

**AGENDA FOR AN ORDINARY MEETING OF THE FINANCE AND OPERATIONAL
PERFORMANCE COMMITTEE TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON
MONDAY, 10 MAY 2004, COMMENCING AT 9.30 AM.**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
<u>PART I - PRESENTATIONS</u>		2
4	ECOMATTERS TRUST	2
5	ENTERPRISE WAITAKERE'S THIRD QUARTER PERFORMANCE REPORT	2
<u>PART II - PROPERTY</u>		4
6	CORBAN ESTATE ARTS CENTRE: UPDATE ON PROJECTS AND FUTURE DEVELOPMENT WORK PROGRAMME	4
7	CORBAN ESTATE REMEDIATION - PROPOSED REALLOCATION OF FUNDING	9
<u>PART III - LEGAL AND CONSTITUTIONAL</u>		15
8	AFFIXATION OF COMMON SEAL	15
<u>PART IV - FINANCE</u>		17
9	OPERATING AND CAPITAL EXPENDITURE SUMMARIES	17
10	SCHEDULE OF FEES - WAIKUMETE CEMETERY AND CREMATORIUM AND SWANSON CEMETERY	17
11	STATUS OF SPECIAL FUNDS	22
12	BORROWING AND INVESTMENT REPORT	22
13	PAYMENTS FOR APPROVAL	26

<u>PART V - GENERAL</u>	27
14 RELOCATION OF WAITEMATA MAORI WARDENS TO TUI GLEN RESERVE	27
15 STATE HIGHWAY MAINTENANCE BOUNDARY AGREEMENT BETWEEN TRANSIT NEW ZEALAND AND WAITAKERE CITY COUNCIL	33
16 PROGRESS REPORT ON HISTORICAL COLLECTIONS RESEARCH	35
17 STATE HIGHWAY 20 AND WHAU CROSSING	37
18 REVIEW OF POLICY ON ELECTION SIGNS AND HOARDINGS	40
19 PROPOSED REMIT TO LOCAL GOVERNMENT NEW ZEALAND ANNUAL CONFERENCE 2004	46
20 TRAFFIC MANAGEMENT FOR TRAFFIC CRASH SITES WITH FATAL / SERIOUS INJURY	49
<u>PART VI - SUBCOMMITTEE REPORTS</u>	52
21 EMERGENCY SERVICES SPECIAL COMMITTEE	52
22 TENDERS SUBCOMMITTEE	52
23 PROJECTS SPECIAL COMMITTEE	53
<u>PART VII - CONFIDENTIAL ITEM</u>	54
24 PROJECT TWIN STREAMS - HENDERSON VALLEY ROAD PROPERTY PURCHASES	54
PROCEDURAL MOTION TO EXCLUDE THE PUBLIC	54

**AGENDA FOR AN ORDINARY MEETING OF THE FINANCE AND OPERATIONAL
PERFORMANCE COMMITTEE TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON
MONDAY, 10 MAY 2004, COMMENCING AT 9.30 AM.**

1 APOLOGIES



2 URGENT BUSINESS

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

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the 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, 5 April 2004

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Finance and Operational Performance Committee held on Monday, 5 April 2004, including the Public Excluded minutes, as circulated, be taken as read and now be confirmed.



PART I - PRESENTATIONS

4 ECOMATTERS TRUST

The Finance and Operational Performance Committee at its 11 August 2003 meeting resolved:

“That EcoMatters Environment Trust present to the Finance and Operational Performance Committee on its intentions of the lease of the Brick Villa at 19 Longbush Road Te Atatu Peninsula, including the business plan within the next three months.”

1662/2003

A1 Gretchen Schubecker from EcoMatters Trust will be present at the meeting to update the Committee on the proposal to establish an Environmental Education Centre at the Brick Villa, as attached at page A1.



5 ENTERPRISE WAITAKERE'S THIRD QUARTER PERFORMANCE REPORT

PURPOSE OF THE REPORT

This report provides an overview of Enterprise Waitakere's performance to the end of quarter three of the 2003/2004 financial year and outlines performance against the objectives and measures agreed as part of the contract of services between the Council and Enterprise Waitakere.

A2-A13 The quarterly performance report submitted by Enterprise Waitakere, as attached at pages A2 to A13, and will be presented by the Chief Executive Officer of Enterprise Waitakere, Clyde Rogers.

