



## NOTICE OF MEETING

# CITY DEVELOPMENT COMMITTEE

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

**DATE:**            **Monday,            11 February 2002**                    **TIME:**                    **9.00 am**

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

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

5 February 2002

Audrey Chan  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8603

### MEMBERSHIP:

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

Mayor, Bob Harvey, QSO, JP (ex officio)

(Quorum 5 members)

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

**AGENDA FOR AN ORDINARY MEETING OF THE CITY DEVELOPMENT COMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON MONDAY, 11 FEBRUARY 2002  
COMMENCING AT 9.00 AM.**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

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

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

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

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



**3 CONFIRMATION OF MINUTES**

Ordinary - Monday, 10 December 2001

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the City Development Committee held on Monday, 10 December 2001, as circulated, be taken as read and now be confirmed.



#### 4 **PROPOSED BUSINESS INCUBATOR IN WAITAKERE**

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

The purpose of this report is to introduce the concept of the establishment of a business incubator in Waitakere and, if supported, provide a clear direction for establishing the nature and level of Council's support to the concept. Mr Clyde Rogers, Chief Executive, and Ms Nici Wickes, Project Manager, for Enterprise Waitakere and Mr Garry Reynolds from the Unitec Centre for Innovation and Entrepreneurship will be in attendance.

##### **BACKGROUND**

###### **What is a business incubator?**

A Business Incubator is a facility designed to accelerate outstanding business ideas to become established and profitable during their start-up phase. In general, businesses normally favoured as tenants in a business incubator are those that have an innovative, high added value product that has a high, particularly export, growth potential. Often, the product will be technology and/or intellectual property based.

A business incubator achieves this by providing low cost premises, shared services, and intensive, focussed business advice, managerial expertise, networking and mentoring to its tenants. Incubators generally employ a full time manager and house all its start up companies in one location.

The 'incubation' period is normally one to three years, during which time the fledgling business becomes established before 'graduating' from the incubator to conduct their business in the wider business community. This transition from the incubator to their own premises is assisted by the incubator, often with ongoing 'post-graduation' support.

###### **What is the demonstrated success of business incubators?**

The most comprehensive research into the effectiveness of business incubators has taken place in the United States (US). US research has demonstrated an 87% success rate for those companies that have been through a business incubator compared to a 20% success rate for those that have not. This is consistent with a previous incubator in Waitakere, established by Council in 1992 and latterly managed by Enterprise Waitakere in New Lynn until 1998, that has experienced a 90% success rate.

In addition, 84% of businesses that graduate from an incubator locate in the local area in which they were 'incubated'.

There are currently up to 22 operational or proposed incubators in New Zealand.

###### **Industry New Zealand support**

In May 2001, Industry New Zealand established an Incubator Unit. The role of this unit is to facilitate the development of business incubators throughout New Zealand. To assist this process, \$1.5 million is available for distribution as 'Incubator Awards' in the 2001/2002 financial year. Incubator Awards are one-off cash grants. Prospective applicants for funding must demonstrate an ability to be viable without ongoing assistance from Industry New Zealand. To date, awards have ranged between \$10,000 and \$250,000. The focus of the Awards made are those business incubators that are considered 'investment ready'.

### **Proposed Business Incubator for Waitakere**

Enterprise Waitakere, Council's economic development agency, is proposing to establish a business incubator in Waitakere. Branded '**WestSmart**', the proposed incubator is designed to fully integrate in Enterprise Waitakere's existing business training and development activities, including business start ups, and will be wholly consistent with the business incubator concept outlined in this report.

The proposed incubator will be fully managed by Enterprise Waitakere. In addition, a partnership with a tertiary education provider to share library and research resources will be desirable. Enterprise Waitakere has a Memorandum of Understanding with Unitec to work collaboratively on projects of mutual interest. On the strength of this relationship, preliminary discussions have been held between Enterprise Waitakere and Unitec who have supported the concept. In addition, other tertiary partners may be engaged to support the initiative. This initiative also has the support of Te Whanau O Waipareira Trust and the Pacific Island Advisory Board.

Enterprise Waitakere's vision for the business incubator is that it forms a foundation stone for the establishment of an internationally recognised Centre of Excellence for Sustainable Business Development. As such, priority would be given to 'eco-tech' or 'eco-innovation' businesses with sustainable business as a central driver. While this focus does not preclude other types of businesses thriving in the incubator, it would preclude the acceptance of businesses that will grow to have a potentially negative environmental and/or social impact.

Enterprise Waitakere proposes that the incubator be self sufficient by its third year of operation. It is proposed that a target of six tenants in the first year grows to ten in the second year and up to a capacity of fifteen in the third year of operation. Income will be derived from rents, service fees, private sponsorship and public sector assistance.

If the business incubator concept is supported by Council, all available land and/or premise options will be considered. However, Enterprise Waitakere has proposed Henderson as an ideal option for the following reasons;

- the proposed establishment of a Business Resource Centre in Henderson by Unitec;
- the proposed future of Henderson as a learning centre;
- the contribution a business incubator could make to the development of the Henderson Town Centre.

Industry New Zealand is aware and supportive of the proposed business incubator in Waitakere and have invited Enterprise Waitakere to make a formal proposal by the end of March 2002.

### **STRATEGIC CONTEXT**

A strong local economy with more local jobs is a strategic priority of Council. By accelerating the development of potentially high growth, innovative, export focussed businesses, business incubators have made a proven contribution to local economic growth. Further, by having sustainable business development as a primary focus, the proposed WestSmart Business Incubator reinforces the City's vision and clearly reinforces the positioning of Waitakere City as a centre for sustainable development.

## ISSUES

### Availability of suitable premises

The availability of suitable premises is a significant issue. The proposed incubator is planned to grow over time and as such a planned short, medium and long term solution can be considered.

The table below provides indicative features of an incubator facility over time. While incubator tenants can, in general, be accommodated in office premises initially, the demands for small manufacturing and warehousing facilities is likely to increase as initial tenants develop products and a wide range of businesses are attracted to and selected for incubation.

Clearly, over time, the ideal situation is the development of a purpose built facility.

### Premises for Incubator

	<b>Short Term (18mths-2years)</b>	<b>Medium (2-5 years)</b>	<b>Long Term (5-10 years)</b>
General Description	Office space will be required that can accommodate up to six tenant businesses. The preferred tenants will be involved with office based operations and thus production space is unlikely to be required at this stage. Reception and admin space will be common with separate meeting rooms available.	Able to accommodate some manufacturing businesses.	A facility that includes both office space and production areas.
Size	Approx 500 sq m 6 x 20-40 sq m offices to accommodate 2-4 person businesses. 2 meeting rooms. Common reception area.	Approx 2000 sq m 10-15 X 20-40 sq m offices to accommodate 2-5 person businesses. 1000 sq m warehouse space. 2-4 meeting rooms. Common reception area.	This facility could possibly be purpose built to include both office space and warehouse/manufacturing space.
Furnishings	Corporate, basic office equipment to be provided	Corporate, basic office equipment to be provided	Corporate, basic office equipment to be provided
Warehouse/ Production Space Required	No	Yes	Yes
Shared Meeting Rooms	Yes	Yes	Yes

	<b>Short Term (18mths-2years)</b>	<b>Medium (2-5 years)</b>	<b>Long Term (5-10 years)</b>
Technology requirements	Data cabling with central server, ADSL, high speed internet access (Jetstream or similar), min 20k/sec, suitable for basic office systems and operations	IDSN, min 100k/sec, expandable and suitable for companies with high end needs e.g. Graphics companies	IDSN, min 100k/sec, expandable and suitable for companies with high end needs e.g. Graphics companies

### **Level and nature of Council support**

For the proposed WestSmart business incubator to achieve long-term financial sustainability and provide tenant business with premises at an accessible rental, Council support is desirable. Enterprise Waitakere have requested two types of support be considered by Council; the provision of land and/or premises to the project at a peppercorn rental (Council provided premises in New Lynn for this purpose in the past until those premises were sold in 1997) and a contribution to the operational costs of the business incubator as part of the Funding and Service Agreement with Enterprise Waitakere. Other options for support may also be considered.

To date, no detailed work has been done on evaluating and costing the alternative options available to Council. Should Council support the concept of the proposed business incubator, a full business plan, including a five-year financial and economic impact projection, will be submitted to Council.

### **CONCLUSION**

Business incubators are a proven economic development intervention. Through Industry New Zealand, business incubator development in New Zealand is being encouraged and supported by central government. The WestSmart Business Incubator proposed by Enterprise Waitakere is modelled on successful incubators and will be fully integrated with their existing programs. Tertiary education partners will complement the Enterprise Waitakere's skills and resources. A sustainable business development focus clearly reinforces the positioning of Waitakere as a centre for sustainable development.

To be successful, a business incubator in Waitakere will benefit from Council support. Should Council support the concept of a business incubator being established in Waitakere, it is recommended that officers work with the parties to further develop the concept to an 'investment ready' stage and present options for Council support to the March meeting of this Committee.

### **RECOMMENDATIONS**

1. That the information be received.
2. That Council support in principle, the concept of the proposed establishment of a business incubator in Waitakere by Enterprise Waitakere, but that no support involving any commitment of resources by the Council, other than that outlined in resolution 3, be entered into until such time as Council has had the opportunity to consider the full business plan outlined in the report.
3. That Enterprise Waitakere work collaboratively with Council and Industry New Zealand to further develop the concept of the proposed establishment of a business incubator in Waitakere and present options for Council support to this Committee at its meeting to be held on 11 March 2002.

Report prepared by: John Wadsworth, Partnerships and Advocacy Leader, Economic Development.



## 5 ECONOMIC DEVELOPMENT STRATEGY UPDATE

### PURPOSE OF THE REPORT

The purpose of this report is to update the Committee on progress with economic development work and to schedule a workshop for Councillors to examine a range of project options in detail.

### BACKGROUND

Waitakere City Council has been pursuing a process to improve the economic development of Waitakere City. The first stage of this work was focussed on Council's own activities. Following this, at the end of 2001, Council resolved to proceed with a broader programme of investigation and activity:

The City Development Committee resolved:

1. *That a City wide economic development strategy be pursued adopting a partnership approach involving the stakeholders and partners as indicated in this report.*
2. *That the budget reallocation to fund the proposed project indicated in the agenda report be approved.*
3. *That a further report be provided to the December Committee meeting on costs for the project.*
4. *That it be recommended to Council that the Committee appoint the Mayor, and Deputy Mayor as alternative, as the Council representative to the Strategic Leadership Group.*
5. *That regular progress reports be forwarded to this Committee."*

2578/2001

The first Auckland Regional Economic Development Strategy Forum was held on 5 December 2001. It became clear, following the regional event, that Waitakere City Council's efforts would be best focussed on progressing a range of specific projects known to have high impact on economic development and for which a group of stakeholders is readily identifiable. This will avoid duplication and confusion with the regional processes. The concern is that even though the audiences for the respective processes (Regional and Waitakere City) are different, a perception of duplication would be inevitable and some of the key stakeholders would be involved in both exercises.

From a practical perspective, it now seems that Waitakere City Council does not need to replicate the higher level strategic work. Rather, progress can be made through practical initiatives on several fronts where there is already an established need or opportunity, aligned with the City direction and an identifiable group of stake holders. It is considered possible to develop the strategy document by weaving together the information provided from the regional and local activities plus the strategic review results.

### STRATEGIC CONTEXT

After a period of investigation and debate over the last few years, the Region's business, political and public sector leaders reached agreement last year that there is an urgent need to coordinate strategic thinking and action across all economic sectors in the Region to enhance the Region's economic performance. A Regional process to progress this has been established and it got underway last December.

