

MAIN AGENDA



NOTICE OF MEETING COUNCIL

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

DATE: **Wednesday, 17 December 2003** **TIME:** **4.30 pm**

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

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

NOTE: There will be no Public Forum preceding this meeting.

15 December 2003

Audrey Chan
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8603

MEMBERSHIP:

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

(Quorum 8 members)

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

WAITAKERE CITY COUNCIL



AGENDA FOR AN ORDINARY MEETING OF THE COUNCIL TO BE HELD IN THE
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON WEDNESDAY, 17 DECEMBER 2003
COMMENCING AT 4.30 PM

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**AGENDA FOR AN ORDINARY MEETING OF THE COUNCIL TO BE HELD IN THE
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON WEDNESDAY, 17 DECEMBER 2003
COMMENCING AT 4.30 PM**

PART A - OPENING OF MEETING

1 OPENING PRAYER

Reverend Charlie Hughes from the St Michael's Anglican Church will say the Opening Prayer.



2 APOLOGIES



3 CONFIRMATION OF MINUTES

Ordinary - Wednesday, 19 November 2003
- Wednesday, 26 November 2003

RECOMMENDATION

That the minutes of the Ordinary Meetings of the Council held on Wednesday, 19 November 2003 and Wednesday, 26 November 2003, as circulated with the public excluded minutes attached in the Confidential Supplement, be taken as read and now be confirmed.



4 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the 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 Council 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.



PART B - REPORT OF THE MAYOR

The report of the Mayor will be circulated under separate cover with this agenda.



PART C - TE TAUMATA RUNANGA AND COMMUNITY BOARDS

5 TE TAUMATA RUNANGA

I NOHO TE TAUMATA RUNANGA KOMITI MANE, WARU O HAKIHEA 2003

YOUR COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON MONDAY, 8 DECEMBER 2003

MATTERS CONSIDERED

*1-4
Part C*

Your 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 1 to 4 in the supplement labelled Part C.

NGA TAKE E WHIRIWHIRIA

E whakataua ana Te Taumata Runanga i nga take i whakamanangia i te ture he whakaahua o nga tuhi kua tonoa ki nga mema o te Kaunihera.

Your Committee Recommends:

That the report of the Ordinary Meeting of Te Taumata Runanga held on Monday, 8 December 2003 be received.

Te Warena Taua
CHAIRPERSON



6 NEW LYNN COMMUNITY BOARD

THE BOARD SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON MONDAY, 1 DECEMBER 2003

1. UPDATE ON OPOU ROAD HALL, FRENCH BAY

The Board Recommends:

- A1* 1. That if the Opopu Road Hall is to be retained, area "A" on the plan at page A1 (being part Lot 30 on Deposited Plan 13120) be classified under section 16 (2A)(a) of the Reserves Act 1977 as a local purpose (community buildings) reserve as specified under section 23 of the Act.
- A1* 2. That area "B" (and area "A" if the Opopu Road Hall is not to be retained) on the plan attached at page A1 (being part Lot 30 on Deposited Plan 13120 and Allotment 467 Parish of Waikomiti) be classified under section 16 (2A)(a) of the Reserves Act 1977 as a scenic reserve as specified under section 19 of the Act.

2. **OTHER MATTERS CONSIDERED**

5-11
Part C

The Board 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 5 to 11 in the supplement labelled Part C.

The Board Recommends:

That the report of the Ordinary Meeting of the New Lynn Community Board held on Monday, 1 December 2003 be received.

EG Francke
CHAIRPERSON



7 **WAITAKERE COMMUNITY BOARD**

THE BOARD SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON TUESDAY, 2 DECEMBER 2003

MATTERS CONSIDERED

12-15
Part C

The Board 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 12 to 15 in the supplement labelled Part C.

The Board Recommends:

That the report of the Ordinary Meeting of the Waitakere Community Board held on Tuesday, 2 December 2003 be received.

CA Shepherd, JP
CHAIRPERSON



8 **MASSEY COMMUNITY BOARD**

**THE BOARD SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING
HELD ON WEDNESDAY, 3 DECEMBER 2003**

MATTERS CONSIDERED

16-20
Part C

The Board 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 16 to 20 in the supplement labelled Part C.

The Board Recommends:

That the report of the Ordinary Meeting of the Massey Community Board held on Wednesday, 3 December 2003 be received.

RF Jessopp
CHAIRPERSON



9 **HENDERSON COMMUNITY BOARD**

**THE BOARD SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING
HELD ON THURSDAY, 4 DECEMBER 2003**

MATTERS CONSIDERED

21-26
Part C

The Board 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 21 to 26 in the supplement labelled Part C.

The Board Recommends:

That the report of the Ordinary Meeting of the Henderson Community Board held on Thursday, 4 December 2003 be received.

HM Jones
CHAIRPERSON



PART D - REPORT OF THE CHIEF EXECUTIVE

10 DEVELOPMENT PARAMETERS FOR 2-6 HENDERSON VALLEY ROAD

PURPOSE OF THE REPORT

The purpose of this report is to bring the proposed parameters for development on the former Carter Holt Harvey site to the Council for approval.

BACKGROUND

At the Council meeting of 9 December 2002 Council resolved to purchase the former Carter Holt site at 2-6 Henderson Valley Road as a key piece of strategic land. At the Council meeting of 18 December 2002 Council resolved:

4. *That the development of the Carter Holt Harvey property be undertaken on the basis that the property be subdivided, with 1/3 being retained by Council for the development of the new Civic Centre, and that the remainder of 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 report and specific concept plans to be approved by the Chief Executive.*
5. *That revenue from the development of the remainder of the Carter Holt Harvey site be directed towards offsetting the capital costs of development of the Civic Centre.*

3656/2002

Since that time considerable work has been undertaken on the overall concept planning for the site and developing the design for the Henderson Hub. A report to be presented to the 17 December meeting of Council will deal with the transfer of land to Waitakere Properties Limited under Deed of Trust, and another report on that agenda will present the developed design for the Henderson Hub. In order for the work to progress on the project, it is now timely for Council to consider in more detail the development options for the land that will not form part of the Civic Centre complex.

STRATEGIC CONTEXT

Urban Strategy

Henderson is one of the three major town centres in Waitakere City and is recognised as a key centre in the Urban Strategy. It is the city's most centrally located town centre. It is located on the rail corridor and has the largest percentage of retail floor-space and community facilities. There has been significant recent investment, notably at Westfield's West City Mall, Sel Peacock Drive retirement complex and Council's Aquatic Centre. There is significant opportunity for further development and redevelopment. Good planning and co-ordination are essential to ensure Henderson consolidates its critical position as a key working environment and employment locality, hence furthering Council's objectives in creating a sustainable City.

The Henderson Hub project will play a pre-eminent role in catalysing the redevelopment of the Henderson Town Centre, providing a cornerstone of transit oriented development within the town centre, as well as defining Henderson as the Central Business District of Waitakere City. An analysis of the Triple Bottom Line benefits of the Civic Centre and UNITEC/Waitakere Central Library components of the Henderson Hub redevelopment has identified significant economic, social and economic benefits to the City from the projects.

The project in particular will catalyse the redevelopment of the Henderson Town Centre, provide a leading edge example of transit supportive development, increase street and pedestrian activity within the town centre, allow the south-western portion of Henderson to be opened up to integration with the rest of the town centre, provide a “civic heart” and significant boost to the “business address” of Waitakere City, provide significant improvement in access to tertiary education for the City’s residents and provide a significant boost to the economic activity within Waitakere City. In addition the project will be a contributor toward the Regional Growth Strategy agreements that this Council is party to, including the target of 74% growth within the City being within the existing urban area, and in particular around town centres and public transport nodes.

Transport Strategy

Development of the rail corridor as the pre-eminent public transport network within Waitakere City has long been a strong policy of this Council. In addition, the upgrading of bus/taxi/rail interchange facilities has long been a key objective in all of the major town centres in the City.

Regionally, the redevelopment of the Henderson Railway Station as a major station within the regional network is a priority within the Regional Passenger Transport Action Plan and the Rail Business Plan.

The Regional Land Transport Strategy, however, recognises that the delivery of a high quality Land Transport System requires a range of measures, summarised below:

- Land use supporting transit;
- Increased access for commuters and businesses to public transport;
- Maximised efficiency of transport system;
- Reduced environmental effects;
- Increased safety of the transport system.

Seen within this context, the Henderson Hub development will be a key contributor of Waitakere City Council to the overall implementation of the Regional Land Transport Strategy and improvements to the rail and bus networks within Waitakere City in particular. Key benefits of the project to public transport are as follows:

- Integrated bus/taxi/rail interchange including kiss & ride and some park & ride;
- Models how rail will be managed under agreement proposed by central government;
- Consolidation of town centre development around rail corridor & public transport interchange;
- Link to UNITEC campus - increase student use of public transport;
- Improved use, safety and frequency of public transport systems;
- Development of Henderson as a destination as well as a point of origin for passenger transit;
- Better provision of pedestrian and cycling opportunities and linkages.

ISSUES

Now that the concept planning for the Civic Centre and Railway station components of the Henderson Hub development is complete it is now timely to commence the design and development of the rest of the site at 2-6 Henderson Valley Road. In order to ensure that this development is compatible with the rest of the Henderson Hub and meets Council’s strategic requirements key parameters for the development are proposed to be given to Waitakere Properties Limited as part of the Deed of Trust transfer process. It is suggested that these parameters contain both some “bottom lines” in terms of Council’s direction, as well as identifying the aspects that Council would like to see in the development, provided they can be delivered within the “bottom line” framework.