BACKGROUND

As part of the 2003/2004 Annual Plan process the Council agreed that Enterprise Waitakere should receive core funding on a three year basis given the relationship between the two organisations. The purpose of three year funding is to provide Enterprise Waitakere with greater stability and certainty of funding to enable more strategic and long-term focused planning.

The Council agreed that some \$580,000.00 p.a. (part of which includes a contribution to director fees) should be made available to Enterprise Waitakere for each of the three years from 2003/2004 - 2005/2006 to cover core services as set out in annually agreed objectives, actions and performance measures. The 2003/2004 core services have been arranged under five headings detailed in the issues section of this report.

STRATEGIC CONTEXT

A strong innovative economy is one of the Council's nine strategic platforms outlined in the Long Term Council Community Plan. Enterprise Waitakere is the primary delivery mechanism for economic development initiatives and also acts as an advocate for economic development of the City.

ISSUES

The following quarter three activities are of particular note:

- **Enterprise Incubator** - Six businesses completed '1st Step' in March, which has resulted in four businesses sharing an office in the incubator for six months. Work is underway with the Corban Estate Management to expand the incubator services. New anchor tenants include the Pacific Business Trust, which launched its local office on Friday 23 April.
- **Small to Medium Enterprise Support** - 13 management workshops held and a joint pilot with Ministry for the Environment on sustainable business practice for Small to Medium Enterprise Support has commenced.
- **Strategy, Advocacy and Networking** - Significant effort has been directed towards advocacy on Whenuapai.
- **Cluster Development** - 3 international delegations hosted in the area of film and the 'Lion Witch and the Wardrobe' production has booked the Henderson Valley Studios. A market position has been established with the Tourism Cluster and this is now ready for stakeholder consultation.
- **Investment Attraction** - a consultant has been appointed to work with local property owners so as to bring forward the Henderson Vineyard Business Campus opportunities.

Quarter 4

During this period Council officers will be in discussion with Enterprise Waitakere representatives about the 2004/2005 schedule for contracted services in the 2004/2005 financial year. At a suitable juncture a report recommending priorities in line with the draft Economic Development Strategy will be forwarded to the City Development Committee.

RESOURCES

Services to the value of \$580,000.00 (including trustee fees) are under contract with Enterprise Waitakere in the 2003/2004 financial year as agreed through the annual planning process.

CONCLUSION

The quarter three performance report of Enterprise Waitakere is presented to the Committee for consideration.

RECOMMENDATION

That the Enterprise Waitakere's Third Quarter Performance Report be received.

Report prepared by: Jen Cook, Partnerships and Advocacy Leader: Economic Development.



PART II - PROPERTY

6 CORBAN ESTATE ARTS CENTRE: UPDATE ON PROJECTS AND FUTURE DEVELOPMENT WORK PROGRAMME

PURPOSE OF THE REPORT

This report updates the Finance and Operational Performance Committee on the status of projects and programmes currently being undertaken on the Corban Estate and planning projects for future development. There is one other item on this agenda relating to the Corban Estate, this report updates the Committee on the recent fire. This overview report seeks to give a decision-making framework in relation to related funding decisions.

BACKGROUND

The Henderson Concept Plan considers arts and cultural development on the Corban Estate a key component in the overall development of Henderson, the Central Business District of Waitakere City. The Plan indicates the importance of linking it to the heart of the town centre, Civic and leisure areas. The site offers the opportunity to incorporate a wide range of arts and cultural activities, building on its current activities and including the 'wish list' incorporating years of community input, research undertaken for the Arts and Cultural Strategy, and more recently the draft Heritage Strategy and Action Plan.

Corban Estate arts and cultural planning work is undertaken in conjunction with all involved parties, including members of the Waitakere Arts and Cultural Development Trust, the director of the Corban Estate Arts Centre, the Pacific Island Advisory Board arts sub-committee, the Waitakere Central Community Arts Council, Waitakere Properties Limited and key Council staff.

A Corban Estate Update Report was brought to the August 2003 Committee meeting that sought approval for the proposed planning work programme for 2003/2004. The information was received and carried and the budget was approved through the Annual Plan.

At the 5 April 2004 April meeting of the Finance and Operational Performance Committee, a verbal report was received under Urgent Business. Resolution 491/2004 from that meeting stated:

“That the Chief Executive be requested to bring back a report to the Finance and Operational Performance Committee prior to the draft 2004/2005 Annual Plan deliberations updating the situation at the Corban Estate in relation to:

- *Leases;*
- *Uses of the buildings;*
- *Progress on the feasibility study for options on the site;*
- *Aspects of the conservation plan for the site.”*

491/2004

This report addresses those issues.

