motorway.

The project has been run as a collaborative project with Landscape Architects and two artists, one of which is from Te Kawerau A Maki. Other key stakeholders have been consulted during the development of the concept including Transit New Zealand and Transpower.

This project is being run in conjunction with the Te Atatu bus and ferry investigations. These projects were reported to the Committee at its December 2002 meeting. At that meeting it was resolved:

1. *That the feasibility study and proposed locations for the bus and ferry facilities, and the draft entry statement at Harbourview be developed and that these be brought back to the City Development Committee for its consideration when completed prior to public consultation.*
2. *That, subject to the City Development Committee's approval of the drafts, the work undertaken for the bus and ferry facilities, and an entry statement be taken to public meetings at Te Atatu Peninsula and put into the Waitakere City News for public comment.*
3. *That the public comment be reported back to the City Development Committee for its consideration and final direction on the provision for bus and ferry facilities, and an entry statement at Harbourview."*

3508/2002

### 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

During the initial stages of the project the team consulted with key stakeholders to establish the site constraints. The site complexity became quickly evident. Issues include:

- **Proposed bus interchange** - concept needed to cater and meld with proposed bus interchange work in the same area;
- **Transit New Zealand safety regulations** - includes 9m clear zones from motorway, motorist sight lines, and driver distraction;
- **Motorway developments** - concept needs to cater for future motorway and interchange upgrades;
- **Pylons and Transpower regulations** - Height restrictions around pylons and cables;
- **Site size** - the arts components need to reflect the scale of the site;
- **Site complexity** - site is cluttered with significant structures which the concept needs to compete with (including motorway, over bridge, on/off ramps, pylons and cables, cell phone tower).

If the Committee approves the concept it is suggested that it be included in the next City News and mainstream media for public information. It is suggested that the display be set-up at the Te Atatu Library (or similar) where people can see designs for a period of a week and submit comments. During the week there could be several times (possible week day, evening and weekend times) advertised for which the display will be manned if residents wish to speak directly with Council officers. These meetings would be the public meetings noted in the December 2003 City Development Committee resolutions.

An update of the public feedback and design solutions could be given at the August 2003 City Development Committee. Following this developed design work will be undertaken to finalise the design and to gain initial costings.

Also within this Committee agenda are the proposed bus and ferry options for Te Atatu Peninsula. It is suggested that the display could cater for both these projects.

## RESOURCES

Budget has been included in the draft Annual Plan for 2003/2004. This budget allows the production of construction drawings and will meet some of the cost of construction. External funding will also be sought once a concept has been finally approved. It is envisaged that construction will be staged over several years and will be dependent on funding.

## CONCLUSION

This report introduces the designers who will provide a presentation of an entry statement concept for the City. It is suggested that the concept be included into the next addition of the City News and displayed at appropriate sites in the City for public comment, subject to the Committee's approval.

## RECOMMENDATIONS

1. That the information be received.
2. That the City Development Committee approves the draft concept for the entry statement at Te Atatu interchange.

3. That the concept for the entry statement at Te Atatu interchange be included in the next addition of the City News a mainstream media and displayed at appropriate sites in the City for public comment.

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



## 8 YOUTH PARTNERSHIP INITIATIVES

### **PURPOSE OF THE REPORT**

The purpose of the report is to seek approval from the City Development Committee on the criteria and priorities developed for Leisure Youth provider partnerships in Waitakere City.

### **BACKGROUND**

Consultation with youth over the past two years has identified a strong need to increase the provision of youth events and activities throughout the City.

The consultation has been undertaken through several mediums; the Waitakere Youth Leisure Needs Analysis, Annual Plan submissions, Strategic Review - Community Consultation, and on a regular basis with the Waitakere Secondary Schools Youth Council and Te Roopu Puawai o Waitakere. The consultation has highlighted a strong need regarding the provision of youth based initiatives, in particular leisure events, activities and services.

The Youth Leisure Needs Analysis has also highlighted the need for developing locally based indoor youth orientated facilities, which is the preference for the 13-14 years age group.

Consultation undertaken during some of the recent youth events has indicated a strong demand for an increased provision of these types of events and programmes in future. Comments captured include "da bomb! I think we should have more of these", "great atmosphere, I like the emphasis on drug and alcohol free" and many to the effect of "awesome, more please". It is anticipated that the consultation process will continue to ensure a constant flow of information from the youth is captured to identify further initiatives.

### **STRATEGIC CONTEXT**

Leisure facilities and activities contribute to the well-being of the City's residents by providing recreation opportunities that promote health and social cohesion.

Council's strategic objective for leisure is that a comprehensive range of leisure, recreation and sports services and facilities are provided.

Through adoption of First Call for Children, Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere City.

### **ISSUES**

To address the key issue of increased need for youth events, activities and services, a range of programmes have been supported and initiated by Leisure Services through partnerships with external Youth Service Providers.

A variety of youth partnership initiatives have been trialled throughout Waitakere City over the past 12 months. Youth providers currently working in partnership with Leisure are:

- The YMCA - programmes at both New Lynn Community Centre and Massey Leisure Centre;
- The Village Community Trust – Friday nights at New Lynn Community Centre;
- Sport Waitakere – Hip Hop Nation (School holiday Friday night socials).