The proposed “bottom line” key parameters are outlined below:

Parameter - Key Requirements	Explanation These requirements are essential in any development on the site, and must be met
Development consistent with a Civic Precinct	Development must be compatible in both form and use with the Henderson Hub/Civic Centre development and appropriate to a town centre
Land Use Supporting Transit - minimum 2 storey development	The site is within 400 metres of the town centre. Council's urban strategy, and past approvals for development seek high intensity land use
Consistent with the District Plan	The development must be able to be consented without appeal to the Environment Court. In terms of the District Plan, it should be noted that the current zoning of the site is Working Environment, and that this creates significant restrictions in relation to large scale retail activity. If proposals involving good mixed use which include a significant retail component, then Plan Changes may be considered.
Sustainable design	Incorporation of sustainable design principles such as passive solar orientation, appropriate materials, water efficiencies, good stormwater management, good urban design, good amenity
Commercially viable	Council is seeking a return from the site to offset the costs of the Henderson Hub development. Commercial viability is therefore a critical element of any part of the development on the site.
Recognising gateway entry points to site	The road link in from Henderson Valley Road at the proposed Smythe Road roundabout provides a key view shaft from the Council chamber out to the Ranges. This is to be retained in any development. Other gateway points, such as a strong pedestrian and visual link to Opanuku Reserve and Corban Estate are also being developed, so that the site integrates with the surrounding facilities in the Civic Precinct.
Development of future expansion space for the Council administration	Provision of 600m ² of space, leased to a commercial tenant until 2010 to allow for future expansion of the Council administration as the city grows.

The proposed “ideal “ parameters are as follows:

Parameter - Uses to Aim for	Explanation These requirements are ideal in any development on the site, and significant effort to meet them should be made
Major Hotel/Accommodation - conference centre to be incorporated	Council has long desired the establishment of a major hotel with good accommodation in the City. This site is considered to be ideal for such a purpose. Such a facility may be considered more viable in conjunction with a conference centre.
Professional hub for Henderson	As a complement to the Council investment, the opportunity exists to consolidate and grow the professional presence on the site. Organisations currently located outside of town centres more appropriately located in town centres should be targeted to be attracted onto the site.
New businesses to the City to be incorporated	At least 1/3 rd of the businesses attracted to the site should ideally be new to Waitakere City and the site development used as an opportunity to grow the existing employment base in the City.

Parameter - Uses to Aim for	Explanation These requirements are ideal in any development on the site, and significant effort to meet them should be made
Mixed use	Council has long sought the development of good mixed use (e.g. office/residential, retail/residential) development in its town centres. The site provides the opportunity to showcase this kind of development. Inclusion of retail developments such as convenience stores and cafes are a desirable component of any mixed use development.
Other Government and Community Agency Uses	Council sees that agencies such as WADCOSS, the Fire Service and other government and community agencies would be desirable for co-location on the site, confirming it as a "community hub". Inclusion of a commercial or community run crèche as part of the development should also be considered.
Support for economic clusters identified in the economic development	Council's economic development strategy identifies the film, boat building and organics clusters. Development that provides for attracting businesses into the City that are associated with these key clusters is to be encouraged.
Provision of multi storey carparking	Interest has been expressed by a number of private carpark providers in developing carparks within Henderson. Provision of public carparking provided on a commercial basis is to be encouraged.
Showcase state of the art sustainable principles	The opportunity exists to complement the Civic Centre development with a state of the art sustainable business park. Opportunities to involve businesses interested in such issues and maximising sustainable development principles throughout the site should be explored.
Provision of High Density Housing	Provision of high density housing of 5-6 levels of more may be an appropriate and commercially viable option for the site. Such development could take advantage of the amenity offered by Corban Estate, Henderson Park and Opanuku Reserve as well as providing additional support for the transit oriented and town centre supportive nature of the development.

RESOURCES

The current Long Term Council Community Plan assumes that as a minimum Waitakere Properties Limited will return the full value of the purchase of 2-6 Henderson Valley Road, plus associated holding costs, from the balance of the site not attributed to the new civic centre project. A return above this figure would be applied to offset the construction costs of the Civic Centre. Although such return has not yet been projected timing is a significant factor. The Deed of Trust transfer process and the preliminary subdivision of the site to sever the civic centre allotment are required to be undertaken before Waitakere Properties Limited will be in a position to report back to Council on likely investment partners and returns. That initial work phase should be completed during the current financial year.

CONCLUSION

Council is now in the position of being able to transfer the site at 2-6 Henderson Valley Road to Waitakere Properties Limited in order for it to sever the new civic centre site and to secure commercial development concurrent with the Henderson Hub over the balance of the former Carter Holt Harvey site. Parameters for this are proposed to ensure development meets Council's requirements and achieves a good commercial return for the City while offsetting the costs of the civic centre development in accordance with the Long Term Council Community Plan.

RECOMMENDATIONS

1. That the information be received.
2. That the proposed development parameters as outlined in the report be adopted as the basis for formal direction to Waitakere Properties Limited in conjunction with the transfer of 2-6 Henderson Valley Road under the usual Deed of Trust mechanism.
3. That Waitakere Properties Limited undertake the preliminary subdivision to separate the new Civic Centre site at an early date to facilitate commercial development on the balance of the landholding in conjunction with advancement of the Henderson Hub project.

Report prepared by: Lois Easton, Group Manager: City Development Projects.



11 2-6 HENDERSON VALLEY ROAD - TRANSFER TO WAITAKERE PROPERTIES LIMITED SUBJECT TO DECLARATION OF TRUST

PURPOSE OF THE REPORT

The purpose of the report is to obtain Council approval to conveyance of the ex Carter Holt Harvey site being part Lot 1 DP 60584, Certificate of Title NA15C/270, containing 2.8299ha, to Waitakere Properties Limited subject to the usual Declaration of Trust mechanism, to facilitate development of the property on Council's behalf as a public work.

ISSUES

In late 2002 and early 2003, Waitakere Properties Limited negotiated the opportunity for Council to purchase the above property subject to a comprehensive due diligence assessment, to enable the Henderson Hub project. Initially, the cost of acquisition has been met from the strategic land acquisition loan, with expenses to be finally allocated as project costs are established through design (3535/2002). Subsequently, Council resolved that development be undertaken on the basis that the property be subdivided, with 1/3rd being retained by Council for the development of the new Civic Centre and the remainder to be vested in Waitakere Properties Limited on terms to be specified by the Chief Executive with revenue from that remainder to be directed towards offsetting the capital costs of development of the Civic Centre (3656/2002). Effectively, the latter payments will comprise distributions from time to time from the separate trust account established pursuant to the terms of the Declaration of Trust, in the normal manner.

A2-A3

Development parameters and the associated key requirements are set out in the report from the Group Manager: City Development Projects considered earlier on this agenda. Attached at pages A2 to A3 are indicative survey plans prepared for Council by CKL Surveying, the first plan demonstrating the presently anticipated outcome if land comprising part of the contiguous rail corridor is not acquired by Council as an addition to the site purchased from Carter Holt Harvey. Lot 3 records the situation arising if land is also set aside to relocate the Japanese Garden, although that need not be a separate allotment but could be contained within a larger Lot 2. The second plan shows the altered situation if the rail corridor land is amalgamated with the current site.

In the former instance the Lot available for commercial development is 1.51ha and in the latter case, 1.80ha. Existing uncertainties should be able to be resolved early in the new year and it will not be appropriate for Waitakere Properties Limited to commission the preliminary subdivision until greater clarity is available both with respect to the rail corridor land and with regard to the Civic Centre layout. However, other scoping work needs to commence directly and Waitakere Properties Limited will engage the consultant support necessary to deliver the outcomes and objectives envisaged by Council. Subject to transfer under the Declaration of Trust mechanism these preliminary costs including the initial subdivision expenses can be charged to the separate Trust Account which will be established by Waitakere Properties Limited and amortised in due course from development receipts.

CONCLUSION

Subject to adoption of the proposed development parameters outlined by the Group Manager: City Development Projects as the basis for formal direction to Waitakere Properties Limited it is appropriate to transfer 2-6 Henderson Valley Road to the Company subject to a Declaration of Trust in the normal manner to facilitate the preliminary subdivision to separate the new Civic Centre site at an early date and to facilitate commercial development as a public work on the balance of the landholding in conjunction with advancement of the Henderson Hub project.

RECOMMENDATIONS

1. That the information be received.
2. That authority be given to the Chief Executive to convey part Lot 1 DP 60584 as comprised in Certificate of Title NA15C/270 to Waitakere Properties Limited subject to a Declaration of Trust being entered into between Council and the Company, recording the intention to undertake the initial subdivision to secure the Civic Centre site (with provision for the Japanese Garden) as demonstrated, and develop the remainder of the land on Council's behalf as a public work.
3. That in the event Council acquire any portion of the rail corridor contiguous to Lot 1 DP 60584 that authority be given to the Chief Executive for such land to also be conveyed to Waitakere Properties Limited subject to a Declaration of Trust for amalgamation with the land presently contained in Certificate of Title NA15C/270 and subdivision and development in accordance with the alternative configuration identified in order to secure the Civic Centre site.

Report prepared by: Graham Wakefield, Consultant, Legal Services.