STRATEGIC CONTEXT

The Corban Estate has the potential to become a major arts and cultural facility for Waitakere City and provide a unique regional attractor within the Henderson town centre area. Council's Arts and Cultural Strategy proposes this project as a priority for the City. Within the Henderson Concept Plan and work programme it is referred to as development area 'precinct 4' and a number of initiatives are included in the wider work programme that will integrate the 'Centre' into the town centre, civic centre and tertiary area, the leisure facilities and the public transport systems.

Development of this site will contribute to achieving Council's strategic objectives in relation to both town centre development and development of arts and cultural activities in the city while providing a unique environment for leisure and educational activities.

ISSUES

LEASES

A14 The current lease arrangement is outlined in the following matrix, as attached at page A14.

Building Space	Tenant	Start Date	Term	Annual Rent	Use
World rooms (See 1)	Pacific Island Advisory Board	1 March 2003	Annual - 3 months notice to terminate	\$10,000.00 + GST	Pacific Island cultural centre and associated community activities - private functions specifically excluded.
Nissan Hut	Robin Allen	April 2002	month by month	\$270.00 + GST per month	
Half round barn	West City Holden	17 Oct 2002	month by month	\$250.00 + GST per month	Car storage

Building Space	Tenant	Start Date	Term	Annual Rent	Use
Workshop on the end of the World Rooms (See 2)	Neil Miller	1 June 2002	Month by Month - 1 month notice to terminate	\$160.00 + GST	Artists workshop
Workshop on the end of the World Rooms (See 2)	Louise Purvis	1 May 2003	Month by Month - 1 month notice to terminate	\$160.00 + GST	Artists workshop
The old homestead, stables building, old winery shop and dry goods store and 16 car parks (See 3)	The Waitakere Arts and Cultural Development Trust	1 July 2001	10 years one right of renewal for 9 years 11 months	\$10.00 + GST	Community arts and cultural centre
Basketball courts (See 4)	Waitakere Basketball Association Inc	29 March 1996	Month by month - 1 month notice to terminate	\$10,000.00 pa	Basketball playing and training

Comment on Key Leased Space:

1. World Rooms lease with Pacific Islands Advisory Board now terminated due to destruction of the premises by fire it is likely the Portacom toilet block will be relocated exterior to the premises and a second Portalodge building be hired as interim accommodation.
2. Workshops leases terminated for the end of the World Rooms to Neil Miller and Louise Purvis due to destruction of the premises by fire, and a storage shed attached to the side of the basketball courts is being converted for a new artist studio.
3. The Corban Estate Arts Centre is managed by the Waitakere Arts and Cultural Development Trust which has a lease on four of the more significant heritage buildings on the estate. The arts centre opened for business in September 2002 in the refurbished Corban Homestead. Other warehouse buildings contain teaching and studio spaces and operate as an informal arts incubator. The Centre runs a comprehensive programme of arts education and events. There is a retail shop in the centre and periodic markets are run. The Trust are waiting on the site development process to inform their future programme of restoration and rebuilding. A smaller heritage building beside the homestead is sub-leased to the Waitakere Central Community Arts Council. Artists utilise many of the individual spaces as studios; the historic cellar (part of the dry goods building) is primarily used by the Waitemata Theatre group for small scale performances, and other events; and the former canteen is used for dance classes, other classes and events.
4. Basketball Courts - The Waitakere Arts and Culture Development Trust have the leases on the four historic building complexes and indicated to Council through the 2003/04 Annual Plan their interest in taking over the lease of this building when the existing tenants relocate to the Waitakere Stadium. The Trust is aware that there is a competing interest in the building and will not be following up on that submission this year. In the interim, further interest has been expressed to Enterprise Waitakere staff in finding film studio space in the Henderson area. This is the subject of a separate investigation.

In summary, there are currently inconsistencies in the leasing arrangements for the two arts entities on the estate. The Pacific Islands Arts Centre has been housed to date under a lease to the Pacific Islands Advisory Board for \$10,000.00 per annum. This is also inconsistent with the lease held by the Lopdell House Society which is at the commercial rate of approx \$83,000.00 per annum, provided by Council through the annual operating grant. An exercise is in progress to ensure these are all consistent and transparent.