Waitakere City Council is intensively involved in the process to produce an Auckland Regional Economic Development Strategy. This project will contribute higher level visioning and strategic direction for the Region. This work, along with the Council's own triennial Strategic Review, will provide the strategic context for Waitakere City's economic development work.

## ISSUES

In order to avoid duplication and stakeholder "burnout", it is proposed that the Economic Development strategy is developed through a series of forums and workshops focussed on specific, high potential economic development issues or opportunities. These activities will develop strategies and action plans in partnership with stakeholders. The following areas have been identified as priorities:

1. **New cluster developments:**  
The emphasis is on an Organics Cluster with a Forum planned for March.
2. **Information and communications infrastructure:**  
This was a key issue identified at the Economic Development Summit in April 2001. Projects are underway in Council and Enterprise Waitakere and a community group has been formed to advocate for further work.
3. **Support for SMEs (Small and Medium sized Enterprises) in the City:**  
93.6% of businesses in Waitakere City employ less than 10 people. A Forum to explore issues for Small and Medium sized Enterprises and develop actions plans is proposed.
4. **Maori entrepreneurship and business development:**  
Maori entrepreneurship has been recently heralded in the Global Entrepreneurship Monitor 2001. There are several alternatives for working with Maori stakeholders to explore issues and develop options and action plans including hui and focus groups.
5. **Pacific Islands initiatives:**  
The Pacific Island Business and Cultural Centre initiative is underway. Exploration of how to further facilitate this initiative and explore other opportunities is needed.
6. **Tourism potential:**  
There is little doubt that tourism has huge potential to generate employment regionally. However, how this can be realised within Waitakere is a critical question.
7. **An eco-tech incubator:**  
Preliminary work is underway to explore how this economic development methodology can be used to Waitakere City 's advantage.
8. **Investment:**  
There are two streams of work to be explored with key stakeholders; Asian investment and "other opportunities".

In most areas there are already significant activities underway. However, the point of taking them up here under the umbrella of economic development is specifically to explore their economic development dimensions thereby determining further coordinated actions that could contribute to economic development and employment in the City.

## RESOURCES

To stay within the available budget it will be necessary to set priorities and sequence the work carefully on these economic development projects. At the time of writing, planning for an event to launch the Organics Cluster is well underway.

## CONCLUSION

The City has much to gain in terms of economic development and the flow-on effects into employment from focussing resources onto solving identified roadblocks to economic development. In most of the cases suggested for further consideration there are already initiatives underway and stakeholders willing to work with Council in the interests of City-wide economic development.

In order to expedite Councillors prioritising projects it is recommended that a workshop for to discuss issues and options be held in February 2002 at Council (date and time to be advised).

## RECOMMENDATIONS

1. That the information be received.
2. That a workshop for Councillors to discuss issues and options for specific economic development projects be held in February 2002 at a date and time to be advised.

Report prepared by: Max Harré, Senior Policy Analyst.



## 6 UPDATE - AUCKLAND REGIONAL ECONOMIC DEVELOPMENT STRATEGY

### PURPOSE OF THE REPORT

The purpose of this report is to communicate the response by the Strategy Leaders Group of the Auckland Regional Economic Development Strategy to Council's request for political representation and a place for the New Zealand Business Council for Sustainable Development on the Strategy Leaders Group and to update progress on the Auckland Regional Economic Development Strategy project since November 2001. Ms Jane Mottershead, the Auckland Regional Economic Development Strategy Project Manager, will be in attendance.

### BACKGROUND

At the November 2001 meeting, the City Development Committee considered background to the Auckland Regional Economic Development Strategy project and established clear guidelines for Council representatives participating in the strategy development process. In doing so, the Committee resolved:

- “1. That Council representatives advocate that the values communicated through Council's Mission and principles be incorporated in the Auckland Regional Economic Development Strategy.
2. That an update of the Auckland Regional Economic Development Strategy project be reported to this Committee in February 2002.
3. That the Strategy Leaders Group include political representation from each of the four cities and that a place on the Strategy Leaders Group be provided for the New Zealand Business Council for Sustainable Development and that this issue be reported back to the Committee.”

Since this time, significant progress has been made on the development of the strategy and the Strategy Leaders Group has now responded to the Committee's resolution.

## **STRATEGIC CONTEXT**

The creation of a strong economy and more local jobs is one of Council's strategic priorities. Clearly, the Waitakere economy contributes to and is influenced by the Auckland Regional and New Zealand economy. In this way, Waitakere is a primary stakeholder in regional and national economic development.

The Auckland Regional Economic Development Strategy will be informed by and contribute to the development and implementation of local strategies.

## **ISSUES**

### **Response to Council's Request for Political Representation on the Strategy Leaders Group**

*A1-A2*

In a letter dated 24 January (attached at pages A1 to A2), Jane Mottershead, on behalf of the Strategy Leaders Group, communicated that the Strategy Leaders Group viewed themselves as a project management team established to guide the development of the Auckland Regional Economic Development Strategy. As such, the Strategy Leaders Group is a 'working team' and political representation was not sought. Councils are represented at this 'working team' level through the CEO Forum.

It is envisaged that a future governance role will be required to make decisions about resource allocations to implementation projects in accordance with the values and priorities established by the strategy. Therefore, it is expected that political representation from local authorities in the Auckland Region will be considered during the discussions on this future governance role for the project.

Further, the Strategy Leaders Group is using a 'community economic development model' where the communities develop and adopt the strategy's vision, values, priorities and content. This is the purpose of the Economic Development Forums. Council is represented in this process by the Mayor, Councillor Fenton and the Chief Executive.

No requests for political representation on the Strategy Leaders Group have been made by other Councils.

### **Response to Council's Request for a Representative of the New Zealand Business Council for Sustainable Development on the Strategy Leaders Group**

In the same letter dated 24 January, Jane Mottershead also communicated that the Strategy Leaders Group adopted a triple bottom line approach to the project. This approach has been clearly communicated through the material that has been circulated by the Strategy Leaders Group subsequent to consideration of the issue by this Committee in November 2001.

Therefore, while there is no specific place on the Strategy Leaders Group for the New Zealand Business Council for Sustainable Development, the principle of sustainable development has been adopted by the group.

No other requests for specific membership on the Strategy Leaders Group for the New Zealand Business Council for Sustainable Development have been made.

### **Industry New Zealand Funding**

In early December 2001, the Strategy Leaders Group submitted two applications for funding from Industry New Zealand under their Regional Partnerships Programme. The first application was for a total of \$498,126 (including GST) to assist with the development of the Auckland Regional Economic Development Strategy and the second was for \$242,573 (including GST) for capability building to assist with specific projects subcontracted to Competitive Auckland.

On 21 December, Industry New Zealand communicated that both applications for assistance have been successful.

### **First Regional Economic Development Forum**

The first Regional Economic Development Forum was held on 5 December 2001. The Forum was attended by a total of approximately 170 people. Each of the target groups; local government, Maori, pacific peoples, business, Competitive Auckland, central government, education providers, infrastructure providers, economic development agencies, migrant communities and non-government organisations, were represented. Mayor Bob Harvey, Cr Annette Fenton, and the Director, Strategic Group Theresa Stratton on behalf of Chief Executive Harry O'Rourke represented Council.

The purpose of the Forum was engagement and visioning. After a powhiri and scene setting presentations, participants worked in small groups brainstorming and prioritising the issues, vision and values.

A number of issues were common to the groups:

- Infrastructure;
- Healthy environment;
- Knowledge and skill development and retention;
- Compliance costs;
- Nurturing an innovation culture;
- Celebrating success;
- Creating an empowered community and an inclusive society;
- Enhancing our quality of life;
- Harnessing partnerships and mentoring.

A number of visions and values were common to the groups:

- Community collaboration;
- Lifestyle;
- Clean green environment;
- Sustainability;
- Initiative;
- Celebration and support for innovation;
- Maori entrepreneurship valued and harnessed;
- Knowledge economy;
- Good transport infrastructure;
- Inclusiveness;
- Excellence;
- Uniqueness.

These will now be synthesised into a proposed vision and strategy framework for consideration and adoption by the second Economic Development Forum.

A full report of the outcomes of the first Forum is available.

### **Future Activity**

The second Economic Development Forum will be held on 13 February 2002. At this Forum, the visions and values from the first forum will be synthesised with a view to adoption, a strategic framework introduced, goals set and a model for setting priorities considered. After this second Forum, specific detailed strategy content work groups for each of the adopted strategic elements will be established and will meet on an ongoing basis prior to the third Forum which is likely to be convened in June 2002.

A full presentation on the outcome of the second Forum will be made to this Committee in March 2002.

### **RESOURCES**

Due to its complexity and diverse interest groups, the Auckland Regional Economic Development Strategy project is resource intensive. To assist in providing the necessary project management resource, local authorities throughout the Region have been asked to consider a contribution of officer's time to assist with the project.

In response to this request, the Chief Executive has committed 0.6 of an FTE for six months to the project through John Wadsworth, Partnerships and Advocacy Leader - Economic Development. This time will be focussed on developing the content of the strategy within the adopted framework. In addition, the Auckland Regional Council (one FTE), Auckland City Council (three FTE's) and Manukau City Council (one FTE) have also contributed officer time. Franklin District Council are contributing \$5 000 plus 0.2 of an FTE. Other Council's are considering a contribution of funding in lieu of officer time.

### **CONCLUSION**

The Auckland Regional Economic Development Strategy is now well underway with good support. While Council's request for political membership and a place for the New Zealand Business Council for Sustainable Development on the Strategy Leaders Group has not been successful, the adoption of the principle of the triple bottom line and consideration of political representation in future governance roles is positive.

The next key step in the strategy development process is the second Economic Development Forum on 13 February 2002. At this Forum, the visions and values from the first forum will be synthesised with a view to adoption. In addition, a strategic framework will be introduced, goals set and a model for setting priorities considered. The outcome of that Forum will be updated to this Committee in March 2002.

### **RECOMMENDATIONS**

1. That the information be received.
2. That an update of the Auckland Regional Economic Development Strategy project be reported to this Committee in March 2002.

Report prepared by: John Wadsworth, Partnerships and Advocacy Leader, Economic Development.



**7 PRESENTATION - TRAFFIC ACTIVITY REPORT FOR THE YEAR 1 JULY 2000 TO 31 DECEMBER 2001**

A3-A5 The traffic activity report for the Year 1 July 2000 to 31 December 2001, attached at pages A3 to A5, has been received from the New Zealand Police. Superintendent Dick Trimble will attend the meeting to present the report.



**8 TRANSPORT GOVERNANCE**

**PURPOSE OF THE REPORT**

The purpose of the report is to enable discussion of any matters arising from the internal transport governance workshop held on the 5 February 2002, and to allow the Committee to pass resolutions if required.

**BACKGROUND**

A joint Central government and Auckland region working party is progressing work on regional transport reform. The objective of the Working Party is to develop and evaluate governance options for the delivery of transport in the Auckland region. It will also consider funding and other transport policy matters as they impact on or are impacted by governance matters.

A report was presented to the December 2001 City Development Committee, which passed the following resolutions:

1. *That the Committee requests no further work be undertaken on development and evaluation of governance options until after the regional workshop to be held in February 2002.*
2. *That a workshop be held with Waitakere City Councillors to review transport governance options prior to the regional workshop to be held in February 2002.*
3. *That the Committee confirms its support for the further development of a regional passenger transport entity only, subject to the outcome of the Council's internal workshop on the subject.*
4. *That the Committee requests further clarification on the expected outcomes of reforming the governance of roads within the region."*

2819/2001

The Committee may wish to make resolutions from matters arising from the internal transport governance workshop held on the 5 February 2002, prior to the regional workshop to be held on the 20 February 2002.

