



NOTICE OF INAUGURAL MEETING

MASSEY COMMUNITY BOARD

Pursuant to Section 114D of the Local Government Act 1974, I hereby give notice that the Inaugural Meeting of the Massey Community Board will be held on:-

DATE: **Wednesday, 7 November 2001** **TIME:** **7.30 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.

20 November 2001

Sharon Simiona
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8820

MEMBERSHIP:

Mr	MFP	Chan, JP
Mr	WW	Flaunty, JP
Mr	JA	Good
Cr	OE	Hoskins, JP
Mr	B	Jessopp
Cr	GE	Nash, JP
Ms	K	Perri
Cr	GW	Russell
Mrs	DJ	Webster

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

**AGENDA FOR AN INAUGURAL MEETING OF THE MASSEY COMMUNITY BOARD
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 7 NOVEMBER 2001,
COMMENCING AT 7.30 PM.**

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**AGENDA FOR AN INAUGURAL MEETING OF THE MASSEY COMMUNITY BOARD
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 7 NOVEMBER 2001,
COMMENCING AT 7.30 PM.**

In accordance with Section 114D(3) of the Local Government Act 1974, the meeting shall be Chaired by the Chief Executive or his representative until the election of the Chairperson required by Section 101ZT of that Act.

The Chief Executive or his representative will open the meeting and call for apologies.



1 DECLARATION OF MEMBERS

In accordance with the provisions of S114U of the Local Government Act 1974, and the Fourth Schedule thereto, Members elected to Massey Community Board will be required to come before the Chief Executive or his representative to make and sign the Declaration in the form prescribed below.

To ensure complete compliance with the Act, Councillors appointed to Massey Community Board are also required to make and sign the Declaration in the form prescribed below which reads as follows:

“I, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interest of the Massey Community the powers, authorities, and duties vested in or imposed upon me as a member of the Massey Community Board by virtue of the Local Government Act 1974, the Local Government Official Information and Meetings Act 1987, or any other Act.”

Declarations will be made in alphabetical order as follows:

Massey Community Board

- Man Fai Peter Chan
- Warren William Flaunty
- John Andrew Good
- Robert Frank Jessopp
- Karen Gael Perri
- Donella Jean Webster

Councillors

- Owen Erle Hoskins
- Gwen Emily Nash
- Gary William Russell



2 ELECTION OF CHAIRPERSON

Pursuant to Sections 101ZT and 101P of the Local Government Act, every Community Board is required to elect a Chairperson from its members at its first meeting. The election shall be on the basis of open voting with one vote by each member (and no person having a casting vote) unless the Community Board resolves to use the voting system described in Section 114K which reads as follows:

- “(1) For the purposes of -*
- (a) The appointment of the Chairperson or Deputy Chairperson of a committee; and*
 - (b) The election or appointment of a representative of a local authority for any purpose, -*
- the local authority of (except where the local authority has otherwise directed) the committee may, by resolution, determine that the person to be elected or appointed by a system of voting that requires that, except as provided in subsection (2) of this section, the person to be elected or appointed receive the votes of a majority of the membership of the local authority or committee present and voting, and that requires that, where more than one round of voting is required, the least successful candidate in a round of voting shall not be a candidate in the next round of voting.*
- (2) Where the system of voting described in subsection (1) of this section is adopted, section 114J(1)(b) of this Act shall not apply, and every equality of votes that is not to be determined by a further round of voting shall be determined by lot in such manner as the local authority or committee determines.”*

The Chief Executive or his representative will call for nominations for the position of Chairperson. In the event that more than one nomination is received the Board will be asked to determine the basis of voting (ie. as provided by either Section 101P or Section 114K).

The Board will then be requested to elect a Board Member to be Chairperson.

RECOMMENDATIONS

1. That the information be received.
2. That the Massey Community Board elect one member to be Chairperson of the Massey Community Board.



3 ELECTION OF DEPUTY CHAIRPERSON

Pursuant to Section 101U of the Local Government Act 1974 the Community Board may wish to appoint a Deputy Chairperson.

Once a Deputy Chairperson is appointed that person will retain that position for the entire term of office or until they resign from the position.

The election of a Deputy Chairperson shall be conducted on the same basis as election of the Chairperson as prescribed under Section 101P of this Act unless the Board resolves to use the voting system described in Section 114K.

RECOMMENDATIONS

1. That the information be received.
2. That the Massey Community Board elect one member to be the Deputy Chairperson of the Massey Community Board.



4 GENERAL EXPLANATION OF STATUTORY PROVISIONS

S.114D (4)(c) of the Local Government Act 1974 requires, at the first meeting of a local authority following the election, that a general explanation be given or arranged by the Chief Executive of:

- (1) The Local Government Information and Meetings Act 1987; and
- (2) Other laws affecting members including the appropriate provisions of the Local Authorities (Members Interests) Act 1968, Sections 99, 105 and 105A of the Crimes Act 1951, and the Secret Commissions Act 1910.