OTHER PROJECTS ON THE CORBAN ESTATE

St Michaels Church Restoration

The Henderson Heritage Trust still has an intention to undertake the restoration and repositioning of the Church. Their original timeframe was extended in order to consider the work programme details and develop a suitable legal agreement between the Trust and Council. This process is currently in train, addressing funding, restoration processes and ongoing management of the church. The Henderson Heritage Trust will also be involved with determining the exact final location of the Church within the overall Estate Concept Plan.

Pacific Island Advisory Board and Pacific Arts Programme

The Pacific Islands Advisory Board's future arts and cultural activity needs will be considered during the overall concept planning for Corban Estate, as outlined elsewhere in this report. Currently the Pacific Islands Arts Centre (Pacific'ata) has been managed as a stand-alone project, occupying warehouse space under a separate lease from Council. It has been an aspiration of the Pacific Islands Advisory Board that there should be a purpose-built facility on the estate to expand the arts and cultural economic activity of the centre. The recent fire has sharpened the need for this to be considered. Pacific Arts and Corban Estate Arts Centre are currently working to develop a Memorandum of Understanding to enhance and define their working relationship. Operationally there is a close partnership between the two centres in the area of education. Event and marketing collaboration require further development.

The current Annual Plan budget has earmarked \$30,000.00 for Pacific Islands arts development through training and development projects with the Waitakere Enterprise Board. This will likely take the form of 'Incubator' type programmes.

Waitakere Central Community Arts Council

The Waitakere Central Community Arts Council manage a diverse community arts programme with a base at the West Wave Centre and outreach facilities at the Corban Estate, in a small building sub-leased from Corban Estate Arts Centre.

They are aware that the facilities at West Wave will become unavailable sometime during the next two years and are in discussion with Council staff to define their needs for accommodation on the Corban Estate. It is clear that the present building does not meet their needs and they have outlined their requirements for a stand-alone building, possibly a re-sited heritage house which could be refurbished to create a base for their comprehensive community arts teaching programme. Their membership exceeds 300.

Waitakere Properties Ltd - Development Site

The new housing development to the western end of the estate is nearing completion with the final houses currently being constructed adjacent to the Opanuku Stream. Waitakere Properties Limited have an ongoing interest in possible future development opportunities on the Corban Estate. They will remain a key stakeholder in discussions throughout all future concept development work.

COUNCIL STRATEGIC PLANNING FOR CORBAN ESTATE

Concept Plan Tender documents for the overall Concept Plan are currently being prepared, with the intention of developing a framework for the future lay out of the entire site. This will establish the relationship between building development, public spaces and the type of mixes of activities the site will eventually provide for. The Concept planning process will be undertaken as a collaboration process with significant stakeholders such as the Pacific Island Advisory Board, the Waitakere Arts and Cultural Development Trust and the Waitakere Central Community Arts Council. In particular, this will allow specific issues in relation to Pacific Arts and the fire to be considered as part of the overall Estate vision and integrated into the Implementation Plan. Prior to the Concept Plan being commissioned, a number of individual investigations and consultations, as outlined below, have been undertaken to inform the Plan. The Concept Plan will be completed this financial year and reported back to the Committee in detail prior to the triennial election, with all background information and reports, for consideration in relation to integrated work programming and prioritisation.

Work to date indicates the following “precincts” and issues for integration into the whole:

- Mt Lebanon Lane and Swanson Road / Great North Road entrance - high profile, possible commercial site.
- Relationship to the Civic cluster and possible Henderson Valley Road entrance.
- Heritage cluster - St Michael’s Church, Waitakere Central Community Arts Centre (relocated heritage building), Corban Heritage buildings - studios and gallery space, Henderson Rail Station, heritage tramway.
- Performing Arts Centre.
- Pacific Arts Community Centre.
- Storage Sheds - short and medium term retention considerations.
- Arts Incubator - inclusion on site.
- Museum - as part of Heritage Strategy and Action Plan.

As part of the Concept Plan development, there will be stakeholder workshops and an elected member workshop. The project will also be formally reported in full to this Committee for consideration of direction and specific decisions.

Geo-Technical Report

In April 2003 an overall site geo-technical report was completed. The purpose of this investigation was to identify any issues that could impact on the proposed development programme. The work examined such issues as instability and erosion associated with the Opanuku Stream banks, places where landfill had taken place, contamination from historical land use, flood levels, soil conditions and also identified suitable future building zones on the site. The report did not highlight any serious issues in relation to the above aspects of the study, but did provide advice/guidance in relation to future building development on certain parts of the site.