12 WAITAKERE CENTRAL LIBRARY AND UNITEC DEVELOPMENT - AGREEMENTS WITH UNITEC

PURPOSE OF THE REPORT

The purpose of this report is to update Councillors on progress to date with the transfer of land to UNITEC for a tertiary facility at Ratanui Street, Henderson, and to request approval for the Chief Executive to finalise negotiations and execute documentation associated with this project.

BACKGROUND

In late 2002, after approving the Civic Futures feasibility study for upgraded library facilities in Henderson Town Centre, Council developed a partnership arrangement with UNITEC to develop a library complex and tertiary facility, together with a shared car parking building at land presently used for car parking at Ratanui Street/Trading Place, Henderson. As part of the arrangement with UNITEC, Council would own its library (albeit with approximately 800 m² of notional space contributed by UNITEC as part of its commitment to the library complex), while UNITEC would obtain outright ownership of the tertiary institution and a share of the car park (to meet resource consent requirements).

The project has been approved in principle by Council, and a budget has been approved as part of Council's Annual Plan.

A4-A5

Since Council's resolution to develop Trading Place Car Park in partnership with UNITEC, the project team (including members from both Council and UNITEC) have presented a development that is acceptable to both governing bodies. For reference, a copy of the site plan approved by Councillors, together with a reduced copy of the resulting survey plan, are attached at pages A4 to A5.

In order to maintain the project timetable, Council needs to delegate the ability for the Chief Executive to finalise four agreements with UNITEC, so that appropriate cost sharing, building tenders, and construction contracts can be arranged as development continues during the months of December, January, and February.

STRATEGIC CONTEXT

The transfer of land to be used as a tertiary institution is critical to the implementation of the Henderson Hub Project, which is proposed to incorporate the UNITEC tertiary facility, the Waitakere City Library and associated car park.

As the joint development between Council and UNITEC proceeds, priority needs to be placed on the strategic goals of the project, the partnership between Council and UNITEC, and the project timeline that will result in the tertiary facility being open for business in early 2006, as planned.

DISCUSSION

Agreement to Transfer Land To UNITEC

Prior to physical site works taking place, an agreement for sale and purchase must be created to facilitate the transfer of the land to be occupied by the UNITEC teaching facility component of the development. A draft agreement is currently being prepared by Buddle Findlay, the legal advisors for UNITEC, prior to being presented to Council officers for review. This agreement is thought to be a straight-forward property transaction, with the only issue remaining to be determined being the date of transfer of title. Council will be concerned to ensure title does not transfer until it is certain that there are no impediments to the project proceeding.

The transfer price of the land has been agreed between Council and UNITEC as the value of the land at October 2002, being the time that the partnership between Waitakere City Council and UNITEC was signed and design work on the combined Library/Tertiary Facility began.

At time of writing, the Registered Valuers acting for the Council and for UNITEC are firming that agreement into a mutually agreeable sale and purchase price. Council's valuer is satisfied that this is an acceptable outcome to the Council in market terms.

A recommendation is presented to delegate to the Chief Executive the ability to finalise the transfer of land at Trading Place/Ratanui Street (The Trading Place Carpark) as shown on the survey plan, at the value mutually agreed between Registered Valuers acting for the partners to the development.

Library Operational Agreement

As part of the partnership agreement between Council and UNITEC, the two organisations are pursuing a joint library facility.

Proposals have been presented to Council on previous occasions, culminating in the presentation of the scheme that is now being developed by the architects into a detailed developed design. The project has now progressed to the stage at which an agreement for future use and operation needs to be developed, to take effect once the building is constructed and commissioned.

The agreement is to add definition to the decision that was made in principle, as part of the partnership that developed in late 2002 that Council retain ownership of the library building, albeit that UNITEC contribute towards costs, provides staffing support, and participates fully in the future use and operation of the amenity. The proposed agreement to enter into shared operating costs/services (while retaining 180m² approximately for exclusive UNITEC use), is intended to provide the correct environment to integrate each party's needs and requirements, and for the effective management and delivery of library services, but will retain the opportunity for flexibility and future modification.

A6-A7

The sort of issues which this agreement will address are set out in the list of points attached at pages A6 to A7. The agreement document is already a "work in progress", and will be significantly further developed prior to signing. In its final form, provision will be made for flexibility in the relationship; the document will not represent a 'concrete' agreement, but will contain provision for periodic review mechanisms and resolution of any contentions which may arise from the partnering arrangement.

A recommendation is presented to delegate to the Chief Executive the ability to finalise the Library Use and Operational Agreement between Waitakere City Council and UNITEC.

Memorandum of Encumbrance - Library Funding

The basis for funding the library building construction costs has been agreed. Council is determined also to recover a share of land cost. Because the area for occupation by UNITEC may vary and change over time, it is not considered either sensible or practical to subdivide the library building under the Unit Titles Act. Some mechanism to formally protect the value of the UNITEC investment is therefore appropriate and desirable.

It is proposed to register a Memorandum of Encumbrance over the library site title, which will record the payments made by UNITEC, the purpose of those payments, the benefits that UNITEC will enjoy as a result of those payments (linked to the Use and Operational Agreement referred to above), and the methods by which the parties may go their separate ways in the future if they should choose to do so. The Memorandum of Encumbrance will also provide weight to an argument to reimburse a share of land cost.

Initial drafting of this agreement has commenced, but has not yet been finalised. It is recommended that the Chief Executive be authorised to finalise and execute this agreement.

Car Park Ownership Agreement

As part of the overall Library and Tertiary Institute development, a car parking building will be constructed adjacent to the library building. Although detailed design is not yet complete for the building itself, the location of the building, and, subject to minor modification, the size and scope of the car park building have been presented to Council on previous occasions, and, again the principles for joint use have been largely defined and approved in the partnership agreement signed between Council and UNITEC in late 2002.

It remains to finalise the shared ownership of those parts of the building that are to be owned by Council and UNITEC and the other party that is likely to own part of the car parking building. At this stage, Council proposes to achieve the various ownerships through a Unit Title concept, by which Council and UNITEC would own "Units", each of which being defined by a Registered Surveyor (in three dimensions), and each of which with its own title. Shared use of common areas, such as ramps and lifts, would be attached to the Unit Titles. However, the final arrangement will be developed by mutual agreement with UNITEC.

In association with this agreement, valuers for Council and UNITEC have established the basis for the value of land for the car park building, the allocation of land and construction costs between the parties. This basis will provide the values to be paid to Council in respect of the car park, once design and allocation of car parks has been finalised.

A recommendation is presented to delegate to the Chief Executive the ability to finalise the Car park Ownership Agreement between Waitakere City Council and UNITEC.

RECOMMENDATIONS

- A4-A5
1. That the information be received.
 2. That the Chief Executive be granted authority to negotiate and execute an agreement for settlement of the sale of land at Trading Place/Ratanui Street to be used for the UNITEC teaching facility component of the development, as shown on the survey plans attached at pages A4 to A5 to the agenda report, surveyed but yet to be legally defined, for a price no less than the market value assessed and approved by Registered Valuers acting for the parties to the agreement.
 3. That the Chief Executive be granted authority to negotiate and execute an agreement to finalise the Library Use and Operational Agreement between Waitakere City Council and UNITEC for the proposed shared library premises at Ratanui St/Trading Place, Henderson.
 4. That the Chief Executive be granted authority to negotiate and execute a Memorandum of Encumbrance to finalise the sharing of construction and land costs between Waitakere City Council and UNITEC for the proposed shared library premises at Ratanui St/Trading Place, Henderson, and to record UNITEC's notional interest in the library premises.
 5. That the Chief Executive be granted authority to negotiate and execute an agreement for Carpark Ownership between Waitakere City Council, UNITEC and any other party for the proposed car park at Ratanui St/Trading Place, Henderson.

Report prepared by: Michael Riley (Project Manager: Strategic Property Projects).



13 WHENUAPAI AIRBASE - DISPOSAL PROCESS

PURPOSE OF THE REPORT

The purpose of this report is to update Councillors on the Government consultation process for the disposal of Whenuapai Airbase and respond to concerns of elected members that Waitakere City's statutory rights can be recognised by the Crown.

BACKGROUND

At its meeting in December 2003 the City Development Committee resolved the following:

“That this Committee requests that the Chief Executive report to Council on ways that the Government Consultation process for Whenuapai airbase can be adapted to include Waitakere City Council as a full partner in the determination of the disposal process.”

4272/2003

The Government has indicated that military operations at Whenuapai Airbase will cease within five years and on its behalf New Zealand Defence Force (NZDF) has initiated two rounds of public consultation on possible uses for the base and surrounding land.

Council is committed to mitigating the economic and social impacts of the base closure and has resolved to pursue the option of commercialisation of the existing facility. It has entered into a partnership with Infratil Limited and has established a Mayoral Taskforce - headed by Waitakere Enterprise Trust Board Chairperson Bryan Mogridge - to further the project.

Over the past 18 months the Taskforce has engaged in a wide range of activities, from commissioning technical reports to advocacy at government official and Ministerial level.

The Taskforce is now in the process of finalising a formal submission in response to the current consultation process being undertaken by the New Zealand Defence Force.

STRATEGIC CONTEXT

A leading strategic priority for Waitakere City Council is the creation of a strong local economy and more local jobs - the future development of the Whenuapai area is recognised as being a key project for the City in relation to this objective.

The airbase represents a substantial physical resource in a strategic location. Because of the combination of existing use rights and the current infrastructure it would be difficult if not impossible to replicate this resource elsewhere in the Auckland region.

ISSUES

New Zealand Defence Force has announced a two-step process for its consultation on Whenuapai.