RECOMMENDATION

That the information be received.



5 ADOPTION OF MEETING SCHEDULE

Section 114D(4)(d) of the Local Government Act 1974 provides for the Local Authority at its inaugural meeting to adopt a schedule of ordinary meetings. A proposed meeting schedule for the Board until December 2002 is as follows:

Wednesday	5 December 2001	7.30 pm
Wednesday	30 January 2002	7.30 pm
Wednesday	6 March 2002	7.30 pm
Wednesday	3 April 2002	7.30 pm
Wednesday	8 May 2002	7.30 pm
Wednesday	5 June 2002	7.30 pm
Wednesday	3 July 2002	7.30 pm
Wednesday	7 August 2002	7.30 pm
Wednesday	4 September 2002	7.30 pm
Wednesday	2 October 2002	7.30 pm
Wednesday	6 November 2002	7.30 pm
Wednesday	4 December 2002	7.30 pm

The Board now needs to confirm the meeting dates and times.

RECOMMENDATIONS

1. That the information be received.
2. That the Massey Community Board adopt the meeting dates and times for the Board's Ordinary meetings as follows:

Wednesday	5 December 2001	7.30 pm
Wednesday	30 January 2002	7.30 pm
Wednesday	6 March 2002	7.30 pm
Wednesday	3 April 2002	7.30 pm
Wednesday	8 May 2002	7.30 pm
Wednesday	5 June 2002	7.30 pm
Wednesday	3 July 2002	7.30 pm
Wednesday	7 August 2002	7.30 pm
Wednesday	4 September 2002	7.30 pm
Wednesday	2 October 2002	7.30 pm
Wednesday	6 November 2002	7.30 pm
Wednesday	4 December 2002	7.30 pm

3. That the venue for the Massey Community Board meetings be the Waitakere City Council, Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City.



6 ADOPTION OF STANDING ORDERS

Section 114M of the Local Government Act 1974 requires that Local Authorities and Community Boards adopt a set of Standing Orders for the conduct of its meetings and those of its committees and subcommittees. The Board has traditionally adopted Waitakere City Council Standing Orders.

The Waitakere City Council Standing Orders circulated to members have been reformatted to comply with the standard New Zealand Standard Model Standing Orders NZ9202:2001. Listed below are the changes that have been made from the Waitakere City Council Standing Orders for 1998-2001.

The following did not appear previously on the Waitakere City Council Standing Orders:

102 Definitions **Quorum at any meeting of a local authority and its standing committees** means half the members (including vacancies) if the number of members is even, and a majority if the number is odd. In the case of a committee meeting, other than a subcommittee, the quorum is to include at least two members of the committee, including one member of the local authority.

Special meeting has the same meaning as defined in section 114F of the Local Government Act 1974.

Cancellation of scheduled meetings **13.3**
If it is necessary to cancel a scheduled meeting, all reasonable effort will be taken to notify elected members and the public as soon as is practicable.

Availability of agendas and reports for meetings of community boards **15.11**
Where agendas and associated reports are for meetings of community boards, it shall be sufficient for the purposes of this section that they be available for public viewing at the main office of the local authority and those service delivery centres and public libraries, if any, under the control of the local authority situated within the community.

List of committee members publicly available **15.13**
The members of each committee are to be named on the relevant order paper.

Speeches in English or Maori **21.5**
A member may address the Chairperson in English or Maori. The Chairperson may order that a speech be translated and printed in another language. A member must give prior notice, not less than 2 working days before the meeting, to the Chairperson if he or she intends to address the Chairperson in Maori, when the normal business of the Committee is conducted in English, or in English when the normal business of the Committee is conducted in Maori.

NOTE - In the case of Te Taumata Runanga where the business is normally conducted in both languages this Standing Order will not apply.

Confidential items

25.3

The principal administrative officer shall place on a confidential agenda any matters for which he/she considers the local authority or committee of the local authority is likely in his/her opinion to wish to exclude the public in terms of the Local Government Official Information and Meetings Act 1987, provided that an indication of the subject matter likely to be considered in exclusion of the public shall be placed on the order paper available to the public.

Public forum

25.8

Where the Local Authority so determines a period of up to 30 minutes, may be set aside for a public forum at the commencement of ordinary meetings of the local authority, which are open to the public. Each speaker during the public forum section of a meeting may speak for five minutes on any matter which has not been delegated to a Community Board.

NOTE - The public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity.

