



**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, 6 MAY 2004, 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, 6 MAY 2004, 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 April 2004

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the City Development Committee held on Thursday, 8 April 2004, including the Public Excluded minutes, as circulated, be taken as read and now be confirmed.



#### 4 **LEISURE STRATEGY DEVELOPMENT**

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

The purpose of the report is to seek approval of the project scope for the Leisure Strategy Development.

##### **BACKGROUND**

The Council's Leisure Strategy is the framework for the development of leisure facilities, services and activities to ensure that they are available to all residents, responsive to changing demands and provided efficiently.

Council adopted the current Leisure Strategy in 1994 making the document and its content, direction and policy almost ten years old. A review of current Leisure Strategy has identified several gaps that have occurred due the progression and developments in the leisure industry over recent times.

New trends such as a decrease in volunteerism, new and different leisure opportunities, and a value change from a community focus to a self-focus need to be considered.

A new Leisure Strategy is to be developed to ensure that relevant policy and framework is produced to provide direction to Waitakere City Council. The strategy will vertically integrate and align itself with Councils Long Term Council Community Plan, and the Auckland Regional Physical Activity and Sports Strategy.

The Tenders Subcommittee meeting held on 26 September 2003, moved:

*“That approval be given to enter into a two-year contract, for the 2003/2004 and 2004/2005 financial years, with a consultant for the development of the Leisure Strategy”*

*1923/2003*

Consultants Visitor Solutions were awarded the Leisure Strategy Development two-year contract in November 2003, and bring together a team of highly skilled experts to work with Council staff in developing the strategy.

##### **STRATEGIC CONTEXT**

Leisure facilities, services and activities contribute to the well being of the City's residents, by providing 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.

To improve the well-being of the City's people and communities, Council provides and supports a diverse range of leisure opportunities through facility operation and development, direct funding, assistance to access other funding and support of activity initiatives.

Through the Strategic Plan Council has adopted a platform of 'Strong Communities' stating that in the next 10 years Council will develop the City as a renowned hub of social activity, arts, leisure, sports and recreation.

## ISSUES

Visitor Solutions along with key Council staff have worked together to develop the Leisure Strategy project scope, which will take approximately 18 to 24 months to complete.

The Leisure Strategy will make appropriate linkages to existing Council strategies to ensure that all areas of Leisure have been adequately addressed. Examples of this include; the Arts and Cultural Strategy - specifically in regard to events; the Walking and Cycle Strategy, and the Parks Strategy.

The Leisure Strategy project scope includes the following:

### 1. **Literature and Data Review:**

A comprehensive literature and data review will be undertaken examining:

- Models and best practice (domestic and international);
- Waitakere City policies and plans;
- Domestic legislation impacting upon leisure;
- International research, policies and plans;
- National research, policies and plans;
- Regional research, policies and plans;
- Local research.

### 2. **Development of Draft Guidelines For Determining Future Facility Needs:**

Following a comprehensive literature review a set of draft guidelines for determining future facility needs will be developed for each catchment type ('city wide', 'principle' and 'local'). These guidelines will initially be based on international and national research, best practice and practical experience of the leisure, community development and urban and rural planning. Attention will also be focused on existing national, regional and local plans, and on policies to test for alignment.

These models will assist in the development of the 'Development Contribution Policy' in 2006, which includes leisure facilities.

### 3. **Inventory of Existing Public/Private and Commercial/Non-Commercial Leisure Facilities and Sites:**

A very important component of the strategy is the development of an accurate inventory of all the leisure facilities and sites, not only within Waitakere City, but also around the immediate periphery of the City.

The inventory will gather high-level data under the following headings:

- Facility/site type;
- Description;
- Ownership;
- Utilisation;
- Management;
- Finances;
- Possible future strategies;
- Availability of leisure demand data;
- Any pertinent additional information.

The sub headings to be analysed are:

- Aquatic Indoor (pools);
- Aquatic Outdoor (e.g. Kayaking, rowing, outrigger);
- Indoor Dry (court sports);
- Community Centres;
- Community Houses;
- Community Halls;
- Skate parks;
- Netball Courts;
- Tennis Courts;
- Outdoor artificial (Hockey turfs);
- Emerging sports/leisure activities e.g. Waka Ama;
- Aerial sports;
- Sport trends for sports in general.

The Community Development aspect of Leisure will be addressed through the inclusion of Community Centres, Community Houses and Community Halls in the above analysis.

#### 4. **Community Leisure Vision Consultation Process**

The following will be undertaken:

##### **Maori**

- Discussion with Te Kawerau A Maki and Ngati Whatua;
- Hold one hui or workshop per Iwi;
- Hold one hui or workshop with Te Taumata Runanga;
- Hold one hui or workshop with Te Roopu Puawai O Waitakere;
- Hold one hui or workshop with Te Whanau O Waiparera Trust.