The first phase concludes in mid-January 2004, with the second stage reported publicly in March 2004. Cabinet is then expected to make a final determination on how the land will be disposed of.

As a Territorial Local Authority, Waitakere City Council has rights under the Public Works Act (1981) and certain responsibilities under both the Resource Management Act and its own District Plan.

A8-A31

Staff are concerned that the options put forward in the New Zealand Defence Force discussion document (attached at pages A8 to A31) appear to circumvent the Public Works Act process, and therefore compromise the City's position. Further, some of the options canvassed in the New Zealand Defence Force discussion document (e.g. urban or industrial development) are simply not possible - at least in the short-medium term - due to degraded infrastructure and the fact that the land lies outside of the Metropolitan Urban Limit.

Unfortunately New Zealand Defence Force does not seem prepared to modify its consultation process or documentation to give greater weight to the Council's position as a key stakeholder.

The Council's position continues to be made very clear through an intensive advocacy programme (through officials, Members of Parliament and Ministers). This will continue until the matter is considered and resolved by the Cabinet.

RESOURCES

Resources for planning and advocacy work around the Whenuapai project are provided for within the current 2003/04 Annual Plan.

CONCLUSION

New Zealand Defence Force has embarked on a public consultation process over the future of Whenuapai Airbase, which is due to conclude in March 2004.

Council officers are concerned to ensure that the City's rights as a regulatory authority and a major stakeholder in terms of the Public Works Act (1981) are taken into account. Council will continue to work with Crown entities, officials and Ministers to ensure this is the case.

RECOMMENDATION

That the information be received.

Report prepared by: Wally Thomas, Director: Public Affairs.



14 WAITAKERE RANGES PROTECTION PROJECT

PURPOSE OF THE REPORT

The purpose of this report is to bring to the attention of the Council issues around resources for the Waitakere Ranges Protection Project and to seek a decision on options available to address these issues.

BACKGROUND

The Council is undertaking a project to determine whether long-term protection of the Ranges is adequate, and if not, what should be done.

The project has its mandate in the following resolutions from the September 2002 meeting of the Environmental Management Committee:

“That the Environmental Management Committee approves work to investigate and analyse the full range of options for protection of the Ranges, including the option of a 'Waitakere Ranges Heritage Area' (name yet to be chosen), and for comparison the status quo option. The initial investigation will identify the objectives and the main options, and analyse the advantages and disadvantages of each option.”

2801/2002

“That a programme of consultation to gather the concerns and suggestions of the community in regard to Councils plans for increased protection of the Waitakere Ranges be reported back to the Environmental Management Committee.”

2811/2002

“That Council officers be asked to discuss with Te Kawerau a Maki and Ngati Whatua a joint process for developing a partnership relationship with regard to work on the Waitakere Ranges. “

2813/2002

To date, the project has involved pulling together the material from past consultations on the values held by the public about the Ranges area, gathering all of the available research and information relating to the state of the Ranges, and the pressures on these values, looking at how well we are currently managing the Ranges and what aspects of the Ranges need to be further protected. Two documents, a detailed 'background paper' and a summary document for consultation purposes have been produced setting out this material.

Waitakere City's partners in this project are part of the Political Liaison Group (PLG), and include Members of Parliament Lynn Pillay and David Cunliffe, Councillors Walbran and Coney of the Auckland Regional Council, representatives of Te Kawerau a Maki and Ngati Whatua, and the three Council representatives on the project, Councillors Hulse, Yates and Presland. An Officer Advisory Group also meets from time to time to ensure that other agencies with responsibilities and/or interests in the Ranges, such as the Ministry for the Environment, the Department of Conservation and Watercare Services Limited, as well as staff of the Auckland Regional Council are acknowledged and kept up to date with the project.

The two iwi groups of Waitakere City are members of both the Political Liaison Group and the Officer Group, and in addition are briefed through regular meetings with their Council representatives.

The project is being carried out in close consultation with the community. A 3-phase community consultation process was signed off at the Environmental Management Committee's July 2003 meeting. The purpose of Phase one was to share with the community the information gathered, discuss the main issues arising from the material and commence the preliminary discussion around possible responses. This phase involved a series of fourteen geographically based meetings held over September to November, together with meetings with business interests, the Youth Council, Te Whanau o Waipareira Trust, the Pacific islands Advisory Board and Te Roopu Puawai o Waitakere. Massey and New Lynn Community Boards also took out displays to community places to further inform the public of the project and gather feedback, and a randomly selected telephone survey of the Auckland Region was undertaken in September. The report on the Phase 1 consultation is being developed at the time of writing.

A policy report is currently being developed analysing the range of possible responses/solutions emerging from the research and consultation work completed to date. It is intended that this more detailed work on the responses will form the basis for the Phase 2 consultation with the community, planned for the end of February 2004. The results of these discussions with the community will then be incorporated in the policy report, enabling the Council and its partners to make informed choices about the preferred actions for better medium to long-term protection of the Waitakere Ranges area. The current timeframe has the final phase of the consultation in April, involving taking these preferred responses back to the community, with a report and final decisions in May.

During the process of “project definition” there has also been a process of “role definition” between the Waitakere City Council, Auckland Regional Council and central government MPs and Iwi. Initially the project envisaged a Waitakere City Council led approach with close consultation with the Auckland Regional Council and central government. The Political Liaison Group has tended to take a more significant role in steering the project as a partnership between the four parties, with Waitakere City providing most of the staff time and all of the resources. This has had significant impacts in terms of the scope, timing and resourcing of the project.

STRATEGIC CONTEXT

The Waitakere Ranges Protection Project is a key project within the Green Network platform of the Long Term Council Community Plan. The ‘Green Network’ strategic platform contains a vision that would see streams and forests full of life, the Waitakere Ranges permanently protected and a Green Network in place linking the Ranges to the sea, as well as connecting the everyday lives of the people of Waitakere with the natural world. Council has indicated a strong commitment to working on medium to long term protection of the Ranges, whilst recognising that much is already being done to achieve protection. It is also acknowledged that there are many different values relating to the Ranges and diverse community views, so that a robust process is crucial.

ISSUES

The budget prepared for the 2003/2004 Annual Plan and Long Term Council Community Plan envisaged that the project would be a relatively modest one, and provided \$30,000. However, the scope of the project has expanded significantly, and the budget is now inadequate for the programme. There are a number of reasons for this, including:

- The role of the Political Liaison Group as partners, rather than parties to be consulted, resulting in ongoing modifications to the consultation process and consultation material prepared by Council staff, time delays due to the length of time to approve the process, sign off material and involve the partners in decision making and the need for specialist advocacy/political liaison consultancy to liaise between the political parties;
- A significantly expanded consultation process;
- A tight timeframe;
- Absence of key staff allocated to this project for legitimate Council and personal reasons;
- The need to contract in assistance;
- The need for the project to be integrated with the work on structure plans, the review of the Metropolitan Urban Limits on the western flank of the city, and the Auckland Regional Council visitor strategy.

RESOURCES

The original budget allocation for the project was \$30,000. As of 25 September 2003 the budget has been fully spent on the project. Additional staff allocation, particularly in the communications area, has meant that other budgeted projects have been delayed.

Project implementation costs

The following is a breakdown of the estimated costs over the remainder of the 2003/2004 financial year to meet the current programme:

Cost Item	Cost
Policy analysis	\$30,000
Communications	\$20,000
Project Management support / transition	\$40,000
Consultation	\$25,000
Focus groups	\$15,000
Draft legislation preparation	\$40,000
Political Liaison Group chair/political advice	\$10,000
Total additional Project Cost 2003/2004	\$180,000

It should be noted that much of the additional resource outlined above is to enable the tight timeframe (decisions by May 2004) to be met, including the programme of public consultation envisaged. The process is pressured.

In the 2004/2005 year, the project could have significant budgetary implications, depending on whether any legislation changes might be an outcome, and the timeframe arising as a result of Council direction from this meeting.

Recommended budget and staff re-allocations

It is recommended that if the Council wishes to continue funding the project, that the Council reallocate money to the Waitakere Ranges Project from the following sources within the Strategy and Development budget, and that those projects should be deferred:

- Waitakere Ranges Visitor Strategy - budget allocation \$30,000 to be reallocated;
- Environmental Advocacy - budget allocation \$8000 of total \$15,000 to be reallocated;
- Landscape Master Plan - budget allocation \$15,000 to be reallocated;
- Monitoring Regional Growth Strategy Implementation budget allocation \$10,000 of total \$20,000 to be reallocated;
- Total \$63,000.

A further \$122,000 will need to be found to achieve the programme within the timeframes outlined. A review of the budgets is currently being carried out, with a view to identifying other potential transfers, and the implications for Council's programme, to be reported to Council in the new year.

In terms of staff resourcing, to complete the project as currently planned, Strategic Leadership will be required (85% until completion of project), the Partnerships and Advocacy Leader - Environment (70% until June 2003), Communicator (70% until May 2004), Marketing Researcher (70% until June 2004), Project Co-ordinator (40% of time). Among the implications are:

- The Environmental Advocacy Programme will be delayed until the completion of consultation on the Waitakere Ranges Project (expected May 2004);

- Some of the planned work commencing the review of the District Plan will be delayed until the completion of policy work in relation to the Waitakere Ranges Project;
- Strategic support for the Green Network, waste and energy platforms of Council will not be available;
- Communications support for the Long Term Council Community Plan process delayed;
- Planned market research may not be able to be carried out.

A further report on the implications for other programmes would be brought to the Council in the new year.