These partnership programmes are currently resourced within 2002/2003 Annual Plan budget.

All current youth activity providers (that Waitakere City Council partner with) are non-profit organisations. They rely on grants and funding from organisations such as Council to subsidise their activities, to make them accessible for all youth, in terms of cost.

Consultation with youth and youth providers has indicated a strong need and desire to increase the level of events, activities and services for youth in Waitakere City.

The City Development Committee at 11 November 2002 meeting resolved as follows:

*“That the Council endorses in principle the development of partnerships with other organisations that deliver organised youth activities and support services in our City.”*

3240/2002

### **Leisure Partnership Priorities/Criteria**

With the success of these existing trial partnership agreements, it has been identified that a more formal approach needs to be taken with these relationships. Accordingly a draft Youth Partnership Criteria/Priorities document has been created, that incorporates some principles for working with Youth service providers.

The priorities/criteria has been developed as follows. Leisure partnership opportunities will be provided where the client can clearly demonstrate the following priorities/criteria:

- Increasing participation and access by youth in youth-based activities, events and services;
- Previous experience in the provision of successful Youth activities, events and/or services;
- Good support systems in place, in terms of skilled staff and management;
- Sound financial record/viability -
  - Financial contribution towards programme from provider, eg. promotions;
- Activities/programmes to be held within Waitakere City;
- Are beneficial to youth -
  - Improving access to information, education and learning opportunities;
  - Improving access to health, leisure and other services essential to mental and physical wellbeing;
- Demonstrates a determined need;
- Fosters co-operation, partnership and sharing of resources with other youth-focused organisations/programmes;
- Fosters cultural diversity in Waitakere City;
- Fosters iwi, hapu and Maori development;
- Promotes a sense of belonging and identity for the youth of Waitakere City.

### **Partnership Eligibility**

- Client must be a non-profit organisation;
- Client must submit a proposal that is well planned, with clear aims and objectives that the client can clearly achieve and monitor.

### **Partnership Monitoring**

Six monthly reports must be provided to Leisure services on the success of the programme, which is measured by:

- Attendance/participation numbers;
- Satisfaction levels - identified via survey/consultation with attendees, feedback from Waitakere Secondary Schools Youth Council and Te Roopu Puawai O Waitakere.

### **Promotion of Partnership Opportunities to external Youth Service Providers**

Due to the limited financial resources (\$30,000 in the draft 2003/2004 Annual Budget) it is not proposed that this be advertised to the wider public for submissions/applications. As the range of service providers is extensive, the influx of applications and consequent obligations will significantly reduce the impacts and successes of youth programmes in Waitakere City.

It is proposed that partnership agreements for the 2003/2004 financial year be negotiated with existing partnership youth service providers, with other partnership relationships developed utilising existing networks.

### **RESOURCES**

Staff resources for Leisure services are sufficient to adequately manage the partnership agreements. Proposed 2003/2004 Annual Plan budgets have been adjusted to meet the funding levels required to meet growing demand.

### **CONCLUSION**

Consultation with youth over the past two years has identified a strong need to increase the provision of youth events and activities throughout the City.

A variety of youth partnership agreements have been developed, to support programmes and activities in Waitakere City. They are: YMCA New Lynn and Massey Youth Programmes, The Village Youth Programme and Hip Hop Nation (Sport Waitakere).

A recent City Development Committee endorsement supports in principle the continued development of partnerships to deliver more organised youth activities and support services in our City.

A Youth Partnership Priorities/Criteria has been developed, to identify suitable partners and to effectively monitor the success of such programmes.

### **RECOMMENDATIONS**

1. That the information be received.
2. That the City Development Committee approve the draft Youth Partnerships Priorities/Criteria.

3. That the City Development Committee approve that the partnership agreements be negotiated with existing partnered Youth service providers, and further developed utilising existing networks.

Report prepared by: Jo-Anne Inancsi, Leisure Planner: Leisure Services.



## 9 APPLICATION FROM LAINGHOLM PRIMARY SCHOOL TO MANAGE THE LAINGHOLM HALL

### PURPOSE OF THE REPORT

The purpose of this report is to consider an application from the Laingholm Primary School Board of Trustees to manage the Laingholm Hall.

### BACKGROUND

Community Halls (Council or community owned) are small to medium scale buildings, used for community meetings, social events and activities. Many are located in more isolated or outer areas of the City. Council currently owns eleven Community Halls in Oratia, Massey, Glen Eden, Laingholm, Waiatarua, French Bay, Titirangi, Herald Island and Waitakere Village. These are leased to and run by independent management committees, all of whom are local volunteers. There are two Council owned Community Halls in Laingholm, the Laingholm Hall and the Laingholm Beach Hall, both currently managed by the Laingholm District Citizens Association.