##### **Pacific Islands**

- Conduct one workshop session organised via Pacific Islands churches.
- Conduct one workshop with the Pacific Islands Advisory Board.

##### **Ethnic Migrant Groups**

- Two advertisements in local foreign language newspapers inviting input into the strategy.
- Key local ethnic associations will also be approached and representatives will be invited to attend a workshop to discuss their leisure vision and needs.
- Discuss issues with the Council's Partnerships and Advocacy Leader - New Migrants.

### **Child and Youth**

- Schools will be invited to send student representatives to one of two school-based workshops.
- Approach schools to ascertain if they would be prepared to participate at a wider school project level. This would involve students undertaking a class project on their leisure vision for the City.
- Work with Council's youth planners to gain input from marginalised sections of the youth community.
- Hold a workshop with the Youth Council.

### **Disability**

- A combined workshop will be held with representatives of disability advocacy organisations to ascertain their Waitakere leisure vision and specific needs.

### **Older Adults**

- Hold a workshop with both Grey Power members and non-members. This workshop will be advertised through the Grey Power network, Senior Citizen Groups and in the local paper.

### **Special Interest Groups**

- Visitor Solutions will work with Council to identify all special interests organisations such as sports organisations (Sport Waitakere, Auckland Regional Sport and Physical Activity Strategy group), funding organisations (Portage, ASB, The Trust etc) and environmental groups. They will work with Council in defining how these different groups should be consulted either with a workshop, phone interview, postal survey or a combination of these methods.
- Funding organisations.

### **Community Boards**

- Each Waitakere City Community Board will be consulted individually and offered the option of a workshop or discussion session at a Waitakere Ethnic Board meeting. This contact will be followed up with a questionnaire survey.

### **General Community**

- Local newspaper articles - publicise public workshops, which can be run in conjunction with Community Board meetings (either prior to, after or combined depending on preference). Alternatively the public can be asked to submit written input via mail or website.

## **5. Identification of Partners With the Potential To Assist In The Realisation Of A 'Waitakere Leisure Vision'**

Identify and consult with potential partners who can help realise a 'Waitakere Leisure Vision', for example, Licensing Trusts.

## **6. Preliminary Analysis and Modelling of Census, Projects and Secondary Data**

## **7. Develop Targeted Research Methodologies to Fill Data Deficiencies**

This is one of the most important stages of the strategy and is designed to develop new methodologies to gather data assessed to be lacking or deficient. The vast majority of the suggested methodologies will form research projects in the ten year plan and three year implementation plan.

8. **Undertake Additional Research and Data Analysis**
9. **Spatially Link Data and Carryout Further Analysis Using GIS**
10. **Develop Catchment Scales for 'Local Area' and Adopt Council's Nine 'Principle Area' Catchments**
11. **Profile Each Catchment Using GIS**

Profile catchments (down to mesh block level were applicable). It is envisaged these profiles will include:

- Census data (historical trends) (census data provided by Waitakere City Council);
- Projections (projection data provided by Waitakere City Council);
- Leisure trends/projections;
- Leisure facilities;
- Current supply of leisure opportunities;
- Leisure lifestyle and time use;
- Anticipated demand;
- Other potential pressures.

12. **Assess existing strategic advantages and potential advantages**

This assessment will be undertaken through:

- Analysis of the research data;
- Ascertaining community perceptions following consultation;
- Conducting an internal Council workshop.

Advantages in a variety of potential areas will be examined including:

- Environmental;
- Economic;
- Social.

Focus will be placed on developing ways in which these advantages or potential advantages can be accentuated to support and enhance the provision and leisure within the City.

13. **Assess existing problems and anticipated problems**

This assessment will be undertaken through:

- Analysis of the research data;
- Ascertaining community perceptions following consultation;
- Conducting an internal Council workshop.

Problems will be classified under headings such as:

- Environmental;
- Economic;
- Social/Cultural;
- Technological;
- Political;
- Legal.

Focus will be placed on both internal council and external community issues.

14. **Develop Solutions To Existing and Potential Problems**

A 'solutions workshop' will be held with Council Officers (and potentially key partners) to discuss and formulate proposed solutions.

15. **Develop Summary Catchment Specific Strategies For Increasing Leisure Participation**

These summary strategies unlike the preceding stage are catchment specific and are focussed on increasing leisure participation. The strategies will be based on research and catchment findings and input from the community and Council Officers.

16. **Confirm Development Guidelines For Determining Future Facility needs**

This will involve coordination with the Parks Strategy and the Parks Section of Council.

17. **Identify Future Facility Requirements and Their Potential Locations Within Individual Catchments**

Establish each catchment levels future leisure facility/site requirements and the potential locations of these assets.