**RECOMMENDATION**

That the information be received.

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



**9 PASSENGER TRANSPORT: MEMORANDUM OF UNDERSTANDING FOR SIGNAL PRE-EMPTION AND REAL TIME PASSENGER INFORMATION**

**PURPOSE OF THE REPORT**

This report provides an update on the subject Memorandum of Understanding requested by the City Development Committee.

**BACKGROUND**

The City Development Committee at its meeting held on 10 December 2001, resolved:

- “1. That the Committee approves the draft Memorandum of Understanding for Signal Pre-emption and Real Time Passenger Information Systems appended, and accordingly authorises the Chief Executive Officer to sign the final Memorandum.
2. That the Chief Executive Officer arranges for appropriate provision in Council’s Long Term Financial Strategy, for Signal Pre-emption and Real Time Passenger Information Systems in Waitakere City.
3. That the Auckland City Council and the other parties to the Memorandum be informed of the Committee’s resolutions on the Draft Memorandum.”

2815/2001

And resolved, resolution:

*“That further investigation into the speeding up of the implementation of the measures designed to support public transport be considered and results brought back to the next meeting.”*

2816/2001

**STRATEGIC CONTEXT**

The signing of the memorandum and the proposal to speed up the implementation of the measures, subject of the Memorandum of Understanding, in relation to Waitakere City is consistent with the strategic intent of Waitakere City’s Passenger Transport Strategy to a sustainable city, which aims ‘to encourage initiatives that support viable passenger transport systems within the city and achieve an integrated transport system’.

Signal pre-emption assists the achievement of timetabled arrival times and reliability, important service factors for sustained patronage. Real time information for waiting passengers or passengers in transit also enhances the attractiveness of service. The proposed system also enables comprehensive monitoring of bus movements and hence the bus timetable and traffic engineering improvements.

**ISSUES**

**Signing of the Memorandum of Understanding and Long Term Financial Strategy**

The Chief Executive has signed the Memorandum of Understanding and all copies have been returned to the Auckland City Council for final distribution to participants in the Memorandum of Understanding.

The Service Manager: Transport Assets has noted that provision is to be made for signal pre-emption and real time passenger information systems in the Long Term Financial Strategy.

Timing of Signal Pre-emption and Real Time Passenger Information in Waitakere City Council Territory.

The implementation plan for system, as presented to the December meeting, is for successive years:

- Stage 1: the well known LINK bus service in Auckland City
- Stage 2: the radial route bus services in Auckland City
- Stage 3: the cross-town route bus services in Auckland City

Important radial services extend into Waitakere City. It is logical that implementation in Waitakere City would be in conjunction with the implementation of the radial services in Auckland City. The possibility of reversing the order of Stage 1 and Stage 2 has been assessed through correspondence between the relevant Auckland City Council and Waitakere City Council staff.

The original Staging should be retained for the following main reasons:

1. The LINK service is confined to the Auckland City area and uses a relatively small number (24) of dedicated buses, making it the most suitable service for pilot implementation work.
2. The LINK service runs in a challenging environment which will test all the potential difficulties that could be encountered elsewhere, including traffic congestion and radio signal interference.
3. The immediate benefits gained would be greatest for the LINK service owing to the large number of non-commuter and tourist customers using it.

It is the Auckland City Council's intention to implement the new systems expeditiously, and to work with Waitakere City as early as possible on the likely extension of service into Waitakere City Council territory.

## **CONCLUSION**

Waitakere City is now signatory to a memorandum of understanding that could see advanced signal pre-emption and real time passenger information systems applied to bus services in Waitakere City within the next two to three years. Provision is being made for this in the Long Term Financial Strategy.

The new systems should be trialled, in the first stage of implementation, on the LINK bus service in Auckland City. The logical Stage for inclusion of Waitakere City services is as an extension of the next stage, radial Auckland City bus services. This is expected to be within the next two to three years.

## **RECOMMENDATION**

That the information be received.

Report prepared by: Ross Hill, Service Manager, Transport Assets.



## 10 WORLD SUMMIT 2002 (JOHANNESBURG) PRELIMINARY MEETING

### PURPOSE OF THE REPORT

Mayor Bob Harvey has been invited to attend a key preparatory meeting for the Johannesburg 2002 World Summit on Sustainable Development. The Congress entitled: Local Agenda To Action: Building a Sustainable Future will take place in Vancouver from February 27 - March 1, 2002. The Congress is hosted by ICLEI (International Council for Local Environmental Initiatives) which is organising the Local Government forum that will precede the World Summit in September. Mayor Bob is attending as New Zealand's Local Government representative on the organising committee for Asia Pacific Mayors. He has recently also been appointed to the LGNZ Working Party on Sustainable Development (together with the Director Strategic Projects). This is an invitation only event.

On 1 November 2001, Council voted to support the Mayor's attendance at the World Summit in Johannesburg (Resolution 2703/2001). The Council also discussed the likelihood of the Mayor (or in his place where appropriate, Cr Hulse or Cr Lawley) needing to attend one or more of the key preparatory meetings. However, the resolution does not expressly cover the Vancouver meeting. Accordingly, Council support is sought for the Mayor's attendance at the Congress, and for travel costs and for accommodation and associated costs not covered by the Congress organisers and hosts, to be paid by Council (i.e., accommodation and meals before and after the Congress dates).

While the Mayor is in the Pacific Northwest area there is an opportunity for him to have a detailed briefing on the Vancouver area transit / urban development programme by Mr William Lambert, Programme Manager, Translink, Vancouver and on the Portland Transit system including light rail and planned urban development, by GB Arrington of Parsons Brinckerhoff, Portland. Both Bill Lambert and GB Arrington have worked also on Auckland's transport network. This will involve travel to Portland and three nights accommodation in Portland. However, given the stage of the development of both regional and city programmes on transit oriented development, this is an important opportunity to study two of the most successful examples of modern city management which are relevant to Auckland. This is also important in the context of proposals of significant transport reform for New Zealand this year. Under this programme the Mayor is expected to be absent from Monday 25 February until 8 March 2002.

### RECOMMENDATIONS

1. That the information be received.
2. That the Council approve the Mayor's attendance at the Local Agenda to Action Congress in Vancouver 27 February 2002 - 1 March 2002 and to fund travel, accommodation and related costs not covered by the Congress organisers (25 March, 2 March 2002).
3. That the Council approve funding for the Mayor's study visit to Vancouver (transit system) and Portland (transit and urban development), to include travel, accommodation and related costs.
4. That the travel, accommodation and associated costs outlined above be charged to Mayoral Travel (15 - 1240 - 34910 - 154).
5. That it be noted those proposals are in line with Council's Travel Policy (2953/2001).

Report prepared by: Ann Magee, Director Strategic Projects.



## 11 INFORMATION MANAGEMENT BRIEFING

### **PURPOSE OF THE REPORT**

This briefing is designed to provide the Committee with an introduction to the key issues surrounding management of Council held information.

### **BACKGROUND**

Council holds a wide range of information on behalf of its community. Some of this information is required to be held by statute, other components are necessary to allow Council to fulfil its roles of owner of assets, provider of services, regulator for the community and advocate on behalf of the community.

### **STRATEGIC CONTEXT**

How Council manages the information it holds is a key input and driver of the organisation's ability to support the overall Council strategic direction. In simple terms Council "knowing what it knows" and being able to utilise that information effectively allows the transaction costs of all Council activities to be minimised.

### **ISSUES**

It is intended that the briefing will cover:

- Information Management Context;
- Council Strategic Direction;
- Information Management Strategy;
- Key initiatives;
- Key issues.

Please contact John Johnson on extension 8931 if there are specific issues you would like included.

### **RESOURCES**

Information held by Council is a valuable resource that needs to be managed appropriately to deliver maximum benefit for the resources utilised in maintaining the information and providing systems and support to permit its efficient use.

### **CONCLUSION**

Information management is a core competency for Council that needs to be appropriately managed to support all Council activities.

### **RECOMMENDATION**

That the information be received.

Report prepared by: John Johnson, Manager Information Management.



12 **INFORMATION MANAGEMENT WAITAKERE ONLINE INITIATIVES**

This report was not available at the time of printing and will be circulated separately with this agenda.



13 **JOINT LIBRARIES AND CITIZENS ADVICE BUREAUX INITIATIVES FOR MIGRANT SERVICES**

**PURPOSE OF THE REPORT**

In March 2001 a report on the Waitakere District Council of Social Services New Migrants Research was presented to the Community Facilities and Recreation Committee, which resolved:

*“That a report on the feasibility of a working partnership between the Library Service and the Citizens Advice Bureaux to strengthen existing information services to migrants be brought back to the Committee.”*

420/2001

This report outlines progress on developing such a partnership and the possibilities that exist for strengthening Citizens Advice Bureaux and Library information services to migrants.

**BACKGROUND**

The Waitakere District Council of Social Services commissioned a report to investigate the provision of social services, specifically tailored to the needs of migrant communities within Waitakere City. The research highlighted a need for a one-stop shop for migrant services. However, the research also stated that until the results of regional and central government initiatives such as the Longitudinal Immigration Study and Regional Migrant Settlement pilots are known, it would be premature to establish a “one-stop-shop” Migrant Resource Centre as a solution to migrant needs in Waitakere City.

Key findings of the research project indicated the need to “*put in place short-term measures to immediately address the need for information within Waitakere’s migrant communities.*”

The recommendations from the Waitakere District Council of Social Services New Migrants research project concluded:

*“The development of a working partnership between the New Zealand Citizens Advice Bureaux and the Library Service could potentially develop into a unique vehicle for the delivery of relevant and meaningful information to the West Auckland migrant community. It will be important that this initiative is pursued and developed.*

*As a short-term measure, to help facilitate the provision of information to migrants, it is recommended that the existing Citizens Advice Bureaux infrastructure be further utilized to meet an immediate need that the migrant community has clearly identified.*

*This should take the form of a dedicated, full-time employee, tasked with interfacing and developing working relationships with migrant communities and building awareness of the Citizens Advice Bureaux service. The worker could rotate around the four West Auckland Citizens Advice Bureaux and work in a proactive way with ethnic communities in further defining the needs of the West Auckland migrants. New Zealand Citizens Advice Bureaux already have a sophisticated infrastructure in place which could be adopted, refined and adapted to better assist in the provision of specific services for migrants.”*

## **STRATEGIC CONTEXT**

Community wellbeing is a key part of Council's overall strategic direction. New migrants are a group of residents that often have difficulties participating in the community. Assisting these people to participate effectively in the community fits with Council's emphasis on wellbeing.

Libraries are one of Council's key information provision channels. They are based in the community and are reasonably easily accessible. Council also supports Citizen's Advice Bureaux that provide a range of information and assistance services to the community. This existing social infrastructure already exists and provides a foundation for services to the migrant community.

The researcher suggests that strengthening and better integrating existing services in the short term would resolve an immediate need for information services as identified by the migrant community. While Council does not have an information strategy to guide the development of information services in Waitakere City, this work is planned for 2002. However, synergies have already been identified between the services that Citizens Advice Bureaux and the libraries provide. Further synergies and co-development of service will result from the co-location of Citizens Advice Bureaux and Libraries in Massey, and in the longer term it is likely that the New Lynn, Glen Eden and Henderson Citizens Advice Bureaux and Library services will also be co-located.