Performing Arts Centre

The research completed to date through the Arts and Cultural Strategy (2002) and AUT Research (Arts and Cultural Needs in Waitakere City, 2000) and the wider community indicates there is a definite perceived need for a performance venue in Waitakere City. There is also strong support for this venue to be located on the grounds of the Corban Estate, for strong reasons including the synergy with the Arts Centre as a whole, the central location of the site within the city, and the proximity to public transport and the Henderson township. It is not intended that this facility will be a regional size centre or try to cater for a major conference facility, but rather to fit the needs of Waitakere and fit the appropriate market sector.

A feasibility study has been commissioned to consider the needs of the city in relation to this type of venue - taking into account the current facilities available, and what other building projects are being planned in the local and regional area. It also included a study into the mix of activities and spatial usage that would be ideal in such a facility. It will comment on the relationship of the building to other existing and proposed site activities. Recommendations will also be made as to potential capital and operational management and funding sources, and the likely bulk and location of the building on the site.

This information will inform the Concept Plan, indicate the capital budget requirements to complete the project and will eventually inform the brief for architectural design.

This study is almost completed, and will be an important component in the concept plan brief.

Conservation Report

The Corban Estate Arts Centre Director is overseeing a site conservation report, which is currently in progress. The report is being funded primarily by the Lotteries Heritage Board and will assess the past social history of the site, document the buildings and rank them in terms of heritage importance. This report will also identify buildings worthy of restoration, and will be an essential document when applying for any future restoration funding. It will also inform the concept planning exercise.

RESOURCES

Work currently being undertaken is resourced within the current Annual Plan. The Draft Annual Plan includes \$50,000.00 to progress the concept development programme.

CONCLUSION

A full programme of activities and future planning work is in progress, with opportunities for creating an arts and cultural precinct with strong social and economic benefits to the city.

RECOMMENDATION

That the Corban Estate Arts Centre - Update on Projects and Future Development Work Programme report be received.

Report prepared by: Janet Cole, Project Manager: Revitalisation and Naomi McCleary, Arts Manager.



7 CORBAN ESTATE REMEDIATION - PROPOSED REALLOCATION OF FUNDING

PURPOSE OF THE REPORT

The purpose of this report is to outline the remediation programme underway at the Corban Estate following the fire of 2 April 2004 and seek approval from the Finance and Operational Performance Committee for the reallocation of funds for the remedial action.

BACKGROUND

On 2 April 2004 a fire occurred at Corban Estate gutting the Pacific Island Arts Centre and destroying two artists' studios. A verbal presentation on the issues around the fire was received as Urgent Business as part of the Committee meeting of 5 April 2004. Since that time, staff have been working to resolve issues around alternatives for re-housing the Pacific Islands Arts Trust (the Mamas) and other remedial action required on the Estate.

STRATEGIC CONTEXT

The Corban Estate has the potential to become a major arts and cultural facility for Waitakere City and provide a unique regional attractor within the Henderson town centre area. Council's Arts and Cultural Strategy proposes this project as a priority for the City. Within the Henderson Concept Plan and work programme it is referred to as development area 'precinct 4' and a number of initiatives are included in the wider work programme that will integrate the 'Arts Centre' into the town centre, civic centre and tertiary area, the leisure facilities and the public transport systems. Development of this site will contribute to achieving Council's strategic objectives in relation to both town centre development and development of arts and cultural activities in the city while providing a unique environment for leisure and educational activities.

The Local Government Act now requires that responsibility for 'cultural well-being' is undertaken by Councils.

ISSUES

Cause of the Fire

The Corban Estate fire started as a result of a faulty junction box. The buildings affected required a building warrant of fitness and were fully compliant at the time of the fire. Areas of the Estate that were known to have represented risk had been subject to electrical work in recent years, namely:

- The main switchboard in the World Rooms building was tidied up and made safe.
- An inspection was carried out on the neighbouring storage area warehouse in 2001.
- The historic homestead had significant wiring work completed as part of its upgrade.

A full independent electrical review of the systems on the Estate will be undertaken by the Property Assets Team to ensure that these are safe for the remainder of the site.