Questions of speakers during public forum

25.9

With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. If permitted by the Chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

The following as shown in bold and italic, are the changes to the Waitakere City Council Standing Orders:

Reporting of meetings

21.7

When a meeting of a local authority is open to the public the following provisions shall apply:

(a) ***Bona fide members of the news media (including newspaper, radio and television) shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.***

[s. 49(a) LGOIMA]

(b) ***Any member of the public who is not a bona fide member of the news media shall obtain the consent of the meeting to the use of recording devices.***

(c) ***Any recording of meetings shall be carried out in an unobtrusive manner, and shall not be distracting to members.***

(d) ***Any recording of meetings shall be notified to the Chairperson at the commencement of the meeting.***

(previously this standing order did not quote the relevant section of the Act and the restriction of recording devices applied to members only).

**Recording of
apologies**

24.3

The Chairperson of each meeting will invite apologies at the beginning of each meeting, **including apologies for lateness and early departure**, and these and subsequent apologies during the meeting will be recorded in the minutes, including whether they were accepted or declined, **and the time of arrival and departure of all members**.

(previously this clause did not include an apology for early departure).

**Minor items not on the
agenda may be
discussed**

25.7

"Subject to 25.7A, where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if -

- (a) The local authority by resolution so decides; and**
- (b) The presiding member explains at the meeting at a time when it is open to the public, -**
 - (i) The reason why the item is not on the agenda; and**
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.**

25.7A

Where an item is not on the agenda for a meeting, -

- (a) That item may be discussed at that meeting if -**
 - (ii) That item is a minor matter relating to the general business of the local authority; and**
 - (iii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but**
- (b) No resolution, decision, or recommendation maybe made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."**

[ss. 46A(7) & 46A(7A), LGOIMA]

(urgent business has been altered to comply with the Act).

Use of Common Seal

44.3

The affixing of the seal on each occasion shall be attested as soon as practicable by any two of the following:

- Mayor, or Deputy Mayor or Councillor;
- Chief Executive, **or the Acting Chief Executive in his absence;**
- **Director: Corporate & Civic Services.**

(the Acting Chief Executive and Director: Corporate & Civic Services have been added).

RECOMMENDATIONS

1. That the information be received.
2. That the Standing Orders as circulated be adopted for the 2001/2004 term of the Board.



7 ADOPTION OF ORDER OF BUSINESS

Standing Orders require that the community boards adopt an order of business for its ordinary meetings (25.1).

A suggested order of business is as follows:

ORDER OF BUSINESS

Apologies
Confirmation of Minutes
Urgent Business
Deputations/Petitions
Open Forum
Officers Reports
Chairperson's Report
Committee Secretary's Report
Notices of Motion
Board Members Reports

RECOMMENDATIONS

1. That the information be received.
2. That the Board determine the order of business for its ordinary meetings.



8 STREET EVENTS SUBCOMMITTEE - MASSEY WARD

PURPOSE OF THE REPORT

To re-establish the Street Events Subcommittee Massey Ward, constituted during the 1998/2001 term of office of the Massey Community Board.

BACKGROUND

A1-A5

With the increasing demand for location filming within the City, it was necessary during the 1998/2001 term of the Community Board to set up a Street Events Subcommittee with delegated authority to approve temporary road closure applications for the purposes of any "exhibition, fair, show, market, concert, film-making, race or other sporting event or public function" that could not be delegated to a Council officer or elected member. Background information regarding the establishment of the subcommittee as attached at pages A1 to A5.

ISSUES

It is considered that the Subcommittee will still be required from time to time. It is therefore recommended that the Board re-establish the Street Events Subcommittee to consider the application for temporary road closures.

RECOMMENDATIONS

A6

1. That the information be received.
2. That a Streets Events Subcommittee Massey Ward be established with the fields of activity and delegated powers as set out as set out at page A6.

Report prepared by: Sharon Simiona, Committee Secretary.



9 COMMUNITY BOARD APPOINTMENTS TO COMMITTEES

The Council has requested that Massey Community Board nominate one member and one alternate member to participate on the Hearings Committee when issues pertaining to Massey Ward are being considered.

The Council also requests that Massey Community Board nominate one member to the Community Sport Fund Allocation Subcommittee (a subcommittee of the Finance and Operational Performance Committee) to consider allocation of funds from the Community Sports Fund.

The matter is forwarded accordingly for the Boards determination.

RECOMMENDATIONS

1. That the information be received.
2. That the Massey Community Board nominate one member and one alternate member to participate on the Hearings Committee when issues pertaining to Massey Ward are being considered.
3. That one member be nominated for membership of the Community Sports Fund Allocation Subcommittee.

Report prepared by: Sharon Simiona, Committee Secretary.



10 COMMUNITY BOARD APPOINTMENTS TO OUTSIDE ORGANISATIONS

This item is brought forward to enable the Massey Community Board to consider the voluntary appointment of a representative on the following organisations.