A53

A map as attached at page A53 shows the location of the Laingholm Hall at 69 Victory Road directly opposite the Laingholm Primary School who is one of the main users of the hall. Other regular users of the hall include a yoga group, computer games club and Steiner School as well as casual users for one off events. Last year the Laingholm District Citizens Association and the Laingholm Primary School advised Council officers that following discussion about the management of the hall they had all agreed that the School (being the most regular users) take over the management of the Laingholm Hall. The District Citizens Association would continue to be responsible for the Laingholm Beach Hall and all other District Citizens business and activities. In March 2003 Laingholm Primary School applied to Council to take over the lease of the Laingholm Hall and continue to make the hall available for hire to the wider community as well as the School.

### STRATEGIC CONTEXT

Community Halls 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.

Under the Community Facilities Plan 2000 Council continues to provide support for Community Halls given the community benefits they provide (such as helping to build community spirit by bringing people together), which contribute to Council's strategic objectives.

### ISSUES

A54 - A62

All Council owned Community Halls are currently run by volunteer management committees, usually the local residents and ratepayers, or hall management committees made up of members representing varied community interests. After receipt of the application from Laingholm Primary School for the lease of the hall Council staff and the

School agreed that a management agreement would be a more appropriate legal arrangement rather than leasing the hall to the School. This acknowledges that the School Board of Trustees differs from the usual hall management committees in that as a School Board they only represent one user group in the community. In practical terms the management agreement will operate on similar terms to a lease, however instead of having the right to occupy the hall and land the School Board will have the right to manage the building as a Community Hall. In addition the management agreement will be reviewed annually and user statistics collected by Leisure Services to ensure continued community use of the hall as detailed in the draft management agreement, as attached at pages A54 to A62.

The Laingholm Primary School does not have a School owned hall. However the School plans to build a proposed Auditorium and Multipurpose Community Facility (including a tiered seating auditorium for passive gatherings, an administration block, and meeting/teaching rooms) in the next two years. The School has advised that it is their intention to continue to manage the Laingholm Hall once the Auditorium is built, as the hall would have less informal and varied use such as yoga, gymnastics and smaller gatherings.

### **Other Issues**

A report on the application from Laingholm Primary School to manage the Laingholm Hall has also been submitted to the Waitakere Community Board for their consideration on 3 June 2003. The report recommends that the Waitakere Community Board recommend to the City Development Committee the approval of the Chief Executive negotiating a management agreement with the Laingholm Primary School Board of Trustees to manage the Laingholm Hall. The recommendations of the Community Board will be presented verbally at the Committee Meeting.

### **RESOURCING**

The Council provides financial support for the maintenance of Community Halls through the Community Halls Fund. The Community Halls Fund is an annual fund distributed to community operated, not for profit halls, which are available for public use/hire. The draft 2003/2004 Annual Plan has \$42,000 included for the Community Halls Fund (up to \$3000 per eligible hall) for facility maintenance and operation costs. As the management committee for the Laingholm Hall the Laingholm Primary School Board of Trustees would be eligible to apply to the Community Halls Fund for funding to assist with maintenance and development costs of the hall.

*A54 - A62*

Council staff provide information and advice to Community Hall management committees and also have a role in monitoring the leases and management agreements. Both the management committee (Laingholm Primary School Board of Trustees) and the Council are responsible for the maintenance of the hall as detailed in the draft management agreement, as attached at pages A54 to A62. The management committee retain hireage fees from hall users to be utilised towards running and upkeep costs of managing the hall.

### **CONCLUSION**

Following a decision by the Laingholm Resident and Ratepayers and the Laingholm Primary School last year the Laingholm Primary School have now applied to Council for the lease of the Laingholm Hall. The School are the main regular users of the hall and intend to continue to manage it as a community hall available for hire by the community and the School. The School and Council staff has agreed that if their application were successful a management agreement would be a more appropriate legal arrangement rather than leasing the hall to the School. The management agreement will be reviewed annually and user statistics collected by Leisure Services to ensure continued community use of the hall. It is recommended that the City Development Committee approve the Chief Executive to negotiate a management agreement with the Laingholm Primary School Board of Trustees to manage the Laingholm Hall.

## **RECOMMENDATIONS**

1. That the information be received.
2. That the City Development Committee approve the Chief Executive to negotiate a management agreement with the Laingholm Primary School Board of Trustees to manage the Laingholm Hall.

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



## **10 MANAGEMENT OPTIONS FOR NEW LYNN COMMUNITY CENTRE**

### **PURPOSE OF THE REPORT**

The purpose of the report is to update the City Development Committee on the management of the New Lynn Community Centre.

### **BACKGROUND**

The New Lynn Community Centre was relocated to its new premises on 1 June 2001 at Totara Avenue, after operating since 1975 in Memorial Avenue, New Lynn.

Since operating in June 2001, the centre management has revolved around two Community Activity Facilitators who managed the operation of three community centres each. They were based predominantly at Council's main office and only visited the community centres when issues arose or to meet hirers on site.

During this period, hirers raised issues such as lack of interaction between Council staff and hirers, a high rate of vandalism, theft, and a reactive approach to maintenance issues. These concerns led to a report being presented to the City Development Committee in 11 February 2002. As a result of that report, the City Development Committee passed a resolution (101/2002) which focused on identifying the resources required for the efficient management of the New Lynn Community Centre.