Options

There are a number of options for Council:

1. The additional budget could be found from deleting other projects or part reallocation of funds, and the project continued with the same timeline.
2. The timeline could be extended.
3. The project could be terminated at this point.

Risks

Option 1

Meeting the demands of the project within the existing timeframe may be achievable, but even with the additional contracted assistance, it is pressured and leaves no room for eventualities such as staff sickness or leave for other reasons.

Option 2

The project pressures could be significantly relieved by extending the timeframe. The current project plan has been set up to take account of the timeframes for political decision making, both at the local and national level. Risks associated with an extension of the timeframe relate to the possibility of new or altered legislation arising from the process, and the ability to shepherd it through the parliamentary process.

Option 3

The option of stopping the project carries a number of risks:

- The community has already invested considerable time and effort in the process through the Phase 1 consultation and community expectations have been raised that there will be outcomes from the project;
- While some of the outcomes of the project to date, and particularly the phase 1 consultation, can be used to guide other projects such as District Plan work, some would not be efficiently utilised;
- A significant part of the Green Network strategic platform in the Long Term Council Community Plan will not be met.

Current Commitments

In order to meet the current timeframes, contractual commitments have been made to several consultants, including:

- Policy work associated with the project (\$12,000 through to April 2004);
- Peer Review of the Environmental Defence Society work (\$6,000 to December 2003);
- Total: \$18,000.

CONCLUSION

There are three options:

1. The project is either stopped now; or
2. Give approval to proceed under the existing timeframe, and that other approved projects for the 2003/2004 financial year not proceed and a report on the projects being removed be presented to the Finance and Operational Performance Committee in the New Year.
3. An extended timeframe where the \$63,000 identified is transferred to the project, existing committed external work is completed, and a new process and timeline is developed recognising the revised budget, and the budget constraints of the Council over the next two financial years, and staff commitments to other projects.

RECOMMENDATIONS

1. That the information be received.
2. That the Council decide on one of the following options:
 - i) The Waitakere Ranges Protection Project cease until further notice, and that any existing committed costs are reported back to Council; or
 - ii) That the Waitakere Ranges Protection Project proceed as per the current programme, and that other approved projects for the 2003/2004 financial year not proceed and a report on the projects being removed be presented to the Finance and Operational Performance Committee in the New Year.
 - iii) That an extended timeframe be approved; and:
 - the \$63,000 identified is transferred to the project; and
 - a new project timeline is developed recognising the revised budget, the budget constraints of the Council over the next two financial years, and staff commitments to other projects; and
 - the Chief Executive report back to Council on the revised timelines and budget to achieve the project
3. That the Waitakere Ranges Project Political Liaison Group be advised of this decision.

Report prepared by: Fraser Henderson, Manager Strategic Economic Development Projects and Jenny Macdonald, Strategic Leader.



15 UPDATE TO APPLICATION FOR FUNDING OF EARTHSONG CENTRE

PURPOSE OF THE REPORT

The purpose of the report is to provide further information from Earthsong Eco-Neighbourhood in support of their application for an interest free loan, as requested by the Finance and Operational Performance Committee at their meeting on 8 December 2003.

BACKGROUND

A32-A60

The Finance and Operational Performance Committee considered Earthsong Eco-Neighbourhood's application for an interest free loan at their meeting on 8 December 2003 (the agenda report and supporting material is attached at pages A32 to A60), and resolved:

“That it be recommended to Council that an interest free loan of \$300,000.00 for three years to Earthsong Eco-Neighbourhood or an appropriate legal entity to develop the Earthsong Centre be granted on terms and conditions to be specified by the Finance and Operational Performance Committee, subject to:

- *Satisfaction as to community access to the Centre by the Chief Executive;*
- *Appropriate security being provided to Council by the borrower to ensure full repayment of the loan can be achieved;*
- *Loan documentation being prepared and executed to the satisfaction of the Director: Civic and Corporate Services and Manager: Legal Services;*
- *Council's contribution being acknowledged as per the Memorandum Of Understanding; and*
- *The planned services to be offered, particularly the planned Earthsong Community Centre, will be of benefit to the people of Waitakere City.”*

4331/2003

These resolutions are to be considered by Council in the Standing Committee Reports section of this agenda.

STRATEGIC CONTEXT

The Council's Strategic Plan sets the City's direction for sustainable management through to 2013. Earthsong Eco-Neighbourhood's vision to establish a cohousing neighbourhood based on the principles of permaculture that will serve as a model of a socially and environmentally sustainable community aligns with all nine of the Council's strategic platforms underpinning the City's direction.

Earthsong Eco-Neighbourhood's vision aligns particularly well with the Council's Three Waters objective to demonstrate innovative water management, and its Zero Waste, Sustainable Energy and Clean Air, Strong Communities and Active Democracy platforms.

PROPOSED ACTIVITIES

The Finance and Operational Performance Committee, at their meeting on 8 December 2003, requested that Earthsong Eco-Neighbourhood provide further information regarding the planned services to be offered at Earthsong Eco-Neighbourhood's proposed Centre at 457 Swanson Road, Ranui, particularly the proposed Community Centre, and how these will be of benefit to the people of Waitakere City.

Earthsong Eco-Neighbourhood's response to that request is as follows:

"Currently, Earthsong Eco-Neighbourhood hosts a wide variety of educational and community activities, albeit with incomplete construction and inadequate facilities. These include:

- *Regular Open Days and Introductory Events designed to allow members of the public to learn more about sustainable design and construction and cooperative ways of working;*
- *Visits by special interest groups and educational institutions such as the Earth Building Association, UNITEC sustainable land management students, Permaculture students, etc;*
- *Visits by Council groups including 300 Council staff in 2003 and another 300 Council staff planned for early 2004;*
- *Site visits associated with Auckland-based conferences e.g. NZ Forest Industry Engineers' Association, and the Eco-Show in February 2004;*
- *Use of the temporary facilities by local groups such as an acapella choir, pre-school groups and Feldenkreis class.*

As well as continuing and expanding these events, the new Earthsong Centre will allow us to fulfil more fully the educational aspects of our vision. We envisage:

- *Hosting high level specialised conferences, meetings and seminars on a wide range of sustainability issues, for community groups, businesses, local bodies, government departments and international visitors;*
- *Art exhibitions, music, dance and theatre performances, particularly with a sustainability focus;*
- *Hosting visiting national and overseas dignitaries for a full eco-neighbourhood experience, demonstrating both Council's and Earthsong's commitment to sustainability;*
- *Public talks and lectures by local and visiting experts;*
- *Providing a venue for meetings of community groups, e.g. Ranui Action Project."*

MEMORANDUM OF UNDERSTANDING

The Council entered into a Memorandum of Understanding with Earthsong Eco-Neighbourhood in July 2003 which acknowledges the Earthsong community's contribution towards assisting the City in its strategic priorities.

To date, regular meetings have been held with Earthsong representatives to further build a strong working relationship.

THE WAY FORWARD

If Council approves the Finance and Operational Performance Committee's recommendations, discussions will formally commence with Earthsong Eco-Neighbourhood to facilitate the preparation of loan documentation to meet the Council's requirements, and to ensure that the conditions of the loan can be satisfied.

The draft loan documentation will be reported to the Finance and Operational Performance Committee in early 2004 for the Committee's final approval, subject to the requirement of Council's conditions.

CONCLUSION

Earthsong Eco-Neighbourhood have provided further information for their application for an interest free loan to build a community Centre at their site in Ranui.

If an interest free loan is agreed to by Council, draft loan documentation will be presented to the Finance and Operational Performance Committee for final approval, subject to Council's terms and conditions being satisfied.

RECOMMENDATION

That the information be received.

Report prepared by: Andrew Pollock, Director: Finance.



16 2004 WAITAKERE CITY COUNCIL ELECTIONS: EARLY PROCESSING AND ORDERING OF CANDIDATES' NAMES ON VOTING DOCUMENTS

PURPOSE OF THE REPORT

The purpose of this report is to seek Council approval for the early processing of the returned voting documents used at the next Waitakere City triennial elections, to be held on Saturday, 9 October 2004. A decision is sought as to the order in which candidates' names are to be shown on the voting documents used at that election.

BACKGROUND

(a) Early Processing

Section 79 of the Local Electoral Act permits a local authority to process (but not count) returned voting documents over the voting period.

(b) Order of Candidates' Names on Voting Documents

Formerly, candidates' names were required to be listed on the voting documents in alphabetical order, by surname.

Clause 31 (1) of the Local Electoral Regulations 2001 now allows Council to decide whether the names are to be arranged on the voting documents in alphabetical order of surname, pseudo-random order or random order. In the absence of any Council resolution approving another arrangement, the candidates' names must be arranged in alphabetical order of surname.

ISSUES

(a) Early Processing

Early processing of voting documents was introduced for the 1998 Waitakere City elections (but restricted to 84 hours before the close of voting) and was used very successfully throughout the country. Because of the success of early processing in 1998 and the benefits which early processing provides, the early processing period was subsequently increased to the whole three-week voting period now provided under the current legislation. The immediate benefit of adopting early processing is that much, if not all, of the cumbersome and time consuming task of extracting and checking the voting documents is undertaken progressively over the three week voting period (under strict security and under the supervision of a Justice of the Peace). This means a quicker and more accurate result can be achieved on polling day.

(b) Order of Candidates' Names on Voting Documents

The features of the three arrangements of alphabetical order of surname, pseudo-random order or random order are described below:

Arrangement 1 - Alphabetical Order of Surname

This is the order that has been required to be used at previous elections, and is self-explanatory. This arrangement has worked well in the past.