Organisation	Number of Appointments
Auckland Region Community Boards' Association Executive Committee	1
Keep Waitakere Beautiful Committee	1
Massey Citizens Advice Bureau	2
Massey Community House Committee	1
Massey Leisure Centre Community Liaison Group	1
Ranui Action Plan Project	1
Ranui Community Centre Committee	1
Te Rangi Hiroa Working Party	2
Henderson Creek Reserve Management Plan	1

RECOMMENDATIONS

1. That the information be received.
2. That the Board appoint representatives to the voluntary organisations as outlined in the agenda report.

Report prepared by: Sharon Simiona, Committee Secretary.



11 OPEN FORUM

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

- (i) Members of the public wishing to address the Board in Open Forum shall furnish their names to the Chairperson at the beginning of the meeting; and
- (ii) the Chairperson shall determine the order of speakers, and allow five minutes for speaking time.

Section 46(7) and (7A) of the Local Government Official Information and Meetings Act 1987 provides that no resolution, decision, or recommendation may be made in respect of any specific item of business not on the agenda except to refer the items to a subsequent meeting for further discussion. Therefore, no decision may be made on matters raised in Open Forum. However, written reports on matters raised may be requested from the Chief Executive.



12 **SECRETARY'S REPORT**

A briefing will be given to the members regarding the strategic context of the range of issues contained within the agenda.

Issue	Comments	Reporting Council Officer
Clearwater Cove Esplanade Reserve	<p>The developer of the land at 7 - 11 Clearwater Cove will be undertaking some improvement works on the adjacent Clearwater Cove Esplanade Reserve. The works will include weed clearance and re-vegetation planting of the banks of the estuary and amenity planting. A path will be constructed the length of the reserve ending with a seating area adjacent to the boat ramp at the far end.</p> <p>Fliers on this have been delivered to residents and planting is expected to have started by end of this month.</p>	<p>Genevieve McGirr ☎ 836 8000 Ext: 8768</p>
Lease of Buildings on Herald Island	<p>The Board on 6 December 2000 requested that leases be granted to the Herald Island Residents and Ratepayers Association for the Herald Island Hall, the old Post Office and the old Fire Station buildings; and that the part of the Herald Island Domain on which the hall stands be reclassified under the Reserves Act as a local purpose community buildings reserve.</p> <p>The reclassification of the Domain is now completed. The draft leases have been sent to the Herald Island Residents and Ratepayers Association for consideration.</p> <p>Council is finalising negotiations with the Ratepayers Association over the final leases.</p>	<p>Alastair Dougal ☎ 836 8000 Ext: 8945</p>
Reserves in Whenuapai Village	<p>Council on 27 June 2001 adopted the former Finance, Policy and Property Committee's recommendations that the acquisition of 43 Waimarie Road be approved, that the acquisition be funded by the proposed future divestment of Bill Moir Reserve, and that the exchange of ownership and Reserve status be publicly notified.</p> <p>Public submissions on the proposed reserve divestment closed on 16 October 2001. To date we have received over fifty submissions. A report is currently being prepared and will be taken to the appropriate Committee in December.</p> <p>Concept planning for the land at 43 Waimarie Road is proceeding in liaison with the Whenuapai Residents and Ratepayers Committee. A public workshop/open day will be held once a decision on the divestment of Bill Moir reserve has occurred.</p>	<p>Renee Lambert ☎ 836 8000 Ext: 8118</p>

Issue	Comments	Reporting Council Officer
<p>Te Rangi Hiroa/ Birdwood Winery Estate Management Plan</p>	<p>This Management Plan covers a number of reserves within the area which are closely linked including the following:</p> <ul style="list-style-type: none"> • Te Rangi Hiroa Reserve; • Birdwood Winery Estate; • Starling Park; • Don Buck Corner; • Don Buck Primary School Reserve. <p>The Board noted from previous meetings the process and time frame as agreed with the Advisory Group for the Te Rangi Hiroa/Birdwood Winery Estate Management Plan on 4 April 2001.</p> <p>The Massey Pony Club approached Council staff on 15 August 2001 with a proposal to upgrade their clubroom buildings with a building which can accommodate other community uses.</p> <p>This proposal will be incorporated into the landscape concept plan being developed for the reserves.</p> <p>A meeting was also held with the Car Club on 17 August 2001 to clarify its requirements in terms of the landscape concept plan development.</p> <p>In addition to the above, the Ranui Action project held a "Visioning Workshop" with the community in September. This workshop highlighted a number of issues which the community wished to be addressed within the management plan. Lack of prior feedback from the community on their desires for the reserves has meant that this information has provided valuable community input into the management planning process; these thoughts are currently being incorporated into the draft plan.</p> <p>The timeframe for the management plan draft has been extended in order to accommodate the above new issues.</p> <p>A draft management plan for the reserves is now anticipated to be brought to the new Community Board at the first Board meeting in the new year.</p>	<p>Renee Lambert ☎ 836 8000 Ext: 8118</p>
<p>Westpark Marina Public Boat Ramp - Car Parking Issues</p>	<p>Council Officers are facilitating negotiations between Waitakere Properties Limited and Westpark Marina Limited in order that further on-site car parking can be provided at the marina. Waitakere Properties Limited has agreed in principle to the surrender of freehold interest on selected sites in exchange for Westpark Marina Limited surrendering its lease interest in land at the marina. Independent valuers have been engaged to quantify the exchange.</p>	<p>Glenda Lock ☎ 836 8000 Ext: 8404</p>