18. **Establish The Position of Council's Citywide Facilities Within The Wider Context**

All of the Councils existing and potential citywide facilities will be positioned within a sub regional, regional, national and international context. Discussion will then focus on the implications of these relationships on areas such as facility catchments, use and operation.

19. **Identify Key Partners With The Potential To Assist In Achieving The 'Waitakere Leisure Vision'**

20. **Match Projects and Potential Partners (Or Types Of Partners)**

21. **Draft 10 Year Plan**

This plan is designed to be utilised and serve as a 'road map' for future Council, community group and licensing trust planning.

**22. Draft 3 Year Implementation Plan**

This draft plan will follow on from the draft ten year plan. It will be designed to outline not only a range of objectives but strategies for achieving these objectives.

The plan will be designed as an operational document, which can be readily accessible to both Council officers and the general public. It is envisaged the plan will contain a clear checklist.

**23. Write Draft Document**

Following the completion of stage 22 the strategy document will be drafted. The document design and structure will enable Council officers, key stakeholders and the general public to easily understand and follow both the City's leisure vision and the individual strategies they can embrace to create the vision.

**24. Public Submissions**

The draft strategy will be distributed for Public submission.

**25. Finalise Document**

Following the public submission process any required final amendments will be made and the document finalised.

**RESOURCES**

The Leisure Services Budget has \$50,000 approved in the 2003/2004 financial year, and \$35,000 committed in the 2004/2005 Long Term Council Community Plan for the development of the Leisure Strategy.

The Tenders Subcommittee meeting held on 26 September 2003, moved:

*"That approval be given to commit funding of \$35,000 plus GST of \$4,375 totalling \$39,375 against 2004/2005 financial year for the development of the Leisure Strategy"*

1923/2003

The Strategic Group Budget has \$15,000 approved in the 2003/2004 financial year for contribution to the development of the Leisure Strategy.

**CONCLUSION**

The Council's Leisure Strategy is the framework for the development of leisure facilities, services and activities.

Council adopted the current Leisure Strategy in 1994 making the document and its content, direction and policy almost ten years old. A review of the current Leisure Strategy has identified several gaps that have occurred due the progression and developments in the leisure industry over recent times.

A new Leisure Strategy is to be developed to ensure that relevant policy and framework is produced to provide direction to Waitakere City Council. The Strategy will vertically integrate and align itself with Councils Long Term Council Community Plan, and the Auckland Regional Physical Activity and Sports Strategy.

Consultants Visitor Solutions were awarded the Leisure Strategy Development two-year contract in November 2003, and bring together a team of highly skilled experts to work with Council staff in developing the strategy.

Visitor Solutions along with key Council staff have worked together to develop the Leisure Strategy project scope, which will take approximately 18 to 24 months to complete.

The project scope includes:

- Comprehensive literature and data review and analysis, and inventory of existing leisure facilities and sites in Waitakere City.
- Development of guidelines for leisure facility models at a City Wide, principal community, and local community level. These models will assist in the development of the 'Development Contribution Policy', which includes leisure facilities.
- Community leisure visioning and consultation, involving all sectors of Waitakere City.
- External analysis of non-leisure factors such as demographic, technological, political, legal, cultural and economic. Identify the issues and determine the key strategies.
- Internal analysis of leisure factors such as local, regional, national and international leisure trends and identifying issues and determine strategies.
- Profiling and development of catchment specific strategies to increase leisure participation.
- Determine future facility needs and requirements, and identify potential locations within individual catchments.
- Develop 10 year plan and 3 year implementation plan.

### **RECOMMENDATIONS**

1. That the Leisure Strategy Development report be received.
2. That the City Development Committee approve the project scope for the Leisure Strategy Development:
  - Comprehensive literature and data review and analysis, and inventory of existing leisure facilities and sites in Waitakere City.
  - Development of guidelines for leisure facility models at a city wide, principal community, and local community level. These models will assist in the development of the 'Development Contribution Policy', which includes leisure facilities.
  - Community leisure visioning and consultation, involving all sectors of the Waitakere Community.
  - External analysis of non-leisure factors such as demographic, technological, political, legal, cultural and economic. Identify the issues and determine the key strategies.
  - Internal analysis of leisure factors such as local, regional, national and international leisure trends and identifying issues and determine strategies.
  - Profiling and development of catchment specific strategies to increase leisure participation.
  - Determine future facility needs and requirements, and identify potential locations within individual catchments.
  - Develop 10 year plan and 3 year implementation plan.

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



## 5 WAITAKERE ETHNIC BOARD

### PURPOSE OF THE REPORT

The purpose of this report is to provide a progress report on Council's relationship with the Waitakere Ethnic Board and to present a draft Strategic Plan developed by the Board.