Council can also look forward to the establishment of an Ethnic Advisory body which can liaise with Council on the needs of the City's ethnic communities and on the role that Council can best play in meeting those needs. The scope of Council's role will also be informed by the results of Regional Settlement pilots and the Longitudinal Immigration Survey of migrants to New Zealand.

## **ISSUES**

### **Waitakere Citizens Advice Bureaux Migrant Services**

The Waitakere District Council of Social Services research recommended the establishment of a dedicated migrant position within the Citizens Advice Bureaux to *“build awareness of the Citizens Advice Bureaux service..... and work in a proactive way with ethnic communities in further defining the needs of the West Auckland migrants.”*

The majority of the operational costs for Waitakere Citizens Advice Bureaux are Council-funded. Work is being progressed through the “Regional Working Group for Equitable Financial Contributions from Government” to request funding from Government at a regional level and this process may release additional funding for the Citizens Advice Bureaux in the future.

However, the Citizens Advice Bureaux currently do not have the resources to secure an additional position for the *proactive* development of migrant services as envisaged in the Waitakere District Council of Social Services report.

### **Opportunities for Synergies Between Waitakere Libraries and Citizens Advice Bureaux**

The Waitakere District Council of Social Services Migrant Research suggested that the Library Service and Citizens Advice Bureaux could enter into a working partnership to further develop the information services already being offered to migrants. Since the Council has no dedicated migrant services, any move in this direction would be a positive step and would support and strengthen Council's existing services that interface with migrants.

As a result of pending co-location and, more recently, the Waitakere District Council of Social Services Migrant research, several meetings have been held with Citizens Advice Bureaux and Waitakere Libraries, exploring synergies in information provision in Waitakere City. Opportunities to formalise the synergies are currently under discussion within Council, in particular the consideration of moving the contractual management of the Citizens Advice Bureaux as part of the Libraries' brief.

Within the constraints of existing resourcing there are a significant number of migrant service initiatives already being provided by both the Citizens Advice Bureaux and by Libraries, which include such service provisions as:

- Providing multilingual staffing and volunteers;
- Providing learning resources for those studying English as well as information and recreational reading in other languages;
- Providing a venue and support for 'English as a Second or Other Language' study;
- Provision of brochures in several languages including Maori, Cook Island, Samoan, Tongan and Chinese;
- Referring clients to document translation services;
- Attendance at Citizenship ceremonies to promote migrant and ethnic services.

In addition, the Library provides a multicultural service, with a dedicated staffing resource to target and promote library services to the ethnic and migrant community.

### **Joint Citizens Advice Bureaux And Library Services That Could Be Developed With Further Resourcing**

- Possible partnership opportunities with the Department of Internal Affairs where some services such as translation could be free of charge if referred by a Citizens Advice Bureaux;
- Providing a package of cultural training to organisations, including Council;
- Joint information evenings for migrants, where both organisations present information about themselves and the services they can offer. These could be held in libraries;
- Increasing the Citizens Advice Bureaux role in advocacy for migrants, particularly with Government Departments such as Work and Income New Zealand;
- Implementation of a joint marketing strategy of libraries and Citizens Advice Bureaux, using ethnic newspapers and publications. The preparation of joint Library/Citizens Advice Bureaux flyers placed in key locations and facilities such as doctors' surgeries, shops, post offices;
- Increasing the knowledge of Library and Citizens Advice Bureaux services to government departments and other agencies;
- Increasing the awareness of Libraries knowledge of Citizens Advice Bureaux services and vice versa for everyday use; sharing information about the respective services in terms of what the Libraries and Citizens Advice Bureaux can offer for migrants;

- Planning of services that the libraries and Citizens Advice Bureaux can provide for migrants;
- Developing and implementing a Memorandum of Understanding between Libraries and Citizens Advice Bureaux;
- Reviewing cultural differences and customs of staff and volunteers: training should reflect this;
- Potentially sharing information technology, e.g. have Citizens Advice Bureaux databases in the libraries. There is an opportunity to do this in the new Massey Library and with further co-location initiatives;
- Establishment of base lines, e.g. level of awareness of Citizens Advice Bureaux/Libraries in ethnic communities, level of use of services, level of approval of services, level of information within Citizens Advice Bureaux and Libraries about migrant services, e.g. number of “ethnic” services/groups on database, number of ethnic staff/volunteers.

However, as shown by the current and future plans of the services, additional resources would be required to provide leadership and further develop information services for migrants.

## **CONCLUSION**

Other than its multicultural library service, Council does not provide “targeted” migrant services. However, Council does have a role in meeting the needs of migrants who have chosen to live in Waitakere City and access services such as Citizens Advice Bureaux and libraries.

The scope of Council’s Multicultural Services Librarian position is focused on existing library information services and the current position is fully utilised, serving the library’s clients in the existing role. Additional resources would be needed for a broader, more proactive role.

There is the potential for additional resources or partnerships as a result of the Regional Working Party initiative that could be directed by the Citizens Advice Bureaux into migrant services. However, given the limited funding currently available to the Citizens Advice Bureaux, the development of further migrant services as recommended in the Waitakere District Council of Social Services research would also require additional resources.

The development of migrant focused services between the Citizens Advice Bureaux and the Library Service is seen as a short term response until the results of the regional migrant settlement pilots, the Longitudinal Immigration Study and the Ethnic Advisory body enable Council to make more informed decisions on how best to meet migrant needs in Waitakere City. The Library and Citizens Advice Bureaux service currently provide information services for migrants and are engaging in dialogue to further develop these services within available resources.

However, the Committee may wish to consider recommending the inclusion of additional resources for the development of migrant services at co-located Citizens Advice Bureaux and Libraries during the Annual Budget process.

## **RECOMMENDATIONS**

1. That the information be received.
2. That the Committee consider recommending the consideration of additional resources for the development of migrant services at co-located Citizens Advice Bureaux and Libraries during the Annual Budget process.

Report prepared by: Jo Brewster, Project Leader: Community Resources and Su Scott, Library and Information Services Manager.



## **14 WAITAKERE DOMAIN HALL OPTIONS**

### **PURPOSE OF THE REPORT**

This report updates the Committee on the options for the Waitakere Domain Hall in Waitakere township.

### **BACKGROUND**

The Community Facilities Plan recommended that options be assessed for the future of the Waitakere Hall.

Council owns the Waitakere Domain Hall and surrounding land (2.0133 hectares). The Waitakere Domain Hall is situated opposite the Waitakere School on Waitakere Road.

An additional hall in Waitakere (the "Waitakere Hall") on Township Road is situated approximately two kilometres across the railway tracks. The land and hall is community owned and operated, is in poor condition, and requires several thousands of dollars to make the hall viable for use. It is likely that this hall will be demolished in the near future as indicated by the Residents and Ratepayers Association.

The Domain Hall land was originally bought by local residents for local use. The Domain Hall building was donated by the Education Board and relocated to the Domain in 1971 and Waitamata Council renovated the hall and brought it up to required health and safety standards. Council resolved in 1987 that the hall should be managed by the local community and leased the building to the Residents and Ratepayers group. The hall and surrounding reserve is situated on balefill and is classified as Parks reserve and is zoned for recreational community usage. The hall is classified as a heritage building and is in good condition.

### **STRATEGIC CONTEXT**

The provision of Community Halls is supported under the Urban Villages objectives "*to provide a city wide network of appropriate and accessible public buildings, which are key community focal points.*"

The Community Facilities plan highlights the improvement of the current provision of buildings. "*For the next five years, the Council will focus on improving its current community Centres, Houses and Halls. This may mean selling or changing the use of some of these buildings.*"

Council's 1994 Leisure Strategy sets the strategic framework for provision of Waitakere City leisure services for the improvement of the well being of the City's people and communities by the provision and support of a diverse range of leisure opportunities.

Partnerships with external parties such as schools enabling wider community development are a key component of the Well-Being Strategy.

## ISSUES

### **The Waitakere Hall (Township Road)**

A6-A7

The Waitakere Community have indicated to Council (see letter attached at pages A6 to A7) that the neighbouring Waitakere Hall on Township Hall Road is a health and safety concern and that several thousands of dollars would need to be spent to make the hall viable, with limited community capacity to do so. Discussions are underway about the future of this hall, with a community meeting planned to resolve whether or not to demolish the building. Although this hall's usage is low, the Waitakere playgroup meet there two times a week and currently has 60 members. The role of the group in Waitakere is important to the local community, and the group continues to expand. The Waitakere hall also currently accommodates Church groups, and the school uses the hall for full assemblies. Social events are also held in the Waitakere hall.

Given the likely removal of the Waitakere hall from the community, long term planning for community facilities is required in Waitakere Township.

### **Demographics and community capacity**

The Waitakere area has not been identified as an intensive growth area, with medium growth rates predicted. It is a rural community in which the demand for significant facility development is limited. Forecasting indicates by 2016 population numbers will reach 8,205. Within a 5 kilometre radius of the Domain hall, the population in 2001 is 7,522. The population has a young makeup consisting of 26% under the age of 14 years and 37% under 25. Leisure opportunities for these age groups require both passive and active leisure facilities.

The population of the Waitakere Township would not support the development of two halls in the immediate vicinity indicated by the current utilisation of the existing halls.

### **Options**

There are three options which can be developed and these are as follows:

#### **Option 1: Development of the Waitakere Domain Hall For Community Use Current Usage**

Whilst the hall is currently underused, the integration of groups from Waitakere would result in a higher occupancy rate. The development of the Domain hall would also enable commercial weekend opportunities such as art workshops and local craft displays, which would attract visitors to the Bethells Beach area.

The table below shows the current usage of the domain hall.

Group	Usage	Rate of Hire	Comments
Guides	1 x week 4.30 - 8pm	\$3	
Dance group	2 x week 3.30 - 6pm	\$10 per night	
Short courses	Occasionally	Depends on activity	These usually are for a short (up to six weeks) duration
School	2 x week	No charge	Planning to build a school hall to accommodate their activities
Casual use	Occasionally	\$70-\$135, depending on event	No longer permit 21 <sup>st</sup> or youth functions

The Waitakere Domain Hall could be extended in order to accommodate existing groups that currently use the Township Road hall, particularly the playgroup and social activities. The Waitakere Residents and Ratepayers Association have requested Council to consider a partnership in developing the Domain Hall to fulfil all of the community's needs. Any funds from the sale of the land of the Township Road site would be likely to be contributed towards the project. Current estimates of that site are approximately \$30,000.

Development costs would depend on a needs analysis of the community.

#### **Option 2: Partnership with Waitakere School**

The local School has no hall facility, and plans to build a large hall to accommodate school activity as well as some community use. This is planned for within the next two years. The school would rely on community funding to do this, and have also approached Council with a request for a funding partnership in developing the hall. The proposal includes accommodating both active space for ball sports, and passive community space which would be available for the community to use during school hours.

Future uses of the Domain hall would need to be explored if this option were adopted.

#### **Option3: Maintain status quo, no facility development occurs**

Council currently provides response and programmed maintenance for the Domain hall of approximately \$8000 annually. The building is in good condition and currently can accommodate 120 people. A concrete pad has been laid beside the hall to encourage active outdoor recreation. The hall has a playground outside which is currently unfenced. Some minor works such as fencing and the provision of storage space could be programmed to allow for further early childhood use. Ongoing Council maintenance would enable the community to continue to use the hall at present levels. Some staff resource might be used to facilitate a wider interest in developing alternative uses, particularly in the weekend. The playgroup would not be accommodated in its current format but may form more frequent and smaller groups. This option would see the school independently developing its own hall for school use.

#### **RESOURCES**

\$10,000 was allocated in the 2001/2002 budget to develop concept and feasibility work for the Domain hall. These funds are being utilised to identify community needs and future community facilities planning, including a wider consultative approach with the community. This is currently underway.