Issue	Comments	Reporting Council Officer																										
Don Buck Road - Safety Concerns	As requested by the Board on 1 August 2001, a "No Right Turn" control to address the safety concerns on Don Buck Road has been installed.	Adam Moller ☎ 836 8000 Ext: 8750																										
Give Way Control - Westgate Drive and Cabernet Crescent	As requested by the Board on 1 August 2001, installation of the "Give Way" sign has been completed.	Adam Moller ☎ 836 8000 Ext: 8750																										
Road Matters concerning: Triangle and Don Buck Roads Intersection	A design for a roundabout at this intersection is currently under way. Subject to final approvals it is expected that construction will commence October/November 2001.	Ian Fraser ☎ 836 8000 Ext: 8738																										
Usage of West Harbour, Collwill and Lincoln Heights School Halls: Term Three 2001	<p>Council requires West Harbour, Collwill and Lincoln Heights schools to report on the usage of their community halls each term. This resulted from Council providing significant assistance to the schools in 1989 and 1990 to build or extend their halls.</p> <p>The following information is presented for your information for Term Three, 2001:</p> <p><u>Term Three Usage:</u></p> <p>West Harbour School:</p> <table data-bbox="586 1058 1198 1213"> <tr> <td>Karate 3 x weekly</td> <td>240</td> </tr> <tr> <td>After School Care group 5 x weekly</td> <td>1280</td> </tr> <tr> <td>Drama group</td> <td>250</td> </tr> <tr> <td>Number of people using hall:</td> <td>1770</td> </tr> </table> <p>Lincoln Heights School:</p> <table data-bbox="586 1255 1198 1411"> <tr> <td>Bible Sundays 1x week</td> <td>600</td> </tr> <tr> <td>Bible Chapel 1-2x weekly</td> <td>1200</td> </tr> <tr> <td>Home and School;</td> <td></td> </tr> <tr> <td>Discos three per term</td> <td>150</td> </tr> <tr> <td>Number of people using hall:</td> <td>1950</td> </tr> </table> <p>Collwill School Church Group:</p> <table data-bbox="586 1453 1198 1570"> <tr> <td>1 x weekly</td> <td>350</td> </tr> <tr> <td>Tae Kwon Do 2 x weekly</td> <td>400</td> </tr> <tr> <td>Tuvalu Community</td> <td>700</td> </tr> <tr> <td>Number of people using hall:</td> <td>1400</td> </tr> </table> <p>All of the halls continue to be hired on an ad hoc basis to community groups and for private functions. The facilities continue to be managed by the Schools' Board of Trustees.</p>	Karate 3 x weekly	240	After School Care group 5 x weekly	1280	Drama group	250	Number of people using hall:	1770	Bible Sundays 1x week	600	Bible Chapel 1-2x weekly	1200	Home and School;		Discos three per term	150	Number of people using hall:	1950	1 x weekly	350	Tae Kwon Do 2 x weekly	400	Tuvalu Community	700	Number of people using hall:	1400	Jo Brewster ☎ 836 8000 Ext: 8559
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Issue	Comments	Reporting Council Officer
<p>Speed Limit for Makora Road and Pooks Road</p>	<p>The Review Team (Council and Land Transport Safety Authority) has recommended a 50kmph limit for Makora Road. For Pooks Road, the Team has recommended a 50kmph limit between Metcalf Road and Candia Road, and a 70kmph limit between Candia Road and O'Neils Road.</p> <p>The Board at its meeting on 7 February 2001 noted that these recommendations have been included as part of the speed restriction recommendations for the whole of the City forwarded to the Land Transport Safety Authority.</p> <p>The Land Transport Safety Authority has now approved, the speed restrictions for Makora Road and Pooks Road.</p> <p>New speed restrictions have been gazetted, and the changes to the speed restriction signs are under way. It is expected that the new signs will be in place by the time of the meeting.</p> <p>With respect to Trig Road, the Land Transport Safety Authority did not approve a 70 kmph restriction, and for the time being the restriction remains at 100 kmph. It is intended to recommend an 80 kmph restriction for approval by Council.</p>	<p>Ian Fraser ☎ 836 8000 Ext: 8738</p>
<p>Intersection Control: Garton Drive at Triangle Road</p>	<p>As requested by the Board on 6 September 2001, a 'Stop' control is now in place on Garton Drive at its intersection with Triangle Road.</p>	<p>Ian Fraser ☎ 836 8000 Ext: 8738</p>
<p>Royal Reserve Skate Facility</p>	<p>The skate facility at Royal Reserve has been removed and the salvaged skate obstacles have been placed in storage. Consultation will be carried out during November 2001 with residents/businesses adjacent to Triangle Park and Spargo Reserve regarding the possible construction of a replacement skate facility at one of these reserves. The feedback received from members of the public when available will be reported to the Community Board.</p>	<p>Peter Sewell ☎ 836 8000 Ext: 8759</p>
<p>Theatrical battle proposed by World War II Re-enactment Society</p>	<p>The proposed theatrical battle originally scheduled for Saturday 6 October 2001 was cancelled in view of the terrorist America attack on 11 September 2001.</p>	<p>Greg Keane ☎ 836 8000 Ext: 8518</p>