### BACKGROUND

Waitakere City's population is becoming increasingly ethnically diverse and as new communities become established, there is a growing interest in participating more actively in New Zealand society and democratic processes.

The Waitakere Ethnic Board emerged from the New Out West collaborative process in response to calls from ethnic communities for the establishment of a mandated ethnic advisory body for Waitakere City.

The Waitakere Ethnic Board made a presentation to Council's December 2003 meeting requesting formal recognition and funding assistance from Council. The Waitakere Ethnic Board request was referred to the City Development Committee for consideration.

At its 5 February 2004 meeting, Council's City Development Committee resolved:

*"That the City Development Committee approves in principle, recognition of the Waitakere Ethnic Board as the body representing the city's ethnic communities, subject to further work being undertaken on the issues noted in this report.*

*That Council officers be authorised to enter into dialogue with the Waitakere Ethnic Board on the issues noted in this report and in the Waitakere Ethnic Board presentation, and report back to the City Development Committee on progress.*

*That a representative be appointed to assist the Executive Committee of the Waitakere Ethnic Board and to facilitate communication between the Board and Council."*

77/2004

### STRATEGIC CONTEXT

Waitakere City Council's vision as expressed in its Long Term Council Community Plan 2003/2013 is for a city that:

- celebrates and sustains its people;
- has a strong sustainable economic base;
- honours its environment and
- builds on its cultures and heritage.

The new Local Government Act 2002 requires Councils to engage with their communities and Waitakere City Council has made an early commitment to this in its Long Term Council Community Plan, aiming for a process of engagement with Waitakere's ethnic communities to be in place by 2004/2005.

## ISSUES

### Progress On Issues Raised In City Development Agenda Report 5 February 2004

At the February 2004 City Development Committee meeting, Council recognised in principle the Waitakere Ethnic Board as the body representing ethnic communities in Waitakere, subject to further work being undertaken with the Waitakere Ethnic Board on the following issues:

- Demonstration of the representative nature of the organisation in relation to the ethnic groups in Waitakere City;
- Demonstration that it is operating as a viable, fully functional community organisation;
- Developing a feasible strategic plan;
- Developing a strategic focus for the organisation's activities; and
- Having the confidence of their membership.

A brief summary of progress on these issues is outlined below:

#### 1. **Representative Nature of the Waitakere Ethnic Board**

Data from the 2001 Census on ethnic groups in Waitakere City is being analysed in order to identify gaps in the membership and to develop relationships with ethnic groups not yet represented within the organisation. It is expected that the Waitakere Ethnic Board will engage in a period of intensive promotional and membership building activity to address the issue of ethnic representation.

#### 2. **Operation of the Organisation**

The Waitakere Ethnic Board has developed a monthly meeting schedule for both the Executive Committee and the wider membership and an internet page has been established to facilitate communication with members. A Standing Orders document is being developed to facilitate effective decision making at Waitakere Ethnic Board meetings.

Further work is to be undertaken on developing robust governance processes to ensure that the wider membership is able to participate in and mandate activities and strategic direction of the Waitakere Ethnic Board. This is expected to contribute to member organisations having confidence in the capacity of the organisation to deliver their objectives.

While it is expected that the Waitakere Ethnic Board will continue to seek independent funding in order to operate as a viable community organisation, the Waitakere Ethnic Board did ask for Council funding for projects during its presentation to Council in December 2003. Council may wish to provide funding for Waitakere Ethnic Board projects through the Long Term Council Community Plan. An Annual Plan submission is expected from the Waitakere Ethnic Board.

#### 3. **Strategic Plan and Focus of Activities**

*A1-A11*

The Waitakere Ethnic Board draft Strategic Plan, as attached at pages A1 to A11 for Council consideration and feedback. The focus of activities in the coming year will be on developing the capacity of the organisation to engage with the ethnic community, Council and Central Government processes at the local level. It is expected that the Waitakere Ethnic Board will also undertake activities to support Waitakere's ethnic communities developing their own capacity to influence decision making in the medium to long term.

A further update on these issues will be included in a future progress report on the Waitakere Ethnic Board.

## **Relationship With Council**

In its presentation to the December 2003 Council meeting, the Waitakere Ethnic Board sought to engage with Council through various means such as input into Council's strategic planning and policy development, a seat on community funding committees and at Citizenship ceremonies and an advisory role similar to that held by the Pacific Island Advisory Board. Dialogue between the Waitakere Ethnic Board and Council officers is expected to lead to the development of Council's position regarding various means of engagement with the Waitakere Ethnic Board. It is expected that the outcome of these discussions will be incorporated into a formal agreement between both parties.