Extent of Damage

An assessment of the extent of damage has indicated that in addition to the near total destruction of the contents of the Pacific Islands Arts Centre, the structural damage to the World Rooms means that their restoration is not viable, as it would be in the order of a million dollars. In addition the area housing the two artists' studios is also not viable for restoration, and its demolition is also recommended. The Homestead and other areas occupied by the Corban Estate Arts Centre were unaffected by the fire, however power to the Centre has been supplied by a generator with mains power reinstatement imminent.

The damaged building, which was the original bottling warehouse for the Corban Winery, has modest heritage value. The more significant and readable part of this heritage was in the narrow corridor of concrete wine vats separating the Pacific Islands Arts Centre and the two artists studios. Although the vats are still standing, this area is the most damaged part of the building, the roof having been completely destroyed. It is a matter of debate whether there is any possibility, or value, in attempting to save this feature.

Insurance

An insurance assessment is currently being undertaken of the site, however it is anticipated that the insurance sum provided will meet the costs of demolition of the World Rooms should that be the recommended outcome.

Corban Estate Arts Centre

Corban Estate Arts Centre is managed by the Waitakere Arts and Cultural Development Trust. The trust has a lease on four heritage buildings and a contract with Council for delivery of a wide range of arts and cultural services. Their operation has not been directly impacted by the fire other than by the disruption of power to the estate.

Pacific Islands Arts Centre

The contents of the Pacific Islands Arts Centre were largely destroyed by the fire. The fire has destroyed many precious treasures belonging to the Pacific Island Community, for example a 52 foot long tapa wall hanging, many tivaevae, fine woven mats and other art and craft objects. The fire has had a hugely demoralising affect on the Pacific Island Community, and it is considered a priority to get the Centre up and running as quickly as possible.

The Centre focused on two components, a significant arts production component where the Pacific Islands Community met and created their art, and a significant 'cultural emersion' education programme. With the destruction of the World Rooms, the education programme will need a significant change in focus, as the size of space previously offered is not able to be replaced in the short term. Council staff, the Corban Estate Arts Centre staff and the Pacific Islands Arts Centre are currently working together to ensure that this programme is continued both on the estate and possibly through workshops taken out to schools. Despite this setback, bookings of over 260 school children for May are very encouraging. It is however considered imperative to re-house the arts creation component of the centre as quickly as possible in order to retain the momentum that the centre had been developing.

A third project, under development at the time of the fire, was the establishment of a sculpture studio facility under the mentoring of artist Fatu Feu'u. Fatu is an artist of national and international renown, resident in Waitakere City. The Pacific Islands Business Trust, which has just established a Waitakere office at the Enterprise Board, is interested in receiving a proposal for the funding of this studio project. The fire had resulted in this project going on hold, but the site meetings to discuss a suitable position for a temporary, re-locatable, building have brought to light a possible way forward for this venture.

Staff have examined a range of options for the speedy re-housing of the Pacific Islands Arts Centre and recommend that a Portacom be leased and relocated onto the site, and that the kitchen and toilets Portacom owned by Council, which are undamaged, be salvaged from the World Rooms and relocated adjacent to the new Portacom. Preliminary costing to move the existing Portacom toilet block and to reinstall services of power, water and wastewater are \$10,000.00 - \$15,000.00. The costing estimate for an additional 3.6m by 12m "Portalodge" to be used for the education programme and arts creation would be an estimated set-up cost of \$5,000.00 - \$10,000.00. The additional Portalodge lease cost would be approximately \$10,000.00 in rental per annum. The Pacific Islands Advisory Board lease for the now destroyed premises was \$10,000.00 plus GST per annum. Council recently decided that this rental was not to continue into the 2004/2005 financial year. Additional annual costs will be incurred to Council for the proposed relocated toilet Portacom and additional Portalodge building. It is recommended they be on charged the lease cost and that Council funding in the form of a grant be referred to the 2004/2005 Annual Plan.

Location Options for the Pacific Islands Arts Centre

The most suitable site for the Portacom buildings in terms of costs to connect to services is in the area of the old toilet block (now removed) between the basketball courts and entry road (Mt Lebanon Lane). This site sits adjacent to two storage sheds currently leased out on monthly tenancies for vehicle storage. These two sheds, which were originally in the 'back yard' of the estate, now sit directly in the entrance way and perpetuate the impression of entering an industrial wasteland. With the temporary siting of the Pacific Islands Arts Centre in this area it becomes feasible for the larger of these sheds (Nissan hut) to be easily adapted for a temporary sculpture studio and for the smaller one (half-round shed) to be removed. This would result in a better aspect to the approach to the whole estate arts precinct and would also eliminate the unsafe alleyway between the two sheds. Both buildings are nearing the end of their economic life so demolition would become an issue in the near future.