REPORTS PENDING			
During consideration of 2001/2002 Annual Budget the question of staff resourcing to complete requested roading and traffic reports was raised. The lack of staff resources has meant that roading and traffic reports are not being progressed as quickly as desired. A recruitment process to bring Traffic Engineers numbers up to establishment is currently underway.			
Subject	Date Requested	Report Due	Reporting Officer
Parking Concerns around Stage II of Massey Leisure Centre	2 May 2001	5 December 2001	Reg Cuthers ☎ 836 8000 Ext: 8740
After-School Traffic Congestions at Edwards Ave	1 August 2001	5 December 2001	Ross Hill ☎ 836 8000 Ext: 8737
Traffic issues at Woodford Road	6 September 2001	5 December 2001	Reg Cuthers ☎ 836 8000 Ext: 8740

RECOMMENDATION

That the information be received.

Report prepared by: Audrey Chan, Committee Secretary.



13 SAFETY ISSUES - HURUHURU CREEK

PURPOSE OF THE REPORT

This report updates board members on a key safety issue - child drownings - and outlines how the Council is addressing this issue as summer approaches.

BACKGROUND

A7

Waitakere City has over 300km of streams which are an asset to the community overall but do represent a significant risk to small children. One particular waterhole in the Huruhuru Creek refer map attached at page A7, within the Massey Ward, has been the site of three drownings including a four-year-old who died there in April 2001. The Massey Community Board has been involved in the Council's response to this drowning and may wish to consider continuing their involvement.

STRATEGIC CONTEXT

Community safety and the need to provide a safe environment for children are key strategic priorities for the Council. Waitakere City is accredited by the World Health Organisation as a Safe City and the Council has adopted First Call for Children.

However the Council also has objectives relating to protecting streams in their natural state and to ensuring public access to streams and to the coast. These objectives, and the opinions of the community, need to be considered alongside the issues of safety.

ISSUES

In response to the most recent drowning at Huruhuru Creek, the Council and community board undertook the following actions:

A “swimming pool” type fence was erected at the top of the Helena St bank to prevent children from accidentally slipping down the steep section of the bank. (Note this will not stop access around the fence and down less steep parts of the bank.) This fence was added to the maintenance register so that it is repaired promptly if damaged. Other known hazard sites on parks are now also regularly inspected as part of the maintenance contract.

The Community Board assisted in asking the community:

- Whether a “swimming pool” style gate on the walkway off Woodside Rd (next to #32) would be helpful;
- Whether signage (aimed at parents) warning of the dangers of the waterhole would be helpful, and what the signs should say;
- Whether there are any physical works possible on the Woodside Rd bank of the stream that would be effective in reducing the hazards there;
- Any other issues/suggestions.

Gates, fences or signage were not well supported by the community. However better information about the hazards for parents and others caring for young children was a priority. On consideration of the issues, the Council decided to develop a citywide resource of information about all water hazards in Waitakere. This resource is part of the Council’s wider Green Network programme.

The Council, Safe Waitakere and Watersafe Auckland, with the assistance of the Portage Licensing Trust and the Waitakere Licensing Trust, are preparing maps of water hazards for all areas of the City. These maps, together with literature identifying types of water hazards are being distributed to all early childhood centres citywide as part of a wider safety campaign. It is also planned that a City wide map of water hazards and smaller regional ones will be available to be displayed via libraries during the summer Months.

This citywide project may not meet all the needs of families in the Huruhuru Creek area. The proportion of children attending early childhood centres is low in the area and the Board may consider it wise to supplement the citywide campaign with a particular message targeted at residents of the immediate area around Huruhuru Creek.