The Waitakere Ethnic Board has asked to formalise the relationship with Council through a Memorandum of Understanding similar to that developed between Council and the Pacific Island Advisory Board. Council officers are in discussions with the Waitakere Ethnic Board regarding the potential form and content of an Memorandum of Understanding between the Waitakere Ethnic Board and Council.

It is envisaged that a draft Memorandum of Understanding will be brought back to the August 2004 meeting of the City Development Committee for consideration.

## **Elected Member Representation on the Waitakere Ethnic Board Executive Committee**

Councillor Annette Fenton is currently attending Waitakere Ethnic Board Executive Committee meetings to assist the Waitakere Ethnic Board and to act as a conduit at the political level between the Waitakere Ethnic Board and Council. It is recommended that Councillor Fenton be formally appointed as Council's Elected Member representative on the Waitakere Ethnic Board Executive Committee.

## **RESOURCES**

A small budget is available to support ethnic liaison activities in the 2003/2004 Annual Plan and some provision is also made in the 2004/2005 draft Annual Plan. The Strategic Partnerships team has dedicated staff resource to work on migrant and refugee issues.

## **CONCLUSION**

Council has approved, in principle, recognition of the Waitakere Ethnic Board as the body representing ethnic communities, subject to further work being undertaken by the Waitakere Ethnic Board on a number of issues as outlined in this report. Officers are working with the Waitakere Ethnic Board to further develop the relationship with Council and to support the work required to assure Council that engagement with Waitakere's ethnic communities via the Waitakere Ethnic Board is effective and sustainable in the long term.

## **RECOMMENDATIONS**

1. That the Waitakere Ethnic Board report be received.
2. That Councillor Annette Fenton be confirmed as Council's representative to the Waitakere Ethnic Board and to facilitate communication between the Waitakere Ethnic Board and Council.
3. That a further progress report on the Waitakere Ethnic Board be tabled at the July 2004 City Development Committee meeting.

Report prepared by: Monica Sharma, Partnerships & Advocacy Leader: New Migrants.



## 6 CRIME PREVENTION PROJECTS

### PURPOSE OF THE REPORT

The purpose of the report is to:

- Advise Council of progress in the implementation of the new crime prevention projects portfolio;
- Confirm the governance model and mechanisms that will give effect to the partnership relationship between the Council and the Ministry of Justice;
- Seek Council and Community Board input into the draft Crime Prevention Strategy;
- Seek approval to invite Community Board representation on the Council/Police liaison group.

### BACKGROUND

The following resolution was passed at the August 2003 meeting of the City Development Committee:

*“That the recommendations contained in the Review of Council’s Crime Prevention Arrangements as presented be approved in principle, subject to final negotiations with the Waitakere Safer Community Council Trust, and the Crime Prevention Unit.”*

1632/2003

The recommendations in the review are as follows:

1. *That Council notifies the Waitakere Safer Community Council Trust that it does not intend renewing the contract for services after 31 October 2003.*
2. *That Council creates a new position within the Safe Waitakere ‘family’, using funding from Council and the Crime Prevention Unit.*
3. *That Council invites key partners to set up a Crime Reduction Reference Group to provide information and support to the new position. This group could include Council, Police, Maori and Pacific Island representation, and specific community agencies with a crime reduction focus.*
4. *That from 1 November 2003 - 30 June 2004, the new position will:*
  - *Undertake a strategic planning exercise to develop a Crime Reduction Business Plan to submit to the Crime Prevention Unit for funding for 2004/2005;*
  - *Coordinate the setting up of the Crime Reduction Reference Group;*
  - *Coordinate the implementation of the Council/Police Memorandum Of Understanding;*
  - *Represent Council on the local, district and regional planning groups;*
  - *Contribute policy advice and specialist expertise to Council;*
  - *Participate in Safe Waitakere, Wellbeing Network and Collaboration Project;*
  - *Maintain and support community networks and projects in accordance with the 2002/2003 Business Plan, and in particular with Maori, Pacific Island and youth.*
5. *That Council staff support the process of disestablishing the funding contract with Waitakere Safer Community Council Trust as at 31 October 2003, including:*
  - *Identifying and addressing issues concerning the management of assets and liabilities, funds, documents and records;*
  - *Managing the transition of support and funding to on-going community projects.”*

## STRATEGIC CONTEXT

- *Safe City* is identified as one of the five priorities in the Waitakere City Council Long Term Council Community Plan.
- The Ministry of Justice Crime Prevention Unit is implementing a new approach to contracting for crime prevention projects. The expectation is that this will be a Council-led crime prevention initiative that is:
  - Managed, coordinated and governed directly by the Council;
  - Supported by the Crime Prevention Unit with funding and crime prevention expertise and knowledge.