Funds for the development of options listed above would need to be included in the 2002/2003 Annual Budget for the development of the Domain Hall. A detailed report listing recommended options and associated costs will be presented to this Committee early next year.

### **CONCLUSION**

The Waitakere Domain Hall is an important heritage landmark, currently under-utilised. The Waitakere School plan to build a hall with community usage, and have requested Council to consider a partnership. Options for the use of the Domain Hall are dependant on the outcome of further community consultation and needs analysis. Discussions are underway with Waitakere Community members and the school. Funds from the sale of the Township property may be contributed to these developments.

### **RECOMMENDATIONS**

1. That the information be received.
2. That further discussions with all parties continue and preferred options relating to the needs analysis be presented to this Committee in April 2002.

Report prepared by: Jo Brewster, Project Leader Community Resources.



## **15 MANAGEMENT OPTIONS FOR THE NEW LYNN COMMUNITY CENTRE**

### **PURPOSE OF THE REPORT**

The purpose of this report is to request feedback from the Committee on the process on selecting the most appropriate management option for the New Lynn Community Centre.

### **BACKGROUND**

Council directly owns and manages six Community Centres through out the city currently. The focuses of Waitakere City's Community Centres are to provide a range of spaces for meetings, community activities, social events, together with programmes and events for community benefit. Two Community Activity Facilitators, who promote and help develop activities, manage the Community Centres. The bookings of the centres room are processed through the Council's centralised Call Centre.

The old New Lynn Community Centre has been in operation since 1975 and was situated in Memorial Drive until June 2001 when a new Community Centre was opened on Totara Avenue.

A review in 2000 of the management of the Community Centres as part of an overall Leisure redesign and Community Facilities Plan consideration, identified a need for consistency, booking efficiency (A one stop shop) and definition of the two major Community Centre Co-ordinator roles. As a result the administration of the centres were centralised and the Community Centre Co-ordinator role were revised to the Community Activity Facilitators. The revised role focused more on the facilitation of activities than the booking element of the Community Centres.

As part of the same review, it was also identified that an increase in resources was needed at some of the community centres because of their position in the major town centres, and the role they play in creating a vibrant town centre. Existing community facilities that are fully staff resourced are the Assid Corban Recreation Centre in Henderson and the Massey Leisure Centre in Massey. It is believed the New Lynn Community Centre could play a similar role with its town centre as the above examples.

As a result of the above information, a report was presented to the Community Facilities and Recreation Committee in December 2000, which outlined the possible alternative management options for the new New Lynn Community Centre. Those options included and compared outsourcing the management of the centre with the continuation of the in-house management as it was currently being operated. Due to the lack of interest from external parties for the option of out sourcing the management, the committee resolved:

*“That any consideration to change the management structure of the New Lynn Community Centre be deferred for a further 18 months, and that the New Lynn Community Centre continue to be managed by Council Staff in the centralised booking system in the interim”*

4297/2000

During the previous six months, the in-house Community Activity Facilitator, who has the responsibility for the New Lynn Community Centre, splits her time between three of the Community Centres. Last month has seen the Community Activity Facilitator situated at the New Lynn Community Centre for the majority of her time because of identified operational issues. The current on site staffing hours of the centre will continue to be monitored and its effectiveness reviewed on a regular basis.

The operational experience gained under the current management of the New Lynn Community Centre, as well as a new expressed interest from the YMCA suggests that Council should initiate the management review process earlier than anticipated.

## **STRATEGIC CONTEXT**

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

The purpose of the provision of Community Centres is identified in the Local Government Act, which defines one of Council's responsibilities as delivering facilities and services to communities that meet their needs, choices and preferences.

Community Centres also contribute to the following key Council objectives of:

- Providing community activities and community education;
- Providing focal points for community;
- Providing places for people to meet and interact.

## **ISSUES**

The main issue that needs to be considered in the review of the management of the New Lynn Community Centre is the service this centre provides New Lynn and the wider community.

The extensive size, profile and Council investment in the facility make the centre a community facility flagship for Waitakere City Council. This is unlike the other five Council Community Centres.

The New Lynn Community Centre has filled the void of Waitakere City's main Civic venue. The centre has captured many high profile significant functions such as the National Social Development Forum to be hosted by the Prime Minister, the Auckland Architects awards, and the West Education Sector Trust conference. The capture of this high profile market as well as continuing to meet the passive leisure needs of the wider community has led to the spotlight being placed on the centre and its management.

### **Future Management of the New Lynn Community Centre**

In reviewing and assessing the future management of the centre, both the management options, and the criteria for assessing all management options need to be formalised.

The proposed options for the future management of the New Lynn Community Centre are outlined below:

- Status Quo;
  - Community Activity Facilitator manage three Community Centres within the current regime.
- External Management;
  - Management of the centre is outsourced to an external provider with Council providing an operational subsidy. An example of this is the Massey Leisure Centre, which is externally managed by the YMCA.
- Additional Leisure Service staff;
  - Additional staff employed within Leisure Services would be based full time at the New Lynn Community Centre. The role would include centre rooms bookings as well as the operation, promotion and increased organised programming of activities.

It should be noted that the proposed option of external management and the employment of an additional Leisure Service staff would require an increase in financial resources.

The advantages and disadvantages of each of the proposed management options will be discussed in the follow up report, once the committee has endorsed acceptance of the management option proposals and the criteria for assessing the options.

### **Criteria for assessing the proposed management options**

Leisure Services propose the following criteria for assessing the management options:

- Wider community benefit;
  - Access, cost to user, physical service.
- Cost Benefit;
  - To the community and the rate payer.
- Utilisation of the Facility;
  - Occupation rates, which management option could increase the usage of the facility.
- Council influence;
  - Level of Council influence there would be in programming and operation of the facility.

- Community influence;
  - Level of community influence there would be in programming and operation of the facility that would lead to a sense of community ownership.

Proposed actions to be undertaken for assessing the proposed management options.

The criteria proposed above will be validated by statistical analysis and by the community in order to ensure that the criteria meet community needs.

This will be undertaken as follows:

- Community Consultation;
  - Surveys for users.
  - Focus groups/Open Forums.
- Consultation with Potential External Operators;
  - Identify potential external operators from 'Expressions of Interest'.
- Data Collection;
  - Customer Satisfaction.
  - Occupancy Rates/User Numbers.
  - Subsidy per user.
  - Operational Hours.
  - Number of annual/casual hires.
  - Number of activities.
- Risk/Cost Benefit Analysis of the proposed management options;
  - How does each management option effect the core services of the facility.
  - Compare cost effectiveness of each management option.

It is planned that the consultation process will be undertaken in late January/February 2002.

Once the consultation process has been completed, the criteria will be used in the assessment of the proposed management options. A report will be brought back to the Committee for the March 2002 meeting with a recommendation on the preferred management option for the New Lynn Community Centre for their endorsement.

## **RESOURCES**

Staff resources will be required for the consultation process, data collection, and the assessment of the proposed management options. The required staff and financial resources can be accommodated within the work plans of existing Leisure Services staff.

## **CONCLUSION**

It has been previously identified that some of the Community Centres require an increase in resources due to their position in the major town centres, and the role they play in creating a vibrant town centre. The New Lynn Community Centre is one such centre.

Although the Community Facilities and Recreation Committee in December 2000 endorsed a delay to reviewing alternative management options, the operational experience gained under the current management of the New Lynn Community Centre, as well as a new expressed interest from the YMCA suggests that Council should initiate the management review process earlier than anticipated.

This report seeks endorsement from the committee on:

- Reviewing the proposed alternative management options;
- Using the proposed criteria for assessing the management options;
- Undertaking the proposed actions required for assessing the management options.

Once the review and assessment of the alternative management options for the New Lynn Community Centre is complete, a report recommending the preferred management option will be brought back to the Committee for their endorsement.

### **RECOMMENDATIONS**

1. That the information be received.
2. That the Committee endorse the proposed management options to be considered for the future management of the New Lynn Community Centre.
3. That the Committee endorse the proposed criteria to be used in the assessment of the future management of the New Lynn Community Centre.
4. That the Committee endorse the proposed actions required to be undertaken for assessing the proposed management options of the New Lynn Community Centre.

Report prepared by: Danny O'Donnell, Leisure Planner.



### **16 WHENUAPAI PONY CLUB - PROPOSED RELOCATION FROM DUKE PARK, HOBSONVILLE**

This report was not available at the time of printing and will be circulated separately with this agenda.



### **17 PROJECTS SPECIAL COMMITTEE**

**THE SPECIAL COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS INAUGURAL MEETING HELD ON WEDNESDAY, 21 NOVEMBER 2001**

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### **MATTERS CONSIDERED**

A8

The Special 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 page A8.

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

That the Inaugural meeting report of the Projects Special Committee be received.

RP Dallow, QPM, JP

**CHAIRPERSON**



24 January 2002

**WAIKERE CITY COUNCIL**

**25 JAN 2002**

The Chairperson  
City Development Committee  
Waitakere City Council  
Private Bag 93109  
Henderson

**518504**

Attention: Cr Carolynne Stone

Dear Cr Stone

**Auckland Region Economic Development Strategy (AREDS): Triple Bottom Line Approach and Role of Strategy Leaders Group**

This letter is in response to a resolution at your November 2001 City Development Committee meeting, and is intended to deal with two aspects of the AREDS philosophy and approach.

Firstly, the development of AREDS is underpinned by two related principles which define its overall approach and the means by which it intends to progress. Although AREDS has, by definition an economic focus, a "triple bottom line" approach has been built into its foundations. This means that the project is focussed on delivery of social, cultural and environmental benefits, as well as those dealing with the economy. This will be reflected in the values, visions and goals of the project. It will also be reflected in the criteria which are to be developed to measure the success of AREDS.

Secondly, a community economic development approach is being pursued to develop AREDS, echoing the "triple bottom line" approach described above. This means that the Strategy is being developed using a wide range of community and practitioner networks, and is focussed around a series of four participative Economic Development Forums.

In addition, a small project management team, the Strategy Leaders Group (SLG), has been established to guide the development of AREDS. Although the SLG will make decisions about resource allocation during AREDS development, the membership of the SLG will not make decisions about long-term resource allocation into the implementation stage. The SLG is designed to facilitate the development of AREDS through a community economic development model where the big decisions for the Strategy are made by the communities themselves.

Therefore, a place for the NZ Council for Sustainable Development on the SLG is not considered necessary or appropriate. However, the principles that they advocate form the foundation of the strategy and they are actively involved through the Economic Development Forums.

The SLG is wide enough in representation to help achieve buy-in and engagement of the relevant communities. This is seen very much as a working team, and political

**A1**





25 January 2002

The Manager  
Waitakere City Council  
Private Bag 93109  
WAITAKERE CITY

Dear Sir

**TRAFFIC ACTIVITY REPORT FOR THE CORPORATE YEAR 1 JULY TO  
31 DECEMBER 2001**

Negotiations between Council, Land Transport Safety Authority and Police were completed during September 2001 regarding the New Zealand Road Safety Program funding for the 2002/2003 Financial Year.

**Patrol Function**

Local staff recorded the following activities for the three-month period:

37767	Vehicles stopped
1716	Traffic Offence Notices issued
8879	Infringement Offences Notices issued
17035	Drivers were breath tested of which 695 returned positive breath tests and 30 blood samples were taken.
15229	Road users were verbally warned for offences
89	Commercial vehicles were checked
173	Vehicles were impounded
8591	Road users were assisted

Over 450 hours were devoted to training school patrols. 168 classrooms were visited as well as 111 hours training in "Stepping Out".