Arrangement 2 - Pseudo-Random Order*

Under this arrangement, the candidates names for each issue are placed in a hat (or similar receptacle) mixed together, and then drawn out of the receptacle, with the candidates' names being placed on all voting documents in that issue in the order in which they are drawn.

(*Note: Although the term "pseudo-random order" is used in the Local Electoral Regulations to describe this arrangement, this is a somewhat imperfect description, in that the term "pseudo-random" is understood by mathematicians and/or information technology specialists to have a quite different meaning.)

Arrangement 3 - Random Order

Under this arrangement, the names of the candidates for each issue are shown in a different order on each and every voting document, utilising software that permits the names of the candidates to be laser printed in a different order on each paper.

The Local Electoral Regulations 2001 provide that if a local authority has determined that pseudo-random order or random order is to be used, the Electoral Officer must state, in the public notice required to be given, the date, time and place at which the order of the candidates names will be arranged. Any person is entitled to attend while the arrangement is in progress.

RESOURCES

The cost of printing the voting documents employing either Arrangement 1 or Arrangement 2 will be identical. Should Council adopt Arrangement 3 (random order) there will be some increase in cost, because of the need to individually laser print each voting document. While it is not yet possible to give an estimate of the likely additional costs that will arise from this arrangement, they are not expected to be substantial.

CONCLUSION

(a) Early Processing

The Council is required to determine that it will permit early processing of returned voting documents over the voting period as allowed for under Section 79 of the Local Electoral Act.

(b) Order of Candidates' Names on Voting Documents

Formerly, candidates' names were required to be listed on the voting documents in alphabetical order, by surname. Council now has the option to continue with that arrangement or adopt a pseudo-random or random arrangement. The default position is that candidates' names must be arranged in alphabetical order of surname.

RECOMMENDATIONS

1. That the information be received.
2. That the returned voting documents for the 2004 Waitakere City elections be processed during the voting period, such early processing to be undertaken in accordance with Section 79 of the Local Electoral Act 2001, the Local Electoral Regulations 2001 and the Society of Local Government Managers' Code of Good Practice for the Management of Local Authority Elections and Polls.
3. That Council determine the order the names of the candidates at the 2004 Waitakere City elections are to be arranged on voting documents from the following options:
 - a) Alphabetical order of surname; or
 - b) Pseudo-random order; or
 - c) Random order.

Report prepared by: Darryl Griffin, Electoral Officer.



17 SUBMISSION ON THE REVIEW OF THE NEW ZEALAND GEOGRAPHIC BOARD ACT 1946

PURPOSE OF THE REPORT

The purpose of this report is to seek the Council's approval for a submission to be made on the Review of the Geographic Board Act 1946 (the 'Act').

BACKGROUND

The Council recently received a discussion paper, issued by the New Zealand Geographic Board (the 'Board'), on the review of the Act. The Board's deadline for submissions is Friday, 19 December 2003.

The Act originally established the official place naming authority for New Zealand, but with the introduction of GIS systems and property databases, local authorities need to be able to have the ability to define and name suburbs and localities.

Currently, the local government sector is represented on the Board (under the discretionary appointment powers of the Minister) by Mr Brian McLay, former Chief Executive of Local Government New Zealand.

ISSUES

Section 319 of the Local Government Act 1974 (this section on roads has not yet been replaced) provides for Councils to name roads and allocate property numbers. Each local authority and its many communities have unique identities, and it is very important to territorial authorities that they have the ability to name communities and to reflect the local values and culture of that community. At the same time, it is recognised that there needs to be some national consistency in the process to minimise confusion for emergency services.

Many Councils have recently, or are currently, reviewing the names of local suburbs and communities as they introduce geographic information systems and property databases. In many cases this is requiring local authorities to define or review boundaries of suburbs.

With new suburbs, many of these are named by a property developer and submitted to the Council for approval and are often related to the street names. That is, street names, and the names of suburbs and localities are often closely linked.

SUBMISSION

The Council's submission should include the following points:

- That the Board should devolve responsibility for naming suburbs, and localities to territorial authorities and in devolving that responsibility the Board establish codes of practice setting out standard place-naming processes to be used by territorial authorities (for suburb, locality and road names);
- That the Act be amended to provide for decisions of the Board to be binding and decisions by other place-naming bodies such as territorial authorities would be reviewable by the Board with any such review being limited to 'process' in compliance with the Board's principles of nomenclature;
- That the Council supports a local government person being on the Board. Currently the Act provides for appointments to be made at the discretion of the Minister and that three persons have been appointed. The Act should provide specifically for at least one local government person to be appointed to the Board, nominated by Local Government New Zealand, as local authorities will have formal delegated place-naming powers. Local Government is not a stakeholder in this instance, but the tier of government having clear local governance and place naming responsibilities;
- Suburb and locality should be clearly defined in the Act to make the distinction from towns and villages;
- Retention of the current Section 10 be supported - this where the Board may alter the name of a district with the consent of the territorial authority and the Local Government Commission. This is expected to be a rare occurrence. The Board will also need to have the power to alter names of towns and other places if there are two or more names similar to avoid confusion. Such action will need to be done in conjunction with the appropriate local authorities;
- The principles of consultation provided under Section 82 of the Local Government Act 2002 should be incorporated into this new Act. These principles should apply to the decision-making powers of the Board and to those bodies that have delegated powers under the new Act, including local authorities. These principles would also apply to the current road-naming and road name changes under Sections 319 and 320 of the Local Government Act 1974.

RESOURCES

There are no additional resources required to make this submission.

CONCLUSION

A discussion paper on the review of the Act has been released by the New Zealand Geographic Board (the 'Board'). The Board's deadline for submissions is 19 December 2003. The proposed submission by this Council fully supports the proposed sector submission being prepared by Local Government New Zealand.

RECOMMENDATIONS

1. That the information be received.
2. That the Council approve the Chief Executive making a submission to Land Information New Zealand consistent with the following points:
 - That the Board should devolve responsibility for naming suburbs, and localities to territorial authorities and in devolving that responsibility the Board establish codes of practice setting out standard place-naming processes to be used by territorial authorities (for suburb, locality and road names);
 - That the Act be amended to provide for decisions of the Board to be binding and decisions by other place-naming bodies such as territorial authorities would be reviewable by the Board but any such review being limited to 'process' in compliance with the Board's principles of nomenclature;
 - That the Council supports a local government person being on the Board. Currently the Act provides for appointments to be made at the discretion of the Minister and that three persons have been appointed. The Act should provide specifically for at least one local government person to be appointed to the Board, nominated by Local Government New Zealand, as local authorities will have formal delegated place-naming powers. Local Government is not a stakeholder in this instance, but the tier of government having clear local governance and place naming responsibilities;
 - Suburb and locality should be clearly defined in the Act to make the distinction from towns and villages;
 - Retention of the current Section 10 be supported - this where the Board may alter the name of a district with the consent of the territorial authority and the Local Government Commission. This is expected to be a rare occurrence. The Board will also need to have the power to alter names of towns and other places if there are two or more names similar to avoid confusion. Such action will need to be done in conjunction with the appropriate local authorities;
 - The principles of consultation provided under Section 82 of the Local Government Act 2002 should be incorporated into this new Act. These principles should apply to the decision-making powers of the Board and to those bodies that have delegated powers under the new Act, including local authorities. These principles would also apply to the current road naming and road name changes under Sections 319 and 320 of the Local Government Act 1974.

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



18 SISTER CITIES NEW ZEALAND 2004 CONFERENCE

PURPOSE OF THE REPORT

To advise the Council of the 22nd Sister Cities New Zealand Conference, to be held in Christchurch, 24-27 March 2004, and to approve Elected Member representation.

BACKGROUND

In the past, Waitakere City Council has sent a representative to the Sister Cities New Zealand conferences on a regular basis. There has not been any representation since the 2000 conference.

STRATEGIC CONTEXT

Waitakere City has a strategic framework and direction based around the concept of sustainable development and being an Eco-City. Within this framework Council has a number of outcomes and goals that it wishes to achieve. Among these are providing learning, cultural and artistic experiences for its citizens, supporting the development of sustainable business and economic growth, learning about and embracing sustainable technologies and approaches that will help build an Eco-City, and more generally building a city where all citizens have opportunities to express their creativity and live their lives to the fullest extent possible. Council, in particular, looks to learn from others and “spread the word” in terms of the sustainable development message.

Sister City relationships have the potential to contribute across a number of these goals. Waitakere city has entered into Sister City relationships with:

- **Huntington Beach, USA** - based on a strong relationship between the Piha and Huntington Beach surf life-saving clubs, this relationship provides opportunities for students from both countries to experience learning opportunities through student exchanges, as well as providing a channel for ongoing sporting club interaction;
- **Kakogawa, Japan** - this relationship provides opportunities for students from both countries to experience learning and cultural opportunities through student exchanges. Kakogawa has also moved toward a sustainable development policy direction since the relationship has been in place (commented on further below);
- **Ningbo, People’s Republic of China** - this relationship has been more business focussed. It is probably currently the least advanced in terms of contributing towards Council’s strategic goals;
- **Galway, Ireland** - this relationship is relatively new but has the potential to provide a number of learning opportunities for both cities. Galway has a number of similar strategy directions to Waitakere City and is more advanced in the delivery of some of them. Staff and political exchanges are likely to be of use in this relationship.