This approach requires strong leadership and ownership of local crime problems by the Local Authority, and recognises that the most appropriate place for governance of crime prevention responses is through the existing structures of Local Authority Council committees.

- The Memorandum of Understanding between Waitakere City Council and the New Zealand Police was signed before full Council on 31 March 2004. This sets out protocols for communication, and joint planning of crime prevention strategies and initiatives.

## ISSUES

The Ministry of Justice Crime Prevention Unit wrote to Waitakere City Council, 8 March 2004, outlining the new arrangements for crime prevention planning and resourcing. The letter acknowledges the changes that have been implemented by Council, and sets out the Ministry's requirements in order to complete funding allocation and contractual agreements prior to 1 July 2004.

The Ministry is seeking confirmation of four criteria from Council:

1. The proposed governance model and mechanisms that will give effect to the partnership relationship between the Council and the Ministry of Justice.
2. A copy of the Crime Prevention Plan that identifies planned crime prevention activities for the next three years. It is appreciated that this may still be in draft form due to incomplete consultation or final council authorisation.
3. Evidence that this Crime Prevention Plan is incorporated into the Long Term Council Community Plan.
4. The structure and mechanisms that are currently in place, or are being implemented, that demonstrate how the Council will lead, manage, and monitor local crime prevention activities.

The Ministry of Justice will negotiate funding and contractual arrangements directly with Council on a longer-term basis (up to three years) under more flexible terms and conditions. The Ministry has requested Council's response by 30 May 2004.

*A12-A14* A draft letter addressing these questions has been prepared and are attached at pages A12 to A14.

### **Draft Crime Prevention Strategy**

*A15-A27* A draft document, as attached at pages A15 to A27. Input is sought from Council, and it is proposed that a Councillor Workshop be convened to further consider the content and priorities in the Strategy.

It is proposed to forward the draft Strategy to the Community Boards in May 2004 for their information and to invite the Boards to attend the workshop.

The Crime Prevention Reference Group will facilitate the distribution of the Strategy to the wider community through existing networks.

When the consultation process has been completed, the final document will be brought back to Council for adoption. It is expected that this will be in July. In the interim, approval is sought to submit the draft document to the Ministry of Justice together with the letter of response.

### **Council/Police Liaison Group**

The Council/Police liaison group is being established under the terms of the Memorandum of Understanding that was signed on 31 March 2004. This group has a focus on responding to immediate and emerging crime and safety issues and will bring together the relevant Council officers and external agencies to determine appropriate strategies and interventions. Approval is sought for each Community Board to nominate a representative to attend the Council/Police liaison group.

### **RESOURCES**

All costs are being met from current budgets and resources.

The Ministry of Justice has indicated that it will continue to fund Council's crime prevention projects for up to three years at the current level. It is anticipated that as the new model for funding is implemented across the country, additional funding from the Ministry will become available.

### **CONCLUSION**

The Waitakere City Council has implemented changes to its crime prevention activities. The Ministry of Justice has welcomed these changes, and the mechanisms are now in place to engage in an effective partnership with the Ministry and with government and community agencies to address crime and safety issues in the city.

A letter of response has been prepared addressing matters raised by the Ministry, and a draft Crime Prevention Strategy has been prepared and distributed for consultation. These documents are to be sent to the Ministry of Justice by 30 May 2004.

Approval is sought to convene a Councillor Workshop to discuss the draft Crime Prevention Strategy.

Approval is sought to forward the draft Crime Prevention Strategy to the Community Boards for their information and that the Boards be invited to attend the workshop.

Approval is sought for a representative from each Community Board to attend the Council/Police liaison group.

### **RECOMMENDATIONS**

1. That the Crime Prevention Projects report be received.
2. That a workshop be convened to consider the draft Crime Prevention Strategy.
3. That the draft Crime Prevention Strategy be forwarded to the Community Boards for their information, and that the Community Boards be invited to attend the workshop.
4. That the City Development Committee approve the nomination of a representative from each Community Board to attend the Council/Police liaison group.

Report prepared by: Michael Mills, Crime Prevention Leader: Strategy & Development.



## 7 NEW LYNN LIBRARY DEVELOPMENT - DEVELOPED DESIGN REPORT

### PURPOSE OF THE REPORT

A28-A33

The purpose of this report is to update the City Development Committee on progress with the design of the New Lynn Library, Service Centre, Citizens Advice Bureau and Memorial Square development. The Developed Design Report update will be presented by the design team co-ordinated by the project Architects Craig Craig Moller, and will include an explanation of the developed design. The architect's Developed Design drawings are attached at pages A28 to A33.