Proposed demolition of the 'half-round' shed is estimated to be \$10,000.00 to \$15,000.00, although it may be able to be tendered for sale on an "as is" basis primarily to minimise demolition costs as the sale value would be minimal, if any, reflecting the buildings' condition. Site rectification alone is estimated at \$5,000.00 and impact loss of rent \$3,240.00 per annum.

Proposed conversion of the Nissan Hut shed, by Pacific Islands Advisory Board, carries no cost to Council other than loss of rent at \$3,000.00 per annum.

The maximum estimated time span for the entire Pacific Islands Arts Centre use of the portable buildings and Nissan Hut building is three years, on the understanding that a more permanent home for this centre will be considered under the site concept planning which is currently underway.

The loss of income should be balanced against the proposal to hire out the basketball courts to the film industry, subject of a report to the June 2004 Finance and Operational Performance Committee meeting.

In summary, this proposal will result in a loss of \$6,240.00 rent per annum (\$3,240.00 from the half-round shed and \$3,000.00 from the Nissan Hut) in exchange for an improved and more attractive entrance to the Estate, a solution for the Pacific Islands Arts Centre accommodation and activity and a safer configuration of buildings for the short and medium term.

Displaced Artists

The two artists who lost their studio as a result of the fire were leasing their spaces directly from Council, but are considered an important part of the Corban Estate Arts Centre arts community. The terms of their leases were compatible with the sub-leases managed by Corban Estate Arts Centre in the studio complex, which is part of the Trust lease. The intention of this arrangement is to provide moderate cost studio spaces to allow arts practitioners to establish viable creative businesses. Corban Estate Arts Centre is in discussion with the Westsmart Business Incubator to expand business training support to the artists working on site.

Although the previous leases to these two artists do not oblige Council to reallocate studio space to them, a storage area has been identified, attached to the basketball courts that appears suitable for their ongoing use. The industrial style space is of similar quality to their destroyed studios and would successfully house the two artists on site.

The cost to make the premises suitable for purpose is \$13,000.00. It is proposed to increase their present rental from \$160.00 plus GST each per month to \$228.00 plus GST each per month. This rate is reasonable and will recover the capital expenditure over three years plus return a 10% margin, which will cover Council overheads. The leases will be reviewable at twelve-monthly intervals.

On this basis the Property Assets Team have been able to progress toward relocating the artist tenants.

Auckland Orchid Club

The Auckland Orchid Club had various items (ribbons, stands etc.) stored related to their annual display. They have suffered a total loss estimated initially by Bev Meredith to be in the order of \$2,000.00 - \$3,000.00.

Waitemata Theatre Inc

Waitemata Theatre had stored various props that were totally destroyed by the fire. Whilst it is understood that this is not a Council responsibility, staff continue to be in communication with the members of the theatre and to encourage support from other theatre groups in the city.

Funding of Demolition and Relocation of the Pacific Islands Arts Centre and Artists Studios

Because it will be some time before the insurance claim for the site is met, interim funding, and funding for any shortfall between insurance and actual costs of demolition and relocation of the Pacific Islands Arts Centre and artists studios is required. The costs are estimated in the order of \$120,000.00 of capital funding. A reallocation of funds is recommended to meet these costs. The 2003/2004 Annual Plan allocated \$867,000.00 for the upgrade of the Henderson Valley Film Studios. As has been reported previously to this Committee, Waitakere Properties Limited funded much of the upgrade works out of the income from the Studios, rather than drawing on this Council funding. It is recommended therefore that \$120,000.00 of this funding be transferred to the Property Assets budget to meet the costs of demolition and restoration of the Pacific Islands Arts Centre and artists studios, including the demolition of the half-round shed and the conversion of the Nissan Hut.

Long Term Planning for the Pacific Islands Arts Centre

Another report on this agenda addresses the issue of the long term development of the Corban Estate. Clearly the Portacom option for the Pacific Islands Arts Centre is a short term one and Council may want to assist the Pacific Island Advisory Board with longer term planning and design of a new Pacific Islands Arts Centre sooner rather than later. It is suggested that should the insurance sum be greater than the costs of the current proposals, that the additional funds be allocated to undertake concept design work on a new, purpose built Pacific Islands Arts Centre on the Corban Estate, and in accordance with the Development Plan for the Estate.