**Northern Traffic Alcohol Group**

Once again the activity of local patrol staff was well supported by regular visits from the Northern Traffic Alcohol Group.

A total of 41 checkpoints were operated during the period involving 1601 members on site hours.

**Safer Communities Together**

**NORTH SHORE / WAITAKERE / RODNEY POLICE DISTRICT HEADQUARTERS**  
3rd Floor, Royal & Sun Alliance Building, 12-14 Northcroft Street, Takapuna, Auckland  
PO Box 40003, Glenfield, Telephone: 09 488 9750, Facsimile: 09 488 9790

36384	Motorists were stopped and tested
70	Motorists gave Positive Evidential Tests
12	Blood samples were taken
193	Traffic Offences Notices issued
547	Infringement Offence Notices issued
36	Vehicles seized
3	Stolen vehicles recovered
9	Disqualified drivers processed
29	Persons arrested

Arrests were made for violent offending, driving whilst disqualified, dishonesty, outstanding warrants, and drink drive related offences.

### **Beach Patrols**

In response to concerns expressed by Community Groups, increased patrolling has occurred on roads leading to West Coast beaches. This has been carried out on a regular directed patrol basis and coverage increased to match traffic volumes during summer. One major campaign has been undertaken using District Strategic Traffic Unit staff to supplement the efforts of local area staff. This operation was named "Operation Windy Road" and the results are tabled below.

### **Operation Windy Road**

870	Total vehicles stopped
264	Verbal Warnings
76	Infringement Offence Notices
19	Traffic Offence Notices
102	Assists
3	Impounds
29	Negative Breath Screening Tests
2	Positive Evidential Breath Tests

### **Fatal Crashes**

There were another 3 fatalities, bringing the total killed on the roads since 1 July to 4.

1. Saturday 8 October 2001 on State Highway 16 - 400 metres north of Dunlop Road where a 45-year-old female passenger was killed when the van she was travelling in crossed the centreline and collided with another van.
2. Wednesday 24 October 2001 on State Highway 18 - 300 metres before the base of the Greenhithe Bridge where a 48-year-old male cyclist was struck by a car heading west.

3. Saturday 29 December 2001 on Brigham Creek Road where a 12-year-old male passenger was killed when the car he was in left the road and hit a tree.

The calendar year ended with one more fatality than the year 2000.

#### Other Crashes

Non injury crashes have increased when compared with the same period last year; however, injury crashes have decreased slightly.

Injury crashes are down 8 percent and non-injury crashes have risen by 17 percent. A directive to all staff to complete a crash report for all non-injury crashes could explain the large percentage increase.

#### Liaison Meetings

Regular meetings have taken place between Council officials and Police to address road safety issues.

The major discussion point during this period was the first full review of traffic camera sites in Waitakere City for five years. This was dealt with by a Committee comprising NZ Automobile Association, Land Transport Safety Authority, Waitakere City and Police.


#### Campaigns

Both national and local campaigns were undertaken during the reporting period with KidSafe Week and the Christmas Holiday Alcohol Campaign being the major commitments.

Police staff are grateful for the valuable assistance provided by road safety partners (Kitch Cuthbert, Tracey (ACC), Plunket, Waitakere City staff and others) during these operations.

Police staff are currently gearing up for the National "Back to School Campaign" and a local campaign to deal with driver behaviour at the City's worst intersections.

Yours faithfully



**R G TRIMBLE**  
Superintendent  
Strategic Traffic Manager  
North Shore/Waitakere Rodney District

508790

Trish Maxwell JP  
Waitakere Residents Association  
109 McEntee Road  
Waitakere.

Phone: (09) 810 8040  
Fax: (09) 810 8049  
Mobile: 025 703 257

Friday, 12 October 2001

1002 100 5 1

Jo Brewster  
Waitakere City Council  
Private Bag 93 109  
Henderson  
Waitakere City.

WAITAKERE CITY COUNCIL

Dear Jo,

I write to you to formally request assistance from Waitakere City Council with regards to the current problems associated with Township Road Hall, and the anticipated extensions to Waitakere Domain Hall.

As you know, the Township Road Hall is in a state of disrepair and has become a health and safety issue for the Waitakere Residents Association. We recently had a building inspection carried out on the hall by Astute Building Assessments Limited, Building Consultants.

This report indicates several thousands of dollars is required to bring the hall up to solely habitable standard. However, there is much more expense involved if the community were to try and make the hall a viable proposition with regards to it being attractive enough to be able to rent out.

With Township Road Hall being a community owned hall, there is no community funding available to make this suggestion remotely viable. Therefore, we need to seriously look at working with Waitakere City Council to investigate the possibility of extending the Waitakere Domain Hall to meet the community requirements.

The Residents Association have met with members of the community, discussed the issues through and have reached a consensus agreement that the best option is to approach the Council and work with them to extend Domain Hall.

It is anticipated that the proceeds of the sale of Township Road Hall and or grounds will allow the community the ability to contribute financially towards the extensions at the Domain Hall.

Ab

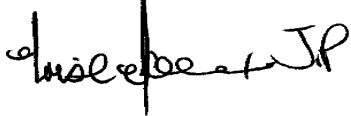
The Domain Hall is currently used by a dance school, guides, special short courses, the Waitakere Primary School on a casual basis and would be the new base for the Playgroup, (approximately 50 children are currently on the role which continues to grow each month).

We also see, as a future vision, the Domain Hall being the central focus of the community and believe it could be used to attract tourists to the area in the way of an Arts & Crafts Centre being included in the extensions and established by the Association and community as a joint venture.

We look forward to working with you Jo to find a resolution for the community, one that can only enhance the area and see better utilisation of the extended facilities. The Domain Hall is a solid building in a beautiful setting and we believe that as a Team we can present the community with a wonderful opportunity for the future generations of Waitakere Village.

Thank you for your time.

Yours truly,



Trish Maxwell JP  
Secretary  
Waitakere Residents Association

Chief Executive	
Corporate Services	
Community Devel.	
Regulatory	
Strategy & Dev.	
Human Resources	
City Infrastructure	
Maori Issues	
<i>Semora</i>	

**WAITAKERE CITY COUNCIL**



**MINUTES OF AN INAUGURAL MEETING OF THE PROJECTS SPECIAL COMMITTEE  
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON WEDNESDAY, 21 NOVEMBER 2001  
COMMENCING AT 9.05 AM**

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**PRESENT:** Councillors RP Dallow, QPM, JP (Chairperson)  
JP Lawley (Deputy Chairperson)  
BA Brady, JP  
DQ Battersby, JP  
AC Fenton

Deputy Mayor CA Stone (ex officio)

**IN ATTENDANCE:** Director: City Services  
Director: City Enterprises  
Manager: Aquatic and Recreation Centre  
Executive Officer: City Enterprises  
Committee Secretary: Audrey Chan

**1 APOLOGIES**

2644/2001  
MOVED by Cr Fenton, seconded Cr Lawley:

That apologies from Cr Clews and Cr Russell for absence be received and sustained.

**CARRIED**

**2 AQUATIC CENTRE DEVELOPMENT - COMMITTEE BRIEFING AND UPDATE**

2645/2001  
MOVED by Cr Fenton, seconded Cr Brady:

That the information be received.

**CARRIED**

10.08 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF THE  
PROJECTS SPECIAL COMMITTEE HELD ON

**DATE:**.....

A8

**CHAIRPERSON:**.....

# **City Development Committee**

**Monday, 11 February 2002  
Commencing at 9.00 am**

**Item 12: Information Management  
Waitakere Online Initiative**

**Item 16: Whenuapai Pony Club -  
Proposed Relocation from Duke  
Park, Hobsonville**

**SUPPLEMENT TO AN ORDINARY MEETING OF THE CITY DEVELOPMENT COMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON MONDAY, 11 FEBRUARY 2002,  
COMMENCING AT 9.00 AM.**

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16	WHENUAPAI PONY CLUB - PROPOSED RELOCATION FROM DUKE PARK, HOBSONVILLE	3

**SUPPLEMENT TO AN ORDINARY MEETING OF THE CITY DEVELOPMENT COMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON MONDAY, 11 FEBRUARY 2002,  
COMMENCING AT 9.00 AM.**

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**12 INFORMATION MANAGEMENT WAITAKERE ONLINE INITIATIVE**

**PURPOSE OF THE REPORT**

This report updates Councillors on recent initiatives, within Council and in the community, aimed at improving online infrastructure, access and skills in Waitakere City.

**BACKGROUND**

This is a time of very rapid change in the information and communications technology areas, with new possibilities opening up at an ever-increasing pace.

Business and community groups are becoming more vocal in asking the Council to take an active role in improving IT infrastructure in Waitakere City and in promoting IT access and skills in the community. The Economic Development summit held in 2001 provided the impetus to this call. The Chief Executive has responded to requests from the Mayor, other elected members and the Community, by asking staff to develop a strategy and assess options for Council's involvement.

**STRATEGIC CONTEXT**

Connecting communities, encouraging businesses and reducing pressure on the City's transport network are all goals, which can be helped through better access to, and use of, information and communications technology.

**ISSUES**

Management of the information, which the Council holds on behalf of the community, including making this information more accessible, will be the focus of an Information Management Strategy as described in the briefing on Information Management.

Initiatives and issues beyond the Council's own information management role include:

- Improving broadband access for business and the community
- Addressing ICT "blind spots" where internet access is currently poor
- Developing telework centres and hot offices
- Providing access to computers, and assistance with the Internet, in libraries and community centres
- Supporting community web initiatives, and potentially developing a "City Portal"

There are a number of ways in which Council can support these initiatives. These are under development, but include facilitation, negotiation with service providers and possible access provision through existing services (e.g. Waitakere Libraries).

There has been significant progress in opening up dialog and sharing of strategic and confidential infrastructure planning information with a number of Telco's, which has been driven by Enterprise Waitakere. One of the outcomes has been the submission of a proposal from Telecom for the Council to underwrite the broadband access upgrade of the Waitakere Exchange for \$33,000. This amount is refundable over a period of 6 – 18 months depending upon the number (30 – 40) of broadband subscribers and Enterprise Waitakere is confident that this target is achievable. This is considered to be a "concrete" initiative the Council should support.

There is currently a proposal from the community to set up an Eco Tech City Trust. A Community Trust could potentially be a valuable partner in some of the initiatives listed above. It is suggested that further work be done with interested community and business members to define the aims and role of the trust. It would be appropriate for the Mayor and two other Council representatives to work alongside staff in this regard.

## RESOURCES

A few aspects of the above initiatives such as an online map of the City and the Council's new web site, which are priorities in terms of the Council's e-government strategy, are being funded through the Information Management 2001/2002 budget. Furthermore, the underwriting of the broadband access of Telecom's Waitakere Exchange will also be funded through the Information Management 2001/2002 budget.

Other initiatives, such as providing access to computers in Libraries and Community Centres, email addresses for all residents and supporting community web initiatives will be prioritised through the 2002/2003 Annual Plan process.

The approach to this work is to treat it as a strategic project for the city. On this basis, the project will involve staff from Strategic Projects, Corporate and Civic Services (Information Management, Democracy and Libraries), City Services and the Strategic Group working together with members of the community.

Some initial staff time is available in the 2001/2002 Financial Year. The resourcing of further work will be considered as part of the Annual Plan process when the issue of further support for these initiatives will be reviewed.

## CONCLUSION

Business and community groups are becoming more vocal in asking the Council to take an active role in IT issues beyond the management of the Council's own information. A Community Trust could be a useful partner for the Council in some initiatives in this area.