### BACKGROUND

At the Council meeting of 5 February 2004, the following resolution was passed:

1. *That the New Lynn Library - Preliminary Design report be received.*
2. *That the New Lynn Library Preliminary Design be approved as the basis for progressing to developed design of the New Lynn Library.*
3. *That the project timeline, as set out in the Agenda report, be confirmed.*
4. *That it be recommended to the Long Term Council Community Plan and Annual Plan Special Committee:*
  - a. *That \$528,000 be added to the budget for the New Lynn Library to cover construction market cost escalation for the period commencing when the project budget was set to the mid-point of construction.*
  - b. *That, providing the funding is not required for the New Lynn Hotel Project, the funds from the New Lynn Asset Acquisition Fund be allocated to the New Lynn Library Project to cover any budget shortfall.*
5. *That the Preliminary Design Concept be presented to the New Lynn Community Board."*

69/2004

*"That at this stage the drive through be deleted from the preliminary concept design for the New Lynn Library."*

70/2004

Subsequent to this approval, the consultant design team has completed the Developed Design Stage of the project and has submitted their Developed Design Report to the Project Control Group for approval before progressing onto the next stage of Detailed Design. The developed design is now reported to the City Development Committee.

### STRATEGIC CONTEXT

The Auckland Regional Growth Strategy, to which Waitakere City is a signatory, promotes the advantages of urban intensification objectives which will encourage people back into the town centres to live, work, and play in their local areas. This will support the development of vibrant town centres, with a focus on the provision of quality spaces and amenities.

One of the objectives of Waitakere City Council's Long Term Council Community Plan 2003/2004 is the 'Urban and Rural Villages' platform which sets out Council's strategic intentions for its continued urban consolidation programme. This platform also states that Council will continue to "practice and support sustainable urban development", providing "...for a mix of housing styles to serve a changing population".

The intention for the New Lynn Library Project is to ensure that the Library, Service Centre, Citizens Advice Bureau and Memorial Square development fully integrates the new building and public space into the town centre context and provides a driver for increased activity and amenity in the Town Centre.

The library and associated service facilities should achieve the objectives of the following mission statement from **Council's Library Development Strategy 1998**:

*"To provide open access to leisure and recreation opportunities and to high quality information and knowledge, within a social context, in an equitable way."*

Furthermore, the design should also ensure that the total site development concept fits with or supports the intentions of other key Council strategies, programmes, policies and processes, including:

Urban Villages Strategy	Public Transport Strategy
Leisure Strategy	Community Revitalisation
The Greenprint	Customer Services Review
The Better Building Code (Section D4)	New Lynn Charrette
Parks Strategy	Safety Strategy
Arts and Cultural Strategy	Draft Heritage and Strategy Plan

To date, the City's overall city development programme has been successful in achieving the key outcomes contained in the various Council strategies. Notable Council and private investment projects within the New Lynn town centre context include:

- the Community Centre, Manawa Wetlands and the Rewarewa Bridge, (all of which have received awards for design excellence);
- Memorial Drive, the extension of Lynnmall, and;
- \$150 million of private-sector redevelopment of both commercial and residential property, all within a 10 minute walking radius of the rail station.

The Library project presents a further opportunity to add activity and vitality to the town centre, as well as providing quality library and associated services that are relevant to the 21<sup>st</sup> Century.

## ISSUES

### 1. Site Development - Progress to Date

Recent progress on site development has included the following:

- The re-routing of electrical reticulation, with Council and McDonalds as joint clients, has been completed.
- The next stage of the site preparation will be the upgrading and re-design of the wastewater reticulation network and associated works with the trunk sewer owned by Watercare. Negotiations with Watercare are proceeding and it is expected that a contract for works will be entered into within the next couple of months.
- A design for re-alignment of stormwater drains has been initiated in collaboration with Ecowater with the intention of enabling future connection to a sand filter system proposed for the treatment of stormwater from the wider surrounding area.

All infrastructure works related to preparation of the site will be completed within Council's project timeline for construction of the new library and Memorial Square development.

## 2. Building Design - Progress to Date

Council approved the preliminary design for the building in February 2004 via the City Development Committee. Since that time, work has proceeded on the Developed Design.

The major consultation processes with stakeholders in the project have been completed and the Developed Design Report and drawings have been presented for Project Control Group and Sponsor approval. The Project Control Group agrees that the developed design for both the building and Memorial Square, successfully meets the requirements of the brief, and that the proposed development will create a valuable public amenity and civic presence within the town centre. The Developed Design report is now presented to the City Development Committee for approval on behalf of the Council.

A number of technical design issues were still being finalised at the time of writing this report, and a final update on these will be given at the meeting if necessary.