The strategy for Sister Cities is currently being reviewed.

ISSUES

Sister Cities New Zealand has over the past couple of years successfully incorporated international themes into its Annual Conference programmes, “Building Bridges” focused on the Japan/New Zealand relationships, “Conference in the Country” focused on the China/New Zealand relationships, and this year the theme is “Racing Ahead” and will focus primarily on: Peace, Friendship, Culture, Education and Economic Growth.

A61-A64

The conference programme includes international speakers and presenters and a copy is attached at pages A61 to A64. Although the presentations will centre on the future, they will provide inspiring opportunities to learn more about Sister Cities projects and success stories.

RESOURCES

Funding has been provided for in the 2003/2004 Annual Plan for a representative to attend the conference in Christchurch.

CONCLUSION

To assist the Council in its reviews of its Sister City programme, Councillor representation is recommended to attend the 22nd Sister Cities New Zealand Conference to be held in Christchurch, 24-27 March 2004.

RECOMMENDATIONS

1. That the information be received.
2. That Council nominate a Councillor to attend the 22nd Sister Cities New Zealand Conference in Christchurch, to be held on 24-27 March 2004 with all conference and associated expenses incurred being borne by the Council.

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



19 WARRANTS OF APPOINTMENT

PURPOSE OF THE REPORT

The purpose of this report is to obtain Council's approval for the issuing of warrants of appointment under the Local Government Act 2002 and the Building Act 1991 for those officers required to undertake the role as Enforcement Officers under these Acts. For ease of reference, where warrants of appointment under the Resource Management Act 1991 are also required in respect of the same staff members, these are also included.

BACKGROUND

Clause 32(1)(g) Schedule 7 of the Local Government Act 2002, specifically prohibits Council from delegating the power to appoint enforcement officers pursuant to Section 177 of that Act.

Schedule 16 of the Local Government Act 2002 repealed and replaced Section 78 of the Building Act 1991. This amended Section 78 of the Building Act 1991 extends the prohibition on delegation of powers to issue warrants to warrants issued in terms of Section 77 of the Building Act.

The prohibition against delegating the power to issue warrants to enforcement officers does not, in terms of Section 34A of the Resource Management Act 1991, apply to warrants issued under Section 38 of that Act. However, for ease of reference appointments of enforcement officers under Section 38 of the Resource Management Act 1991 are included (where required in respect of the same staff members), with warrants issued under Section 177 of the Local Government Act 2002, and Section 77 of the Building Act 1991.

Warrants issued in terms of other enactments are issued under delegated authority, and not included here.

ISSUES

On 14 July 2003 the Council adopted a policy in relation to the issuing of warrants of appointment.

As part of that policy the Council requires specific vetting processes to be undertaken before warrants may be issued. All of the checks required as part of the vetting process have been carried out.

In accordance with the policy the Chief Executive recommends that the following warrants of appointment be issued:

Name	Position	Requirement(s) of Warrant
Maylene Brown	Parks Consent Planner	Section 38 Resource Management Act 1991 Section 177 Local Government Act 2002
Helena Rangī Karora	Water Meter Investigations Officer	Section 177 Local Government Act 2002
Christine Ann Henley	Community & Projects Co-ordinator Twin Streams	Section 177 Local Government Act 2002

CONCLUSION

In terms of Clause 32(1)(g) Schedule 7 of the Local Government Act 2002, it is necessary for Council to resolve to issue warrants of appointment pursuant to Section 77 of the Building Act 1991 and Section 177 of the Local Government Act 2002, as recommended by the Chief Executive.

Warrants of Appointment pursuant to Section 38 of the Resource Management Act 2002, in respect of the staff members listed, are included in the Chief Executive's recommendation, for ease of reference.

RECOMMENDATIONS

1. That the information be received.
2. That Warrants of Appointment to exercise the powers and responsibilities of Enforcement Officer under Section 177 of the Local Government Act 2002 and the powers under the other Acts listed be issued to the following person as follows:

Name	Position	Requirement(s) of Warrant
Maylene Brown	Parks Consent Planner	Section 38 Resource Management Act 1991 Section 177 Local Government Act 2002
Helena Rangī Karora	Water Meter Investigations Officer	Section 177 Local Government Act 2002
Christine Ann Henley	Community & Projects Co-ordinator Twin Streams	Section 177 Local Government Act 2002

Report prepared by: Charlie Inggs, Democracy & Governance Team Manager.



20 WARRANTS OF APPOINTMENT: CORRECTION OF OMISSIONS

PURPOSE OF THE REPORT

The purpose of this report is to obtain Council's approval for the issuing of Warrants of Appointment under the Local Government Act 2002 and the Building Act 1991 for those officers required to undertake the role as Enforcement Officers under these Acts. For ease of reference, where Warrants of Appointment under the Resource Management Act 1991 are also required in respect of the same staff members, these are also included.

BACKGROUND

Clause 32(1)(g) Schedule 7 of the Local Government Act 2002, specifically prohibits Council from delegating the power to appoint enforcement officers pursuant to Section 177 of that Act.

Schedule 16 of the Local Government Act 2002 repealed and replaced Section 78 of the Building Act 1991. This amended Section 78 of the Building Act 1991 extends the prohibition on delegation of powers to issue warrants, to include warrants issued in terms of Section 77 of the Building Act.

The prohibition against delegating the power to issue warrants to enforcement officers does not, in terms of Section 34A of the Resource Management Act 1991, apply to warrants issued under Section 38 of that Act. However, for ease of reference appointments of enforcement officers under Section 38 of the Resource Management Act 1991 are included (where required in respect of the same staff members), with warrants issued under Section 177 of the Local Government Act 2002, and Section 77 of the Building Act 1991.

Warrants issued in terms of other enactments are issued under delegated authority, and not included here.

ISSUES

A65-A72 On 14 July 2003 the Council adopted Resolution 1470/2003, as attached to this Agenda at pages A65 to A72.

In terms of this resolution Council adopted a policy in relation to the issuing of Warrants of Appointment. As part of that policy the Council requires specific vetting processes to be undertaken before warrants may be issued.

In terms of the same resolution, however, an extensive number of warrants were renewed in respect of existing staff members, for the period 14 July 2003 to 31 August 2003. For the purposes of the current re-issue and due to the constraints of time on getting criminal checks completed by the Ministry of Justice (some eight weeks turn-around), the Council authorised current officers to have their warrants issued without the above checks. These current officers have had references checked when employed. In addition, Council will also need to update current employment contracts to gain signed authority from current staff to allow these checks to be carried out.

It is now brought to Council's attention that the following staff members, with warrants current under the Local Government Act 1974, were either inadvertently omitted from the list of officers included in Resolution 1470/2003, or some of the warrants that they require were omitted:

Name	Position	Requirement(s) of Warrant
Grant Gillard	Group Manager: Regulatory Services	Section 77 Building Act 1991 Section 177 Local Government Act 2002 Section 38 Resource Management Act 1991
Alan Forster	Team Manager: Building Consents	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Graeme Turner	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Richard Greaves	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Peter Proctor	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Edward Donaghy	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Joseph Neil Todd	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
John Gutch	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
John Nicolls	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Terrence George Brown	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Glenn Moser	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Jill Edwards	Inspector	Section 177 - Local Government Act 2002
Dick Fong	Waste Minimisation Officer	Section 77 Building Act 1991
Robert Menzies	Waste Minimisation Officer	Section 177 - Local Government Act 2002
Fred Bishop	Waste Minimisation Officer	Section 177 - Local Government Act 2002
John McKeown	Customer Field Advisor - Resource Management Compliance	Section 77 Building Act 1991
Terry Moorehouse	Dangerous Goods Inspector	Section 77 Building Act 1991

It is further brought to Council's attention that the following officers had inadvertently not been issued with warrants prior to 14 July 2003:

Name	Position	Requirement(s) of Warrant
Michael Lazenby	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Keith Walker	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Bruce Hawkins	Team Leader Resource Consents	Section 77 Building Act 1991 Section 177 Local Government Act 2002 Section 38 Resource Management Act 1991
Jon Roscoe	Manager Solid Waste	Section 177 Local Government Act 2002 Section 38 Resource Management Act 1991

CONCLUSION

In terms of Clause 32(1)(g) Schedule 7 of the Local Government Act 2002, it is necessary for Council to resolve to issue Warrants of Appointment pursuant to Section 77 of the Building Act 1991 and Section 177 of the Local Government Act 2002, as recommended by the Chief Executive.

Warrants of Appointment pursuant to Section 38 of the Resource Management Act 2002, in respect of the staff members listed, are included, for ease of reference.

For the reasons stated above, it is not a practicable proposition to conduct security vetting of existing staff, at this point in time.

It is therefore proposed that the remaining existing staff members requiring warrants for the performance of their current duties, be issued with the necessary warrants by means of an amendment to the previous resolution.