The Massey Community Board may wish to consider the following actions:

- Maps of the City including the Massey Area will be on display in the library towards the end of November/beginning of December 2001. This display could also include any specific information that the Massey Community Board felt was appropriate to the community in emphasising the risks to children of the water hazards in the area.
- A4 Maps of the Huruhuru Creek area and brochures, which identify different types of water hazards can be provided for each family in the area. These maps and brochures can be made available in local schools, churches, early childhood centres and the library.
- Current resources would cover a leaflet drop but previous Community Board Members volunteered their time to door knock - which proved a more effective method of ensuring that the community were made aware of the dangers from water hazards in their area. The information necessary for this door knock would be available late November/early December 2001.

RESOURCES

No funding was allocated to this project in the Annual Budget however some staff time is available as part of existing work programmes.

CONCLUSION

The Massey Community Board may wish to consider continuing their involvement in promoting safety in the Huruhuru Creek area by assisting in the design and delivery of a suitable information campaign to supplement the citywide water hazard mapping project for residents of the area.

RECOMMENDATIONS

1. That the information be received.
2. That Community Board members confirm that they would wish to add their own message to the citywide information on water hazards for the residents in the Huruhuru Creek area.
3. That Community Board members confirm that they would wish to provide A4 maps of the Huruhuru Creek area for all of the residents in that area, and that the Community Board would arrange for this information to be delivered by door-knocking.
4. That the Community Board would nominate one or two members to co-ordinate this information dissemination and to work with Council and Safe Waitakere to ensure the appropriate processes are in place to highlight water safety issues in the Huruhuru Creek area.

Report prepared by: Angela Hadley, Strategic Leader Wellbeing.



14 BOARD MEMBERS REPORTS

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



8 TEMPORARY ROAD CLOSURES

PURPOSE OF THE REPORT

This report outlines problems associated with the current process of approving temporary road closures, and seeks the Board's approval to delegate this to the newly formed Street Events Sub Committee of the Community Board to consider and approve temporary road closures.

BACKGROUND

There is an increasing demand for location filming within the City. Waitakere Enterprise advise that they receive two road closure applications each week from the filming industry. The value of the film industry to the Auckland Region during the past eight years is approximately \$400 million. In Waitakere City, South Pacific Studios who are established in Tolich Place spent \$25 million during the past year on purchasing local products.

While most location filming does not involve work on or near the City's roading network, there is a proportion that is either close to a road, or actually on the road itself. In these situations there is often a need to stop traffic for a short time for safety or to prevent extraneous noise or out of period vehicles or persons appearing in the scene.

This need is in addition to that of community groups, sports event organizers etc, that from time to time request temporary road closures for purposes varying from a 'Street Party', to a Christmas 'Santa Parade'.

STRATEGIC CONTEXT

A substantial part of Council's Community and Economic Development policy is to encourage business growth within the City.

Council has actively encouraged the film and television production industry to establish both studio facilities and location filming within the city resulting with the establishment of permanent facilities by South Pacific pictures (Tolich Place), Studio West (Waikauku Road), TVNZ - Moving Pictures (Winston Place), and a marked increase in location filming, both by production teams located within the City and others with their base facilities outside of the City.

Leisure facilities and activities contribute to the wellbeing of the City's residents by providing recreation opportunities that promote health and social cohesion. The Council's Leisure Strategy, Community Facility Plan, Parks Strategy and Funding Policy guide the provision of these facilities and activities to ensure that they are available to all residents, responsive to changing demands and provided efficiently.

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

ISSUES

The Closure Process

Temporary road closures are provided for in Section 342 of the Local Government Act, and the Tenth Schedule of the Act, as attached at page A4.

Although traffic may be temporarily halted or diverted for a number of reasons under powers delegated to the Director: City Services, the power to approve temporary closures for the purposes of 'any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function', cannot be delegated to a Council Officer or an elected member.

Delegations at present rest with the Community Boards, who after consultation with the Police, are able to approve temporary road closures subject to any conditions as they may see fit.

Timing Problems

The main issue is one of timing. For significant filming projects (more than three days), the film industry operates on a lead time of one to three weeks. For smaller filming projects (less than three days), the lead in time is one to three days. With the monthly meeting cycle of the Community Boards, combined with the Agenda process, the shortest time an application can be processed is three weeks, extending to perhaps seven weeks depending on the applicant's entry time into the cycle. The current process does not cater for the smaller filming projects (90% of the applications) that require a quicker turnaround.

This timing has in the past caused some problems in film scheduling, and if it were not for the availability of private roads, and in particular, the Ministry of Defence roading at Hobsonville, there would have been real difficulty keeping to story lines.

The meeting cycle often catches sports and community groups unawares also, where even if an application is lodged two months in advance, the approval may only be granted in the last few days prior to the event. Should Council be able to provide a shorter turnaround, in the order of one week, this would be satisfactory.

Advertising Costs

Two public notices are required.