### **STRATEGIC CONTEXT**

The community centres contribute to Council's strategic and policy objectives within the strong communities platform by providing accessible public buildings, which contribute to a sense of belonging and foster community well-being. The First Call for Children policy also has significant relevance in identifying the need for provision of programmes within the community centres for youth.

Council adopted a Community Facilities Plan in 2000, which outlines the strategies and actions to be undertaken over the next ten years on how Council will help to provide buildings for the general community to use.

### **ISSUES**

In May 2002, one of the Community Activity Facilitators, whose portfolio included the New Lynn Community Centre resigned. As a result, approval was obtained to trial a re-organisation of the Community Activity Facilitators role. This resulted in a Community Activity Facilitator team leader role being established and three part time staff being based at three of the larger community centres of New Lynn, Kelston and Te Atatu Peninsula. The part time staff work 20 hours a week with the office hours being 9:30am to 2:00pm Monday to Friday.

### **Current Management of the New Lynn Centre**

As a result of the re-organisation of the Community Activity Facilitator's role, the three part time positions are currently on trial for a year, ending July 2003.

The team leader role is based at the main Council buildings and is a fulltime role. This position is responsible for supervising staff, marketing and promotion and financial management of the community centres.

The three part time staff members are responsible for the following areas:

- Booking enquiries - staff are able to access booking information via computer terminal and are able to add, cancel any annual hirers bookings as per customers request onsite;
- Maintenance issues - staff conduct a daily facility check to identify cleaning, maintenance and health and safety issues. Previously where no staff have been on site, this has become an issue for the hirers;
- New and weekend hirers are given a facility tour and given a briefing on cleaning, emergency, and hireage information;
- Deal with day to day operational issues related to the management of the community centres;
- Provide information on the other community centres and associated services Council offer.

### **Outcomes of Current Management**

Since the re-introduction of part time staff at the New Lynn Centre there has been a dramatic decrease in complaints received via phone calls and letters over the past nine months. Issues that arise with the hirers are now dealt with on site in a timely manner.

There has been a decrease in vandalism at the Centre. This is due to the level of communication between council staff and the hirers reminding them about locking up and also an onsite presence has deterred vandals.

Because the office is in a central location and can be seen by members of the public, the office has become an information centre for Council and community services. Members of the public come in and enquire about what services are available, where to pay their rates, where the library is etc and has thus become another avenue of community/Council interaction.

Maintenance, cleaning and health and safety issues are now checked on a daily basis and are proactively reported and actioned as opposed to the previous reactive reporting and actioning. This is another major reason for the decrease in hirer complaints.

The New Lynn Centre has attracted significant citywide events since its opening. The onsite staff are able to contribute significant time and knowledge to the organisers of these events. This has allowed a smoother running of their events as issues are again dealt with on site in a timely manner.

### **RESOURCES**

The resources to continue with the current management of a Community Activity Facilitator team leader role and three part time staff are within the draft 2003/2004 Annual Plan.

## CONCLUSION

There has been a reorganisation of the Community Activity Facilitator's role in the past 12 months due to the hirers raising issues such as lack of interaction between Council staff and hirers, a high rate of vandalism, theft, and a reactive approach to maintenance and cleaning issue.

Approval was obtained to trial a Community Activity Facilitator team leader and three part time staff being based at three of the larger community centres of New Lynn, Kelston and Te Atatu Peninsula. The part time staffs work 20 hours a week.

Since the relocation of a part time staff member to the New Lynn Community Centre, there has been a dramatic decrease in customer complaints.

This is due to the following reasons:

- High level of interaction and communication between Council staff and the hirers;
- Proactively reporting and actioning of maintenance, cleaning and health and safety issues;
- Able to contribute significant time and knowledge to the organisers of major events.

The intent is to continue with current management of the New Lynn Community Centre as it helps deliver an efficient service, continually meeting the demands of the hirers and members of the public.

## RECOMMENDATION

That the information be received.

Report prepared by: Robert Matamu, Community Activity Facilitator.



## 11 BUILT ENVIRONMENT PROJECT AND CONSORTIUM

### PURPOSE OF THE REPORT

The purpose of the report is to inform the City Development Committee of a proposed Consortium of public and private organisations focused on delivering a post-Kyoto protocol building and research programme, subject to Foundation for Research, Science and Technology funding. The report provides several options for the Council's involvement in the Consortium.

### BACKGROUND

At its September 2002 meeting, the City Development Committee directed staff to scope joint venture housing projects between the Council, Government and other organisations.

At its November 2002 meeting, the City Development Committee endorsed a proposal from Forest Research Institute to enter into a partnership with the Council to bid for Foundation for Research, Science and Technology (Foundation) funding to develop a post Kyoto protocol building and research programme. Forest Research Institute is a Crown Research Entity based in Rotorua.

The City Development Committee considered the first stage of the programme (the NOW Home) at its May 2003 meeting. A more detailed report on the NOW Home is included as another report on this agenda.