A "concrete" initiative that will assist broadband access for the local community and business will be the upgrading of the Waitakere exchange. This is considered to be of value.

## RECOMMENDATIONS

1. That the information be received.
2. That the Mayor and two other councillors be appointed to a working group to examine the aim and role of a possible Eco Tech City Community Trust.
3. That the Council fund the underwriting of the broadband access upgrade of Telecom's Waitakere Exchange for \$33,000 (excluding GST).

Report prepared by: John Johnson, Manager Information Management.



16 WHENUAPAI PONY CLUB - PROPOSED RELOCATION FROM DUKE PARK, HOBSONVILLE

**PURPOSE OF REPORT**

The purpose of this report is to bring the issues surrounding the Whenuapai Pony Club relocation from Duke Park and recommend a site and process for relocation.

**BACKGROUND**

A9 - A12

The Whenuapai Pony Club (WPC) is currently located on Duke Park, Hobsonville since 1974 occupying a land area of 5.3 hectares. The Club has 7 Rally Groups each with 8 – 10 riders and an Adult Ride of 12 members. A letter from the Club outlining their position and achievements is attached at pages A9 to A12.

The Club has three buildings sited on the park – a barn, clubrooms and a toilet as well as fencing and holding pens for horses. The Club has also developed a 4 level cross country circuit with 25 jumps on the park, a dressage area and is active in competition in the northwest pony club competition circuit. Part of this circuit has been developed on adjacent land owned by the New Zealand Defence Force, bringing the total area utilised by the Whenuapai Pony Club to approximately 12 hectares. The cost estimated to relocate all of the Pony Club facilities is estimated at \$210,000.

Council has received a letter from Transit New Zealand's property consultant, The Property Group indicating that it will be requiring a substantial area (approx 2.234 hectares) for the SH18 motorway. This area includes a substantial portion of the cross-country circuit on the park and means that the Whenuapai Pony Club will no longer be able to function on the site.

At its meeting of 12 September 2001 when the Community Facilities and Recreation Committee looked at the issues around parks and the SH18 motorway it was resolved:

“2. *That the Hobsonville Bowling Club and the Whenuapai Pony Club be immediately advised in writing that: -*

- *The final Designation for SH16/18 includes areas currently leased by the two Clubs;*
- *The Council is negotiating with Transit New Zealand over compensation issues for the reserve areas affected by the Designation and that neither group is to undertake any further improvements to the land, buildings or other assets within their leased areas as compensation is unlikely to be paid for these improvements;*
- *Both groups are likely to be required to be moved from their current location to alternative locations as a result of the Transit New Zealand Designation and that the Council will work with the groups to try and find the best possible alternative location;*
- *In the case of the Whenuapai Pony Club, because its lease expired eight years ago and is being maintained on a month-by-month basis, the Council will continue to work with the Pony Club but may not be able to find an alternative location on Reserve land within the Whenuapai area for the Club to relocate to.*

*and*

10. *That Waitakere City Council seek financial compensation for the effect of the Transit New Zealand Designation for SH16/18 on the Whenuapai Pony Club assets on Duke Park.”*

## STRATEGIC CONTEXT

Equestrian sport is a major provider for young women's recreation within Waitakere City and a sport at which internationally New Zealand has and continues to excel. There are five pony clubs located on Council land – the Waitakere Pony Club, the Massey Pony Club, the Te Atatu Pony Club, the Laingholm Riding Club and the Whenuapai Pony Club.

The issue of location and provision for pony clubs was addressed in 1998 when the issues around the relocation of the Te Atatu Pony Club (located on Harbour View South) and the Glen Eden Pony Club (then located at Parrs Park) were looked at. The other two pony clubs looked at in relation to this work were the Massey Pony Club (located at Te Rangi Hiroa/Birdwood Winery Estate Park) and the Henderson Valley Pony Club (located at Henderson Valley Park). At that time it was decided that the Council would actively support and provide for long-term leases for pony clubs at Te Rangi Hiroa/Birdwood Winery Estate and Henderson Valley Park in association with the other pony clubs amalgamating. The Glen Eden Pony Club and the Henderson Valley Pony Club did amalgamate to form the Waitakere Pony Club. As part of the agreement Waitakere City Council has been undertaking work on Henderson Valley Park to develop high quality equestrian facilities on the site.

Following the City Development Committee work in 1998 on pony club amalgamation the following policies were included in the Parks Strategy.

### *“Equestrian Sports*

- *Pony club facilities currently occupy 5 sites on parks in the Waitakere, Henderson and Massey Wards.*
- *They tend to require large amounts of land, specialist facilities and preclude the use of other groups.*
- *Provide space on parks for fewer equestrian parks but develop higher quality facilities that can be used by more than one pony club.*
- *Pony clubs are an important facility as they cater mainly for young woman, a group not well provided for in terms of outdoor recreation facilities in the City.”*

It should be noted however that in the work undertaken on pony clubs, which led to these policies, no consideration was made for the rural pony clubs located on Laingholm Park and Duke Park and no consultation was undertaken with either group.

## ISSUES

### **Equestrian Sport in Waitakere City**

The Parks Strategy signals a more serious approach to support for equestrian sport within the City and recognises the importance of equestrian sport in providing for young women. At Te Rangi Hiroa/Birdwood Winery Estate and Henderson Valley Park major equestrian facilities are being developed, including cross country circuits and dressage areas. These facilities provide for the central part of the City (Henderson Valley Park) and the western area (Te Rangi Hiroa/Birdwood Winery Estate) however equestrian sports in the north and south of the City are poorly provided for. Development of a higher quality equestrian facility at Whenuapai would provide for this activity in an area and for a user group that is currently poorly provided for with recreational opportunities.

Generally current policy provides an insufficient basis for decisions around the future of the Whenuapai Pony Club, however the immediacy of the Transit New Zealand acquisition means that decisions cannot be deferred. In addition, there also remain issues around the future of the Te Atatu Pony Club and its role on the Harbour View People's Park Land and the Laingholm Riding Club sited on Laingholm Park. In order to provide a framework for these decisions it is recommended that further work on Council support for Equestrian facilities be undertaken and reported back to this committee.

### **Continued Support for the Club**

When the background work, which led to the Parks Strategy policies, is reviewed, it is considered that Council should continue its support for the Whenuapai Pony Club. Equestrian sports provide significantly for young women – a group not well provided for in the general provision of parks and recreational facilities. In addition with the proposed structure plans and subdivision to small rural holdings in the Whenuapai area, it is likely that demand for the sport will increase. Provision of pony clubs near rural-residential and/or urban areas also plays a role in highlighting the amenity and social importance of rural activities and landscape character and connection with animals for young people and other 'city' residents. Connections such as this are often lost through the character of urban and semi-urban development.

### **Options for Relocation**

The options available to Council should it wish to continue to provide for equestrian sport in the north of the City are to move the club to another Council owned site, to purchase an alternative site for the club, or to support the club in relocating to private land.

#### Council owned land

When considering a site for relocation of the Whenuapai Pony Club there is no Council land that can be utilised. In order to recreate the cross-country circuits, and dressage area and relocate the buildings and other facilities a minimum area of 10 ha is required. Currently however only 5.3 hectares of land is leased from Council for the Whenuapai Pony Club, with the remaining land being made up from a private arrangement between the Whenuapai Pony Club and NZDF.

No other Council owned land is available in the north of the City, as there are only a small number of reserves, which already are being utilised for other recreational purposes. In addition, the proposed SH18 has a significant effect on Hobsonville Domain and replacement land for this is also being sought.

Discussions have been held with the Massey Pony Club at Te Rangi Hiroa/Birdwood Winery Park regarding possible relocation of the Whenuapai Pony Club to that reserve, however these have indicated that the Massey Club is at capacity, with significant waiting lists and no amalgamation is possible. In addition the location of the Massey and Waitakere Pony Clubs is a considerable distance from both the current location of the Whenuapai Pony Club and from its membership.

#### Land Proposed for Future Council Ownership

It is proposed that Council acquire land on the Hobsonville Peninsula for a turf based sports park as well as land for a passive coastal reserve. Through the planning for these reserves to date, provision has been made for an equestrian circuit/bridle trail in conjunction with a walkway and cycle route, however there is insufficient land proposed for reserve to also provide for the Whenuapai Pony Club. The bridle trail provision would only allow for informal trekking opportunities and not cross-country or dressage activities.

In addition should parts of the Hobsonville Peninsula become developed for urban residential, then these reserves would be needed to cater for a more urban community whose needs may not well integrate with a pony club.

Through the Waiarohia Structure Plan process, an area of land, currently owned by the NZDF has been identified as a possible future reserve. This piece of land is 5.25 hectares and is currently in the ownership of the New Zealand Defence Force and within their designation. Should this land be acquired in the future, it may be possible for it to be used by the Whenuapai Pony Club, but at the moment its acquisition is not certain.

### Privately owned land

The Whenuapai Pony Club have spent some time trying to find an alternative location on private land with little success. This has been partly because many landowners are looking to subdivide as part of the structure planning processes, and do not see a pony club as meeting the aspirations they have for development of their land. The pony club have looked at the possibility of both leasing and purchasing land, although land purchase is well beyond the financial ability of the club.

While land purchase is beyond the financial ability of the club, Council could consider acquiring land in the Wairohia - Whenuapai catchment for the pony club to be relocated to. While some compensation will be payable by Transit New Zealand for the land they are acquiring at Duke Park, given the high land values and ongoing speculation around development potential of land in the Wairohia -Whenuapai area, there is unlikely to sufficient funds to purchase a replacement site for the Club in Whenuapai.

A13

When made aware of the Whenuapai Pony Club's predicament, the NZDF have offered to provide land adjacent to the Whenuapai Airbase for the Pony Club to lease. This land, is approximately 11 hectares and shown on the plan attached at page A13. The Whenuapai Pony Club have indicated that this land could be ideal from their perspective, being of sufficient size and topography for a full relocation of their facilities. However they are concerned that should the NZDF vacate the Whenuapai Airbase in the future that they will be placed in a similar situation to now, but without any Council commitment to relocate them to a further location. Discussions with Defence personnel have indicated that the NZDF is prepared to grant a 5-year lease to the club, but is unable to guarantee tenure beyond that period.

### **PROPOSED PROCESS**

In the absence of any suitable and available Council owned land to relocate the Whenuapai Pony Club it is recommended that Council support the club's relocation to NZDF owned land at Whenuapai. The Whenuapai Pony Club are however reluctant to move to this land without greater certainty of tenure, particularly given the \$210,000 cost of relocation. While these costs are the responsibility of Transit New Zealand, should the NZDF not wish to re-lease the land to the club in 5 years time, further relocation costs would need to be borne by the club. In addition the club have concerns regarding moving from Council owned land to private land, in that Council may no longer feel the need to provide for the club in the future.

Examination of the NZDF land at Whenuapai, which has been offered to the pony club, indicates that the land would be suitable as a location for a future reserve.

One option available, which would give greater certainty for the future of the Whenuapai Pony Club, is that Council Designate the NZDF land as Proposed Future Reserve. This would be an underlying Designation under the existing NZDF Designation.

By placing a Designation over the land, Council would be declaring it's intention to acquire the land for reserve should the NZDF remove it's Designation in the future. This would provide the certainty required to encourage the Whenuapai Pony Club to relocate to the site while enabling future Council's to review any such acquisition should the NZDF Designation be removed in the future.

Preliminary discussions have been held with NZDF representatives regarding this possibility, while not enthusiastic, they have identified that the NZDF may not be opposed to such a proposal.