- a) To notify of the intention to consider the temporary closing of a road, and should the application be approved.
- b) To notify that a road is to be temporarily closed.

Costs of these advertisements are to be borne by the applicant.

Fees

There is no processing fee charged currently for Road Closures. Costs are currently borne by each unit involved in the process. The following fees are proposed. These are:

- | | | |
|----|--|-------------------|
| a) | Road closure - less than three days | \$300.00 plus GST |
| b) | Road closure - greater than three days | \$450.00 plus GST |
| c) | For filming projects an additional \$50.00 handling charge will be added. This fee has been requested by Waitakere Enterprise. | |
| d) | Non-commercial closures | No charge |

Proposal

It is proposed that the newly formed Street Events Subcommittee meet weekly or fortnightly (as required) and be delegated the authority to consider and approve applications for road closures, as attached at page A5.

CONCLUSION

The delegation to the sub committee will maintain the democratic process, conform with the requirements of the Local Government Act, and at the same time enable applications for temporary road closures to be processed in a manner consistent with the needs of an industry, and those of community groups that Council has taken efforts to promote.

The establishment of a subcommittee to consider application for temporary road closures is recommended.

RECOMMENDATIONS

1. That the information be received.
2. That a Street Events Subcommittee be established with the delegated authority to consider and approve Road Closures.
3. That the following fees be recommended to Council for approval for the processing of Road Closure applications:
 - a) Road Closure - less than three days \$300.00 plus GST
 - b) Road Closure - greater than three days \$450.00 plus GST
 - c) For film projects only Waitakere Enterprise handling fee. \$ 50.00 plus GST
 - d) Non-Commercial closures No charge

Report prepared by: Reg Cuthers, Transportation Engineer.



TENTH SCHEDULE: Clause 11

11. The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the Ministry of Transport, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic) —
- (a) While the road, or any drain, water race, pipe, or apparatus under upon, or over the road is being constructed or repaired; or
 - (b) Where, in order to resolve problems associated with traffic operations on a road network, experimental diversions of traffic are required; or
 - (c) During a period when public disorder exists or is anticipated; or
 - (d) When for any reason it is considered desirable that traffic should be temporarily diverted to other roads; or
 - (e) For a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function:

Provided that no road may be closed for any purpose specified in paragraph (e) of this clause if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.



STREET EVENTS

1. PREAMBLE

This Subcommittee shall be called the Street Events Subcommittee. The purpose of the Subcommittee is to assess the temporary closure of any road, or part of any road to all traffic or any specified type of traffic (including pedestrian traffic), for any exhibition, fair, show, market, concert, film-making, race or other sporting event or public function.

2. SCOPE

Within the scope defined by the Annual and Strategic Plans, the following shall fall within the scope of the Subcommittee:

- All matters, not being matters specifically delegated to Council officers, or other committees regarding the temporary closure of roads;
- In respect of the particular ward or area for which the Community Boards have jurisdiction, the power to approve temporary prohibition of traffic under the provision of Clause 11(e) of the Tenth Schedule of the Local Government Act 1974;
11(e) *"For a period or periods not exceeding in aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or any other sporting event or public function."*

3. MEMBERSHIP OF THE SUBCOMMITTEE

The Street Events Subcommittee shall be made up of:

1 Member of the Community Board
Service Manager - Transport Assets
Transportation Engineer Asset Development

4. QUORUM

2 members

STREET EVENTS SUBCOMMITTEE

(A Subcommittee of each Community Board)

For each Ward there is a Street Events Subcommittee which shall report to the appropriate Ward Community Board.

FIELD OF ACTIVITY

To consider and approve temporary road closures, and the temporary prohibition of traffic on roads.

MEMBERSHIP

The Subcommittee shall comprise:

- 1 Member of the Community Board
- Service Manager - Transport Assets
- Transportation Engineer Asset Development

Quorum: 2 members

DELEGATED POWERS

1. All matters, not being matters specifically delegated to Council officers, or Council committees regarding the temporary closure of roads, for the purposes specified in clause 11(e) in the Tenth Schedule to the Local Government Act 1974.
2. To assess the temporary closure of any road, or part of any road to all traffic or any specified type of traffic (including pedestrian traffic), for any exhibition, fair, show, market, concert, film-making, race or other sporting event or public function.
3. In respect of the particular Ward or area for which the community boards have jurisdiction, the power to approve temporary prohibition of traffic under the provision of Clause 11(e) in the Tenth Schedule to the Local Government Act 1974; viz

"11. The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the Ministry of Transport, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic) –

(e) For a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or any other sporting event or public function:

Provided that no road may be closed for any purpose specified in paragraph (e) of this clause if that closure would, in the opinion of the council, be likely to impede traffic unreasonably."

APPENDIX TO REPORT "SAFETY ISSUES – HURUHURU CREEK"