## STRATEGIC CONTEXT

The proposal is consistent with the social, economic, environmental and energy-related policies and strategies arising from the Kyoto Conference, National Energy Efficiency and Conservation Strategy, Climate Change Project and Sustainable Development for New Zealand Programme of Action.

The proposal is also consistent with the Auckland Regional Growth Strategy and the Auckland Regional Affordable Housing Strategy, both of which emphasise housing choice and affordability, urban amenity and safe, healthy communities.

The Council's Urban & Rural Villages platform in the draft Long Term Council Community Plan indicates planning for actions such as:

- Advocate for and demonstrate innovative and best practice urban development;
- Work with private sector to identify and encourage innovative investments;
- Ensure planning processes support innovative, affordable housing provision;
- Work with key housing providers to support housing options in the City.

The Council's Economic Development, Green Network, Three Waters, Sustainable Energy and Zero Waste strategies are also consistent with this proposal.

## ISSUES

### Programme Outcomes

Over the next six years the programme proposes to deliver the following:

- Nationally recognised sustainability framework code of practice (incorporating BASIX);
- Demonstration projects - sustainable homes (Now Home; Then Home; Future Home, Future Neighbourhoods);
- Capturing hearts and minds - learning from demonstration homes what works and what doesn't and encouraging consumers and industry to take up the sustainability framework;
- Collaboration - delivering sustainability framework through partnerships;
- Evaluation of community and national uptake of sustainability framework code of practice - Uptake scorecard.

### Delivery Mechanism

The Foundation will match funds put in by a Consortium of shareholder organisations for up to 6 years, for a minimum of three years. Forest Research Institute has proposed that Waitakere City Council join a Consortium comprised of Building Research Association of NZ Incorporated; Forest Research Institute; Energy Efficiency Conservation Authority; Winstone Wallboards Limited and Housing New Zealand Corporation.

Forest Research Institute has requested a minimum start-up contribution of \$225,000 (incl. gst) for the first year, with a commitment to contribute funding to the Consortium on an annual basis for three years. The Foundation will match the collective contributions made by the shareholder organisations. Each organisation's level of commitment will be subject to review annually, with the ability to exit the Consortium at any time.

The Foundation requires that an independent entity be established to govern the venture. Forest Research Institute has proposed the formation of an independent, limited liability Company to drive the programme on behalf of the Consortium shareholders.

Forest Research Institute proposes to establish the Consortium and its governance structure by December 2003.

## Consortium Budget

The following table illustrates the proposed budget to deliver the programme. The budget is based on six consortium shareholders contributing \$225,000 (incl. gst) each for the first year and includes shareholder contribution plus Foundation matched funding. Forest Research Institute envisages that the funding pool will grow each year as other interested organisations join the Consortium.

	Year 1 (2003/2004)	Year 2 (2004/2005)	Year 3 (2005/2006)	Year 4 (2006/2007)	Year 5 (2007/2008)	Year 6 (2008/2009)
Sustainability Framework	337,500	12.5%	12.5%	12.5%	12.5%	12.5%
Now, Then & Future Homes	1,215,000	45.0%	45.0%	45.0%	45.0%	45.0%
Consumer / Industry Buy In	675,000	25.0%	25.0%	25.0%	25.0%	25.0%
Collaboration	337,500	12.5%	12.5%	12.5%	12.5%	12.5%
Evaluation / Scorecard	135,000	5.0%	5.0%	5.0%	5.0%	5.0%
Total \$	2,700,000	4,275,000	5,850,000	5,850,000	5,850,000	5,850,000

## Legal and Policy Issues

### Memorandum of Understanding

Forest Research Institute has prepared a draft Memorandum of Understanding indicating the intentions of all parties to enter into the Consortium and commit to funding over three years (subject to annual review). The Memorandum sets out broad parameters and guidelines for the establishment of the Consortium and sets in place processes and procedures for the Parties to adopt during the Consortium's formative stages, including the development of a Shareholders' Agreement.

### Governance

The draft memorandum will establish two organisations, a Company and a Management Committee. Both will be classified as Council Organisations in terms of the Local Government Act 2002 (S6 (1)). The significance of this in terms of the Local Government Act 2002 is that:

- (a) The appointments policy being developed by the Council (by 30 June 2003) under S57 will apply to any appointments to the Management Committee made after 1 July 2003.
- (b) Performance needs to be monitored by the Council (S65). Since the Consortium has budgeted for achievement of objectives, there will be no additional monitoring burden.
- (c) Since the Consortium, or the Company, would be classified as a Council organisation (i.e. not a Council-Controlled Organisation) the indemnity under S43 is still available to any Councillor appointed to the Board of that Company.

### Special Consultative Procedure

The draft 2003/2004 Annual Plan does not include a budget for this proposal, which raises the question of the need for a special consultative procedure for significant expenditure in terms of the Local Government Act 2002. The Council's Draft Significance Policy defines "significant" transaction as an unbudgeted item involving more than \$1m in capital expenditure or more than \$250,000 in operating costs.

### **Private Sector Partnerships**

There is a draft Council policy on public/private partnerships out for consultation at the moment. This policy does not require a special consultative procedure in terms of the Local Government Act 2002 except where the activity is "significant" in terms of Council's significance policy.