## RECOMMENDATIONS

1. That the information be received.
2. That the Whenuapai Pony Club be advised that Council supports their proposed relocation to NZDF Land adjacent to the Whenuapai Airbase.
3. That Transit New Zealand be advised of the value of the improvements and costs of relocation of the Whenuapai Pony Club and that compensation for the club be sought.
4. That work commences on preparing a Designation for Future Open Space purpose under the Resource Management Act for land at Whenuapai proposed for relocation of the Whenuapai Pony Club.
5. That the policy on equestrian facilities on Waitakere City Parks be reviewed and updated to incorporate issues around Whenuapai Pony Club, Te Atatu Pony Club and Laingholm Riding Club, and;
  - Relationship between pony clubs and other park users including public access issues
  - Overall distribution of pony clubs in the city
  - Council's approach in relation to rural versus urban equestrian facilities
  - Degree of facilities such as competition circuits and dressage areas provided at the pony clubs on Council owned land
  - Role of Council in supporting pony clubs on private land

Report prepared by: Lois Easton and Melanie Laas, Landscape Development.



# Whenuapai Pony Club Inc.



14 January 2001

PO Box 81-000  
Whenuapai  
Auckland  
New Zealand

Melanie Laas  
Landscape Projects Co-ordinator  
Waitakere City Council  
Private Bag 93 109  
HENDERSON

Dear Melanjie

Re our meeting with yourself and Lois Easton on 4 December 2001 at (WPC)  
Whenuapai Pony Club.

At your request, please find below and attached relevant information concerning WPC  
and its relocation.

As you are aware, WPC will be loosing their lease at Duke Park. We have, since  
April 2000 had correspondence with:-

**Waitakere City Council**

Lois Easton  
Service Manager, Landscape Development

Alastir Dougal  
Property Officer

Mark Allen  
Manager Leisure Services

Danny O'Donnell  
Leisure Planner

Emma Phipps  
Annual Plan Co-ordinator

Genevieve McGirr  
Parks Asset Planning Co-ordinator

A proposal in the Annual Budget was put forward and we supported this with a Public  
Speech on WPC's behalf.

**Transit NZ**  
Mal Moir  
Property Manager

**RNZAF AUCKLAND, Whenuapai**  
Peter Read

**RNZAF WELLINGTON**  
Peter Bollman  
Director, Property Rationalisation

Guy Simpson  
Manager, Property Rationalisation

.../2

WPC now ask for assistance from Council and Transit to help find sufficient land suitable for the club to move to and relocate us.

**An offer** has been put forward from RNZAF Whenuapai, Peter Read, to lease approx. 27 acres in Whenuapai for a period of five years. I believe this offer was also relayed to Council.

This particular land has everything going for it as far as a Pony Club is concerned:-

- \*Sufficient land area, suitable for Rallies and Events
- \*A mixture of terrane
- \*New members can be accepted immediately
- \*Entrance would not interfere with main road traffic
- \*WPC would be back in Whenuapai

**Our concern with this offer is :- \*Insufficient period of time\***

WPC would like to secure a long term lease of 20 years or more.

It is felt that with the costs involved of re-building Cross Country Jumps, relocation of Club House, Barn and building of Pens and Toilet block - for only a five year period - this would not be a viable solution.

If however, this could be extended to long term, it would be a huge asset to the community as a whole. When Events are held you not only have the competitors. You have friends, neighbours, whole families and general public coming to watch and/or give support.

The attached quotes are for the land offered by Peter Read only. If other land is offered then new quotes would be required.

**Transit**, Mal Moir, mentioned in his letter to me 20 July 2000 that there was some land at the junction of North Western motorway and Hobsonville Road that would be surplus to roading requirements.

Could this land be looked at as another option if the above is unobtainable?

### **History Of WPC**

This club has been part of the community for over 50 years. In this time WPC have had to relocate themselves several times. Local land owners came forward and offered their private land so the club could continue.

**UNTIL:-** Duke Park, where we have leased since 1974 (23 years)

Over this time we have continuously maintained and generally cared for the property:- mowing, fertilizing, weed spraying, taking pride in the appearance of the grounds. We have not asked Council for any assistance.

We have put in our own toilet block, a Club House, Barn and Pens.

.../3

In the 23 years, we have upgraded and built 4 levels of Cross Country Jumps, these levels are for the inexperienced learner through to the experienced competitive rider. This course is of Championship Level, and has been used for this purpose.

WPC have represented Waitemata Area in Games, Dressage, Show Jumping AND NZ Pony Club Championships, travelling all over NZ to do so.

In 1999 / 2000 WPC had a 12 yr old represent Waitemata in Christchurch at the NZ Pony Club Champs.

In 2000 / 2001 WPC had three (3) riders represent Waitemata in Hawkes Bay at the NZ Pony Club Champs.

### **Present**

Waitemata / Rodney Area has the largest membership of young equestrian riders in all of New Zealand.

WPC will be representing Waitemata in Games for the 3rd year, this time in Waeranga on 26 & 27 January 02.

Competition for Dressage, Show Jumping & Champs. have not yet had selection for 2002, but WPC riders are in the running and are keen to represent their area again.

We have 7 Rally Groups each with 8 - 10 riders, this is so our kids and instructors can get and give maximum quality instruction.

We have an Adult Ride of 12 and rising.

As more small land blocks are developed, WPC are getting more entries for new membership, this is now putting pressure on the club as room to move is limited.

WPC offer all Equestrian Riders - (members and non)

- a safe and controlled environment to ride
- experienced Instructors
- courses are offered to anyone who wishes to become an instructor
- a variety of challenges for every riders experience
- we accept riders of all ages, abilities and cultures
- seminars are held for kids and instructors
- exams are organised for those who wish to sit for Certificates

### **General Information**

\*The New Zealand Pony Club Association (NZPCA) is an organisation that runs throughout New Zealand

\*Pony Clubs are the largest voluntary organisation that caters for teenage girls

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\*It is important that Equestrian Riders are given the opportunity to work and compete on a variety of club grounds to gain experience of different terrain

\*Pony Club is where all NZ Representative Equestrian Riders have started from

\*Pony Clubs offer a safe and controlled environment for these young kids and adults to ride in and teaches them many different values:-

<b>Confidence</b>	<b>Fair Play</b>	<b>Support Each Other</b>	<b>Friendship</b>
<b>Sportsmanship</b>	<b>Competitiveness</b>	<b>Team Spirit</b>	<b>Fun</b>

**Commitment and Dedication:-**

You can't put a pony or horse in the garage or wardrobe and pull it out when you want it. They require attention on an almost daily basis.

\*From this comes:- a **Sense of Achievement** and a **Positive Attitude**, making a very **Reliable and Responsible Person**

\*This sport is very family orientated, all that is involved with ponies and horses require some form of help and much support from the family &/or friends. This can be from a small child needing a saddle put on their pony because they can't reach, or needs someone to lead them because they are nervous, to towing a float because the rider can't drive yet, or just giving a hug when things don't go right that day

\*Due to expansion of motorways, housing and growing areas Pony Clubs are losing the areas they need to **keep riders safe and help be successful in their chosen sport**

#### **Future**

- Our aim for the future of WPC is to stay a worthy and popular Pony Club that offers one of the best grounds on this side of Waitemata.
- We want to provide all equestrian riders with as much as we possibly can that will help benefit them in their sport.
- We want to continue to provide a **safe environment** for all riders
- We **don't want** to see our kids **having to ride on 80 kmph roads** and above when there are no bridle paths. If they have a club in their area with a variety of things to do on it, they will use it, and so will others.

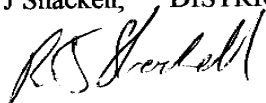
With sufficient land as above WPC would be able to offer a venue for other clubs of a controlled nature to use.

WPC have achieved a great deal over the years running on a monthly lease basis with Council. Think what we will achieve with Sponsors on a long term lease.

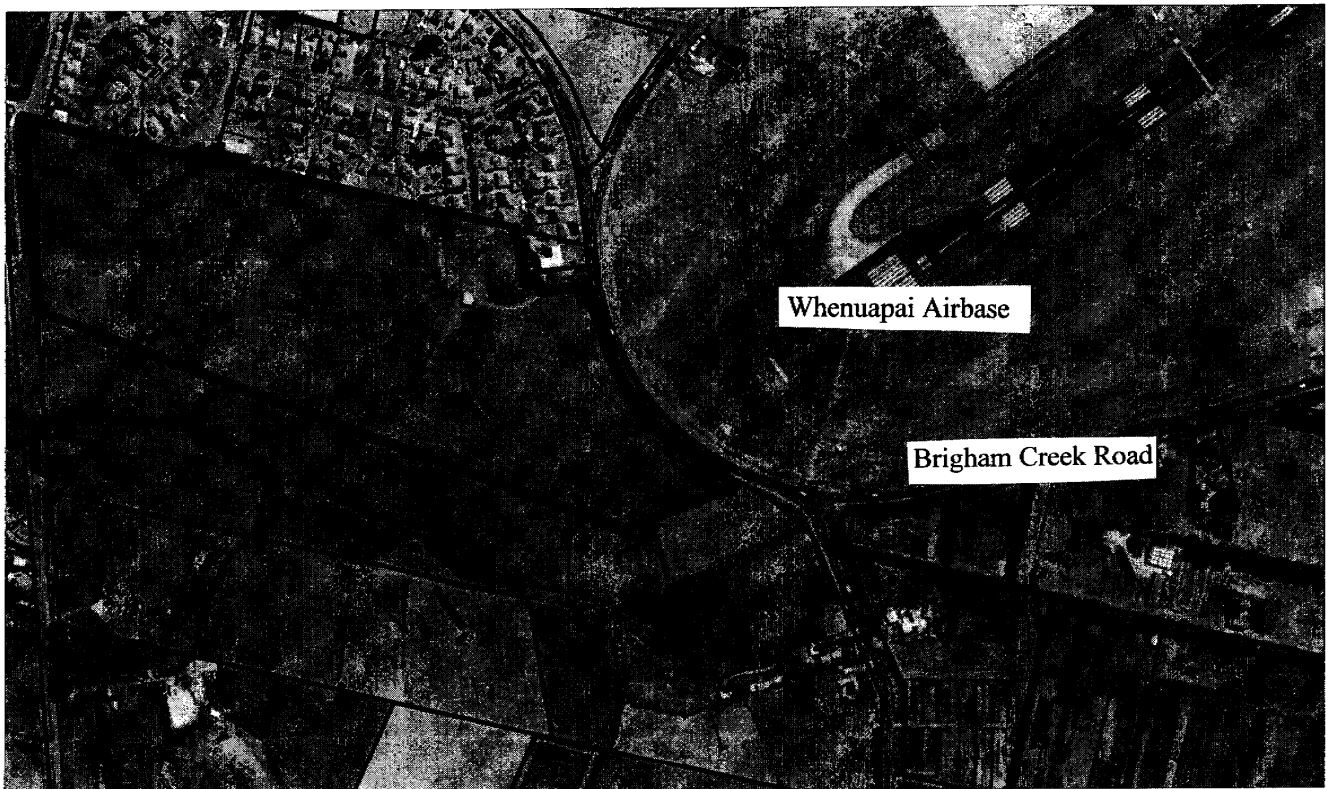
We thank you for this opportunity to put forward our situation and hope you are able to help our Club continue in the community. Bearing in mind that the situation we find ourselves is beyond our control.

Yours Faithfully, WHENUAPAI PONY CLUB  
R J Shackell, DISTRICT COMMISSIONER

encl.



NZ Defence Force Land  
Proposed for Relocation of the Whenuapai Pony Club



Street Address: 131-137 Brigham Creek Road  
Legal Description: PT Lot 2 DP 74825  
Area: 11.76 hectares