RECOMMENDATIONS

1. That the information be received.
2. That Warrants of Appointment to exercise the powers and responsibilities of Enforcement Officer under Section 177 of the Local Government Act 2002 and the powers under the other Acts listed be issued to the following persons as follows, namely:

Name	Position	Requirement(s) of Warrant
Grant Gillard	Group Manager: Regulatory Services	Section 77 Building Act 1991 Section 177 Local Government Act 2002 Section 38 Resource Management Act 1991
Alan Forster	Team Manager: Building Consents	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Graeme Turner	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Richard Greaves	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Peter Proctor	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Edward Donaghy	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Joseph Neil Todd	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
John Gutch	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
John Nicolls	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Terrence George Brown	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Glenn Moser	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Jill Edwards	Inspector	Section 177 - Local Government Act 2002
Dick Fong	Waste Minimisation Officer	Section 77 Building Act 1991

Name	Position	Requirement(s) of Warrant
Robert Menzies	Waste Minimisation Officer	Section 177 - Local Government Act 2002
Fred Bishop	Waste Minimisation Officer	Section 177 - Local Government Act 2002
John McKeown	Customer Field Advisor -Resource Management Compliance	Section 77 Building Act 1991
Terry Moorehouse	Dangerous Goods Inspector	Section 77 Building Act 1991
Michael Lazenby	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Keith Walker	Building Surveyor	Section 77 Building Act 1991 Section 177 Local Government Act 2002
Bruce Hawkins	Team Leader Resource Consents	Section 77 Building Act 1991 Section 177 Local Government Act 2002 Section 38 Resource Management Act 1991
Jon Roscoe	Manager Solid Waste	Section 177 Local Government Act 2002 Section 38 Resource Management Act 1991

Report prepared by: Charlie Inggs, Democracy & Governance Team Manager.

HV O'Rourke
CHIEF EXECUTIVE



PART E - CONFIDENTIAL ITEMS

21 ACQUISITION UNDER PUBLIC WORKS ACT 1981

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

22 10 AMBRICO PLACE, NEW LYNN: DISPOSAL OPTIONS

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

23 SUBMISSION TO CROWN ON WHENUAPAI AIRPORT

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

24 LANDFILLING OF RESIDUAL WASTE FROM COUNCIL'S REFUSE TRANSFER STATION

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

25 TE ATATU MARAE DEVELOPMENT GROUP

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

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

1. That the public be excluded from the following part of the proceedings of this meeting, namely Acquisition Under Public Works Act 1981; 10 Ambrico Place, New Lynn: Disposal Options; Submission to Crown on Whenuapai Airport; and Landfilling of Residual Waste from Council's Refuse Transfer Station.

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

General subject of the matters to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> Acquisition Under Public Works Act 1981 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). 	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

<ul style="list-style-type: none"> • 10 Ambrico Place, New Lynn: Disposal Options 	<ul style="list-style-type: none"> • enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). 	
<ul style="list-style-type: none"> • Submission to Crown on Whenuapai Airport; 	<ul style="list-style-type: none"> • enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); • enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; 	
<ul style="list-style-type: none"> • Landfilling of Residual Waste from Council's Refuse transfer Station; 	<ul style="list-style-type: none"> • enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; 	
<ul style="list-style-type: none"> • Te Atatu Marae Development Group 	<ul style="list-style-type: none"> • protect the privacy of natural persons; 	

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

- The matters will address information which if released would affect the Council's negotiations and ability to carry out without prejudice and disadvantage commercial activities, and information regarding applicants for appointment to the Te Atatu Marae Development Group which if released would affect the privacy of the applicants.
2. That Alan McGregor, Waitakere Properties Limited, be permitted to remain at this meeting for item 23: 10 Ambrico Place: Disposal Options, after the public has been excluded, because of his knowledge of the matter being discussed. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of background information and advice which will be required by Council when assessing options available to it and in explaining any decision to the community.



PART F - STANDING COMMITTEE REPORTS

26 CITY DEVELOPMENT COMMITTEE

YOUR COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON THURSDAY, 4 DECEMBER 2003

MATTERS CONSIDERED

*1-9
Part F*

Your 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 1 to 9 in the supplement labelled Part F.

Your Committee Recommends:

That the report of the Ordinary Meeting of the City Development Committee held on Thursday, 4 December 2003 be received.

CA Stone
CHAIRPERSON



27 FINANCE AND OPERATIONAL PERFORMANCE COMMITTEE

YOUR COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON MONDAY, 8 DECEMBER 2003

1. APPLICATION FOR FUNDING OF EARTHSONG CENTRE

Your Committee Recommends:

1. That an interest free loan of \$300,000.00 for three years to Earthsong Eco-Neighbourhood or an appropriate legal entity to develop the Earthsong Centre be granted on terms and conditions to be specified by the Finance and Operational Performance Committee, subject to:
 - Satisfaction by the Chief Executive as to community access to the Centre;
 - Appropriate security being provided to Council by the borrower to ensure full repayment of the loan can be achieved;
 - Loan documentation being prepared and executed to the satisfaction of the Director: Corporate and Civic Services and Manager: Legal Services;
 - Councils contribution being acknowledged as per the Memorandum Of Understanding; and
 - The planned services to be offered, particularly the planned Earthsong Community Centre, will be of benefit to the people of Waitakere City.
2. That, subject to the Chief Executive's approval and satisfaction of appropriate loan documentation, security, conditions and requirements to Earthsong Eco-Neighbourhood or an appropriate legal entity, that the Finance and Operational Performance Committee consider final approval of the loan.

2. OTHER MATTERS CONSIDERED

10-22
Part F

Your 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 10 to 22 in the supplement labelled Part F.

Your Committee Recommends:

That the report of the Ordinary Meeting of the Finance and Operational Performance Committee held on Monday, 8 December 2003 be received.

JM Clews, QSO, JP
CHAIRPERSON



28 ENVIRONMENTAL MANAGEMENT COMMITTEE

YOUR COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON TUESDAY, 9 DECEMBER 2003

MATTERS CONSIDERED

23-28
Part F

Your 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 23 to 28 in the supplement labelled Part F.

Your Committee Recommends:

That the report of the Ordinary Meeting of the Environmental Management Committee held on Tuesday, 9 December 2003 be received.

PA Hulse
CHAIRPERSON



PART G - PRESENTATIONS

The following presentation will take place at 4.30 pm.

29 **SIGNING CEREMONY - NAMING RIGHTS AND SPONSORSHIP AGREEMENT - ALL WEATHER ATHLETIC TRACK AND MAIN PLAYING FIELD, WAITAKERE STADIUM - DOUGLAS PHARMACEUTICALS LIMITED**

Representatives from the Waitakere Regional Sports Trust, Waitakere City Athletics Club and Waitakere City Rugby Football and Sports Club will join the Managing Director of Douglas Pharmaceuticals Limited, Mr Graeme Douglas, Mayor Bob Harvey and Council's Chief Executive to execute the formal agreement conferring naming rights for the Waitakere Stadium All Weather Athletic Track ("Douglas Track") and Waitakere Stadium Main Playing Field ("Douglas Field") in recognition of the generous contribution made by Douglas Pharmaceuticals Limited towards the development of the Waitakere Sports Complex in Central Park Drive.

The following presentation will take place at 7.30 pm.

30 **WAITAKERE ETHNIC BOARD**

Representatives of the Waitakere Ethnic Board will make a presentation to Council.



PART H - PROCEDURAL MATTERS

31 **QUESTIONS**

Pursuant to Standing Order 39.2, any member of the local authority may at any ordinary meeting of the local authority at the appointed time, put a question to the Mayor as Chairperson of the local authority, or through the Mayor to the Chairperson of any standing or special committee, or to any officer of the local authority concerning any matter relevant to the role or functions of the local authority concerning any matter that does not appear on the order paper, nor arises from any committee report or recommendation submitted to that meeting.



32 **NOTICE OF MOTION**

Notices of motion shall be in writing by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the Chief Executive at least five clear days before such meeting.

A73

The Notice of Motion by Cr Russell, a signed copy of which is attached at page A73, reads as follows:

I hereby give notice that it is my intention to move at the Council meeting scheduled for 4.30 p.m. on Wednesday 17 December 2003:

"That the Waitakere City Council establishes a Mayoral Business Marketing Taskforce to pursue the economic growth & development of the Waitakere City Council by undertaking the following matters/objectives:

1. With the impending announcement of a number of major industry developments in the region, we need to ensure that the value added potential opportunities are developed for getting new industries in Waitakere City. The clustering of complimentary industries within Waitakere City is needed. Surrounding regions are already scoping potential supply and associated skill industries for their own area. Waitakere City needs to develop a set of marketing strategies to get new related businesses to move to Waitakere to work with these new economic enterprises opportunities. The need is for a scoping study to be done to identify these new potential partnership business opportunities before our neighbours become pro-active in this area.

We must work on a marketing strategy to not only get the core industry sectors on board but also ensure that support businesses, contractors, suppliers and skill training are in place in this city.

Action: A scoping exercise carried out to identify the support industries for future major business developments projected for the City.

2. The next stage is a business promotion group to 'go and get them'- an in your face approach to getting industry out WEST. This marketing business plan for the City is the 'arrow head' for of an economic development strategy. We have a communication and PR department, but not a dedicated marketing group for promoting the Waitakere City and the industries in our City; we are missing many marketing opportunities with our sister-cities, and international networks. The Eco-brand we are told is negative to business investment, lets turn it around. Sustainability is a key component of all business development, and therefore we should be leading industries in New Zealand.

Action: That Waitakere City host an industry and trade show for the Auckland region and work with Trade & Enterprise on developing a Waitakere City promotion package for exhibition overseas.

3. Develop a market promotion plan that is pro-active in getting joint partners into doing research with business using funding from Central Government. R &D for enterprise innovation.

Action: Offer incentives to local business to apply for joint R & D funding

4. It is critical that Council has a direct role in these potential new industry initiatives in the region; we need a political voice in lobbying at Central Government level.

Action: The Council appoint a political lobbyist to act in Wellington as required."

Gary Russell
Councillor



33 **CLOSING PRAYER**