### **Long Term Council Community Plan**

Provision needs to be made in the Long Term Council Community Plan if the Council decides to join the Consortium in the 2003/2004 or in subsequent financial years.

### **Next Steps and Outstanding Issues**

On 15 May 2003, the Council's Director of Quality Assurance attended a meeting of key decision-makers from Forest Research Institute; Energy Efficiency Conservation Authority; Building Research Association of New Zealand; Winstone Wallboards and Housing New Zealand. Although all the organisations support the proposal in principle, only Forest Research Institute's Board has committed funding to the Consortium. The other organisations are currently reviewing the proposal and taking it through their respective decision-making processes. A verbal update will be provided at the Committee's June 2003 meeting.

Outstanding issues still to be resolved between the parties include the governance structure (as not all the parties approve the idea of the proposed limited liability Company); the memorandum of understanding and the ownership and distribution of intellectual property.

Another meeting between key decision makers will be scheduled as soon as possible.

### **Options for the Council's Involvement**

As noted above the Council's draft 2003/2004 Annual Plan does not include a budget for the \$200,000 start-up funding envisaged for the Consortium. Options include:

#### **Option 1**

The Council participates in the proposed programme as a major subcontractor and key stakeholder by providing *in-kind* support for the first year. Examples of in-kind support include providing staff expertise and sites for demonstration projects (such as the Now Home).

The benefit of this option is that the Council can support the programme's objectives for the first year without bearing any financial risk. It also avoids the risk of entering into a collaborative financial arrangement with organisations that may not share the Council's expertise in sustainable development. This option gives the Council time to assess the success of the Consortium over the 2003/2004 financial year, and consider its future involvement during the 2004/2005 Annual Review process.

The risks of adopting this option are that:

- a) The Consortium and the built environment programme may fail because the other organisations might adopt the same "wait and see" approach.
- b) The Foundation will not match in-kind funding, so the Council would not be able to participate as a shareholding member of the Consortium.
- c) The Council will not be part of the Consortium's governance structure, which means that the proposed demonstration projects may not be located in Waitakere City.
- d) The Council will not be able to obtain "first hand" knowledge gleaned from the programme, nor gain asset and intellectual property revenues during the first year.

## Option 2

The Council votes to contribute some funds to the Consortium (not necessarily the full \$200,000), subject to the 2003/2004 Annual Plan process and subject to all outstanding issues being resolved by all the parties. According to the Council's significance policy, a special consultative procedure for significant expenditure in terms of the Local Government Act 2002 is not required for less than \$250,000 in operating costs.

The benefits of this option are that the Consortium has more chance of success if a local authority is a shareholder. Council will be a fully participating member of the Consortium, so that the City can benefit directly from knowledge and assets gleaned from the programme in the first year. Most if not all of the demonstration projects are more likely to be located in the City. The Consortium will provide a mechanism for leveraging more funding for investment in the City's built environment - such as in Hobsonville.

The risks of this option include:

- (a) Entering into a collaborative arrangement with parties who may share this Council's interest but not expertise in sustainable development.
- (b) The programme is too broad and ambitious in scope and cannot be delivered.
- (c) The participating organisations may have different agendas, which may create difficulties in the long term.
- (d) The Consortium may not work beyond the first year, which means that the initial start-up investment might not be recovered.
- (e) Revenues from intellectual property and assets developed by the Consortium will not be realised in the first year.

## Summary of Risks

The risks of Option 1 (providing in-kind support for the first year) are that the Consortium may fail because the other organisations may adopt the same "wait and see" approach and the programme will never get off the ground. If the Consortium is a success, then the Council misses the opportunity to be involved in the decision-making processes from the beginning and loses the opportunity to ensure demonstration projects are located in the City, with the resulting benefits to the City.

The risks of Option 2 (contributing up to \$200,000 "start-up" funding) are that the investment may not be recovered if the venture fails.

## RESOURCES

As noted above, there is no provision in the draft 2003/2004 Annual Plan or the Long Term Council Community Plan for the Council's involvement in the Consortium.

The proposed governance structure requires the establishment of a Board of Directors, with one Director from each organisation, plus a management committee comprised of staff members from each organisation. Staff involvement is provided for in the 2003/2004 Budget. Any appointment of Councillors would be actioned according to the Appointments of Directors Policy.

## CONCLUSION

Forest Research Institute has proposed that the Council enter into a Consortium of organisations to deliver a post-Kyoto protocol building and research programme, subject to matched Foundation for Research, Science and Technology funding. Interested organisations include Building Research Association of New Zealand Incorporated; Forest Research Institute; Energy Efficiency Conservation Authority; Winstone Wallboards Limited and Housing New Zealand Corporation.

Forest Research Institute has requested that Council contribute \$225,000 (incl. GST) for the first year, with a commitment to contribute funding to the Consortium on an annual basis for three years. The Foundation will match the collective contributions made by the shareholder organisations. Each organisation's level of commitment will be subject to review annually, with the ability to exit the Consortium at any time. Forest Research Institute proposes to have the Consortium established by December 2003.