## 3. Arts Integration

The process of integrating art into the fabric of the building is progressing, with a strong focus on the bas relief project for the wall facing McRae Way. The subject matter for this will be developed through community workshops, due to begin in early May. A parallel project to produce a 'heritage/arts book' which will be on permanent display in the library foyer will contain the more detailed stories from the community as the wall itself can only incorporate very simple design elements representing the local histories. Other, smaller scale arts projects are under development.

## 4. Ceramic Heritage Display

The project has received a direction from the sponsor to investigate a proposal from the Mayor to provide a ceramic heritage display wall to honour the clay industry history of the New Lynn area. The proposal would comprise of an enclosed display of between fifty and sixty artefacts, as a permanent timeline of the history of the ceramic industry in New Lynn. The installation would hold a mixture of ceramic artefacts and related photographic and documentary material.

The proposal has a great deal of merit in terms of a heritage/arts display of relevance to New Lynn, however it is not provided for in the budget.

The preliminary cost estimate for this proposal is expected to be in the region of \$55,000, although it could be more than this once the proposal is finalised. The proposal was not included within the project brief, and has not been part of the Arts project planning until this time.

Options in respect of funding this proposal include:

### a. Fund the Proposal from the Arts Budget

This approach is not recommended as it would use the entire Arts budget for the project, and would mean that the art programme to be generated using local artists and the community would not be able to be proceeded with. However, while not recommended, this option is open to the Council.

**b. Proceed with the proposal only if it can be funded from external funding/sponsorship.**

It is possible that this proposal may attract external funding by way of grants and sponsorships. In the past the Library Service has been successful in gaining grant funding and sponsorship for specific projects. If Council took this approach, and external funding was not forthcoming, then the project could not be proceeded with. A deadline for raising funding could be specified, and Council could revisit funding of the proposal if funding was not raised by that date.

**c. Increase the budget for the project to recognise the increase in scope associated with the proposal.**

The City Development Committee, if it is very supportive of the proposal, could recommend to the Long Term Council Community Plan and Annual Plan Committee that funding for the project be increased to cover the cost of the proposal. This would enable the proposal to proceed with certainty.

**d. Decline to proceed with the proposal.**

The City Development Committee would be quite within its rights to decline to proceed with the proposal, in which case no further action would be required.

In any event, direction is required from the City Development Committee on the proposal. At this point in time, staff would recommend option b being that the City Development Committee instruct the project team to incorporate the Ceramic Heritage Display into the scope of the project, on the proviso that the proposal only be proceeded with if external funding can be found. A deadline of 1 November 2004 is suggested for finding the required funding.

It should be noted that some additional design costs will be incurred in taking this decision, regardless of whether the proposal proceed, or any external funding is raised.

**5. Budget implications**

The cost estimates prepared on the Developed Design by Council's consultant Quantity Surveyors indicate that at this stage the project is currently projected to be within the amended budget as approved by the City Development Committee at its meeting of 5 February 2004, and adopted as part of the draft 2004/2005 Annual Plan. This is based on the project team's intention to resolve the technical design issues raised above without going outside the overall budget envelope.

**6. Timelines**

The developed design phase of the project has been marginally extended in order to allow for in depth discussions with the stakeholders in order to understand the operational requirements of libraries. This was felt that this was necessary to ensure that the balance between building layout flexibility and the heating and ventilation system in the library was correct before proceeding further with detailed design work. The following is a brief schedule of milestone targets proposed to be achieved:

- Developed design stage - February - April 2004;
- Report to City Development Committee - May 2004;
- Detailed design stage - April - August 2004;
- Tender process - September 2004 - October 2004;
- Construction - November 2004 - September 2005.

## 7. Presentation

The Developed Design report will be presented by the design team, led by Architects Craig Craig Moller, and Council's consultant Quantity Surveyor, Rawlinsons.

### **CONCLUSION**

The Developed Design reflects the brief and expectations of the stakeholders. It is anticipated that the project should progress into the Detailed Design Stage from this point so that, with increased design detail and with the architects and Quantity Surveyor working in close co-operation a more accurate assessment of cost implications can be evaluated.

### **RECOMMENDATIONS**

1. That the New Lynn Library Development - Developed Design Report be received.
2. That the Developed Design for the New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square as presented be approved as the basis for the detailed design and construction.
3. That the approved Developed Design for the New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square be presented to the New Lynn Community Board for their information.
4. That the City Development Committee give direction as to the proposal for the ceramic wall display.

Report prepared by: Mark Witherington, Project Manager: Strategy and Development.



## 8 **PROJECTS SPECIAL COMMITTEE**

**THE COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON WEDNESDAY, 7 APRIL 2004**

### **MATTERS CONSIDERED**

A34-A35

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 A34 to A35.

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

That the Ordinary Meeting report of the Projects Special Committee held on Wednesday, 7 April, 2004 be received.

RP Dallow, QPM, JP  
**CHAIRPERSON**