The other interested organisations have indicated their support for the proposal. Apart from Forest Research Institute, none of the organisations have committed any funding but are taking the proposal through their respective decision-making processes. A verbal update will be provided at the Committee's June meeting.

Outstanding issues still to be resolved between the parties include the governance structure, a memorandum of understanding and the ownership and distribution of intellectual property.

Options for the Council's involvement are:

1. The Council participates in the proposed programme as a major subcontractor and key stakeholder by providing *in-kind* support for the first year. Examples of *in-kind* support include providing staff expertise and sites for demonstration projects (such as the NOW home). This option gives the Council time to assess the success of the Consortium over the 2003/2004 financial year, and consider its future involvement during the 2004/2005 Annual Plan process.
2. That the Council contributes a cash injection into the Consortium of up to \$200,000, subject to the 2003/2004 Long Term Council Community and Annual Plan process and subject to all outstanding issues being resolved.

The risks of Option 1 are that the Consortium may fail because the other organisations may adopt the same "wait and see" approach and the programme will never get off the ground. If the Consortium is a success, then the Council misses the opportunity to be involved in the decision-making processes from the beginning and loses the opportunity to ensure demonstration projects are located in the City, with the resulting benefits to the City.

The risk of Option 2 is that the investment may not be recovered if the venture fails.

### **RECOMMENDATIONS**

1. That the information be received.
2. That the City Development Committee recommends one of the following options:
  - 2.1. That the Council participates in the proposed programme as a key stakeholder by providing *in-kind* support to the programme for the first year. The Council will consider its future involvement in the Consortium during the 2004/2005 Annual Plan process. The budget for the Council's future involvement will be referred to the Long Term Council Community Plan Committee;

or

  - 2.2. That the Council contributes up to \$200,000 to the Consortium in 2003/2004, subject to the 2003/2004 Long Term Council Community Plan and Annual Plan process. The Council's contribution to the Consortium is conditional on matched Foundation for Research Science and Technology Funding. The Council's contribution is also subject to the following issues being resolved between the parties:
    - Governance Structure

- Memorandum of Understanding
- Ownership and Distribution of Intellectual Property
- A Programme of Delivery That is Acceptable To All Parties.

The Council's proposed contribution will be referred to the Long Term Council Community Plan and Annual Plan Special Committee for consideration.

3. That the City Development Committee recommend that the Chief Executive or his nominee attend the next Consortium meeting between the Chief Executives of the interested organisations.
4. That a progress report be brought back to the City Development Committee in August 2003.

Report prepared by: Annika Lane, Senior Policy Analyst: Social Policy.



## 12 **NOW HOME DEMONSTRATION PROJECT**

### **PURPOSE OF THE REPORT**

The purpose of this report is to request the City Development Committee's approval of the Now Home project before it goes to the New Lynn Community Board for approval.

### **BACKGROUND**

Forest Research Institute, GIB, the Energy Efficiency Conservation Authority and the Building Research Association of New Zealand are collaborating on developing a demonstration house called a "Now" Home at Olympic Park, New Lynn. Forest Research Institute is the project leader.

The purpose of the Now Home is to show how far we can go towards achieving Kyoto and Climate Change goals using existing and affordable technologies. The end goal is to develop a sustainable house "brand" that consumers and industry can relate to and duplicate.

At its May 2003 meeting the Committee recommended that a more detailed report be brought back to the Committee for its consideration in June before the Now Home project goes to the New Lynn Community Board for approval. The Committee also delegated authority to the Chief Executive to approve the design of the Now Home, provided that the design is compatible with the Council's Urban and Rural Villages, Three Waters, Zero Waste, Sustainable Energy and Green Network Strategies.

### **STRATEGIC CONTEXT**

The Now Home project is consistent with the social, economic, environmental and energy-related policies and strategies arising from the Kyoto Conference, National Energy Efficiency and Conservation Strategy, Climate Change Project and Sustainable Development for New Zealand Programme of Action.

The project is also consistent with the Auckland Regional Growth Strategy and the Auckland Regional Affordable Housing Strategy, both of which emphasise housing choice and affordability, urban amenity and safe, healthy communities.

The Council's Urban & Rural Villages platform in the draft Long Term Council Community Plan indicates planning for actions such as:

- Advocate for and demonstrate innovative and best practice urban development.
- Work with private sector to identify and encourage innovative investments.
- Ensure planning processes support innovative, affordable housing provision.
- Work with key housing providers to support housing options in the City.

The Council's Green Network, Three Waters, Sustainable Energy and Zero Waste strategies are also consistent with this project.

## **ISSUES**

### **Location**

Forest Research Institute proposes to build the house at Olympic Park, New Lynn next to the EcoMatters Trust offices by December 2003.

A design team of architects that includes Robin Allison, Earthsong Eco-Neighbourhood coordinator and architect, is designing the house within a sustainability framework. The design brief will be presented to the Chief Executive for sign-off.

### **Use of the Home as a Research and Education Tool**

The collaborating parties propose that a family will live in the house for two years and will be appointed as park rangers in line with parks guidelines and the requirements of the Reserves Act 1977. During those two years the house will be monitored for its liveability, durability, effectiveness, savings associated with design etc. The house will be open to the public on certain days and times and will provide a link to the Sustainable Living Centre - creating a cluster of buildings at Olympic Park that are focused on the built environment.

### **Location on the Park**

The pending Olympic Park Management Plan (currently out for consultation) allows for buildings on the park that are associated with the natural environment and its care. The area where the house will be located is designated a local purpose reserve for community buildings in terms of the Reserves Act 1977. It is anticipated that the building will become a community facility once its use for the Now Home project concludes. The House is being designed with that in mind.

### **Lease and Ownership**

The following legal arrangements are being negotiated and will be confirmed at the June 2003 meeting:

- (a) A Memorandum of Understanding is being developed between EcoMatters Environment Trust, the Council and Forest Research Institute. The Memorandum will act as an umbrella document to reflect the collaboration between the three organisations.
- (b) EcoMatters Environment Trust will lease the land from the Council. The Trust is a registered charitable trust.
- (c) Forest Research Institute takes ownership of the building for two years after which EcoMatters Trust is given first option to purchase. If EcoMatters Trust is unable to purchase the building, it will sub-lease or assign the lease of the land to Forest Research Institute, which will then have the option to either remove the building or sell it to another organisation, subject to Council's approval that its use is consistent with the Park's Management Plan.

Designing the house so that it can be removed runs the risk of compromising the energy efficiency aspects of the house. An alternative option is that the Council underwrites the project by agreeing to buy the house if EcoMatters Trust cannot find the funds in two years time (for a price to be negotiated at that time). Any purchase price would have to take into account donated materials, and gains to Forest Research Institute from the project (such as intellectual property). The advantage of this option is that it ensures that the house will remain on the property as a building for community use.

## RESOURCES

Staff time and input to the design of the Now Home is allocated in the current budget. The Now Home is a separate project, but will provide a link to the EcoMatters Trust Sustainable Living Centre, which will be developed in the year 2003/04. Council has allocated \$30,000 towards the development of the Sustainable Living Centre via the EcoMatters Trust in the draft 2003/2004 Annual Plan budget.

The tenancy arrangement will be between the tenant and the owner of the Now Home and subject to requirements stipulated under standard tenancy agreements. The tenant will be made a park ranger whose activities will be managed according to current park ranger provisions.

If EcoMatters Trust or some other entity agrees to purchase the home in two years time, or if the Council agrees to underwrite the project, the Council might be approached in two years time to assist with purchase and ongoing maintenance costs. Depending on cost and timing, this may trigger a special consultative procedure under the Local Government Act 2002.

Some costs might be offset by other sources of revenue, including Foundation for Research, Science and Technology or other funding, rental income, media coverage (television documentary etc).

## CONCLUSION

Forest Research Institute, GIB, the Energy Efficiency Conservation Authority and the Building Research Association of New Zealand are collaborating on developing a demonstration house called a "Now" Home on Olympic Park in New Lynn. Forest Research Institute is leading the project.

The House will be lived in for two years and monitored for its liveability, durability, effectiveness, savings associated with design etc. The house will be open to the public on certain days and times and will provide a link to the Sustainable Living Centre - creating a cluster of buildings at Olympic Park that are focused on the built environment.

There are two long-term ownership options:

1. Proposed ownership arrangements are that EcoMatters Trust will lease the land from the Council, with a view to purchasing the House from Forest Research Institute in two years' time. If EcoMatters Trust is unable to purchase the building in two years' time, Forest Research Institute wishes to reserve the right to either remove the building or sell it to another organisation, subject to Council's approval that its use is consistent with the Park's Management Plan.
2. Designing the house so that it can be removed runs the risk of compromising the energy efficiency aspects of the house. An alternative option is that the Council underwrites the project by agreeing to buy the house if EcoMatters Trust cannot find the funds in two years time (for a price to be negotiated at that time). Any purchase price would have to take into account donated materials, and gains to Forest Research Institute from the project (such as intellectual property). The advantage of this option is that it ensures that the house will remain on the property as a building for community use.

### **RECOMMENDATIONS**

1. That the information be received.
2. That the City Development Committee approves the Now Home project on the condition that EcoMatters Trust leases the land from Council, with a view to purchasing the House from Forest Research Institute in two years' time. If EcoMatters Trust is unable to purchase the building in two years' time, it will sub-lease or assign the lease of the land to Forest Research Institute, which will have the right to either remove the building or sell it to another organisation, subject to the Council's approval that its use is consistent with the Park's Management Plan.

Report prepared by: Annika Lane, Senior Analyst: Social Policy.



### **13 PROJECTS SPECIAL COMMITTEE**

**THE COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON WEDNESDAY, 9 MAY 2003.**

#### **MATTERS CONSIDERED**

*A63 - A64*

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 is attached at pages A63 to A64 in the Attachments supplement.

#### **The Committee Recommends:**

That the Ordinary Meeting report of the Projects Special Committee held on 9 May 2003 be received.

RP Dallow, QPM, JP

**CHAIRPERSON**