RESOURCES

No resources have been allocated to this project. As outlined above it is recommended that \$100,000.00 of the funds budgeted for the upgrade of the Henderson Valley Film Studios be reallocated to cover the costs of demolition and reconstruction of the Pacific Islands Arts Centre.

CONCLUSION

The fire at Corban Estate has had a devastating effect on the Pacific Islands Arts Centre. Speedy reconstruction of a space for the arts centre to continue to operate is considered imperative. Reallocation of funding for this purpose is recommended.

RECOMMENDATIONS

1. That the Corban Estate Remediation - Proposed Reallocation of Funding report be received.
2. That \$120,000 be reallocated in the current financial year from the Henderson Valley Studios Upgrade budget to the Corban Estate Property Assets budget in order to facilitate speedy demolition and reconstruction of the Pacific Islands Arts Centre, including the development of the sculpture studio facility, and the establishment of two replacement studios for the artist tenants affected by the fire. Furthermore, that any unspent money be carried forward to the 2004/2005 budget for the purpose of completing this work.
3. That any insurance payable for the fire at the Corban Estate, above that which offsets the costs of demolition and reconstruction of the Pacific Islands Arts Centre, be used to undertake planning and concept design of a new permanent Pacific Islands Arts Centre on the Corban Estate.
4. That it be recommended to the Annual Plan Special Committee that \$10,000.00 be provided in the 2004/2005 Annual Plan to cover the costs of rental of the Portalodge building proposed for interim housing of the Pacific Islands Arts Centre.
5. That it be recommended to the Annual Plan Special Committee that a further \$6,240.00 be provided in the 2004/2005 Annual Plan to cover the cost of rental of the Nissan Hut shed to the Pacific Islands Art Centre for the development of a sculpture studio facility.

Report prepared by: Lois Easton, Group Manager City Development Projects, Naomi McCleary, Manager Arts and Rex Harland, Property Assets Manager.



PART III - LEGAL AND CONSTITUTIONAL

8 AFFIXATION OF COMMON SEAL

EXECUTION OF DOCUMENTS: 23 March - 30 April 2004

Nº	NAME	PARTICULARS
2958	WCC - P & PA Stanford	Partial release of Memorandum of Encumbrance No.C909297.5 - CT NA4D/1247
2959	WCC - M Pepe	Deed of Waiver under s.40 Public Works Act 1981 - Resolution 1289/2003
2960	WCC	Scheme Change No.9 - Operative date 2 March 2004
2961	WCC - DM & SA Edwards	Authority for Use of Road Reserve - CT 698/328 - 5 Beach Valley Road
2962	WCC - AF & MC Irwin	Drainage Easement in gross - CT 123178 - 89 Roberts Road - SPW 21800
2963	WCC - Body Corporate 189487	Surrender of right-of-way - Resolution 1120/2003
2964	WCC - PJ & DR Grieve - T Setiawan & T Setyawati	Fencing Agreement - Lot 87 DP 78482 - 81A Oriel Avenue - SPW 20897
2965	WCC - The National Bank of NZ Ltd	Registry & Payment Services Agreement 1/4/04 - Resolution 4195/2003
2966	WCC	Surrender of land covenant 583993.3 - CT 132A/328 - Westward Ho Road, Kelston
2967	WCC - Goodman Properties No 4 Ltd & National Bank	Cancellation of uncompleted works and maintenance bond dated 13/11/01
2968	WCC - William Royce Developments Ltd	Drainage easement in gross - Area A DP 331236 - 379 Swanson Road - SPW 21777
2969	WCC - William Royce Developments Ltd	Water Supply easement in gross - Area A DP 331236 - 379 Swanson Road - SPW 21777
2970	WCC	Withdrawal of Caveat No.5597905.1 - CT NA15B/821 - 34 Rathgar Road
2971	WCC - WA & N Vincent	Variation of Consent Notice 5898056.2 - Land Transfer Plan 319922 - 698 Huia Road - SPW 19780
2972	WCC - GEJ & GM McQuoid	Fencing Agreement - CT 133533 - 25-27 Warner Park Avenue - SPW 21528
2973	WCC - Lynn Avon United Association Football Club Inc	Deed of Lease - Ken Maunder Park - Resolution 2014/2002
2974	WCC - Vaughan Lowe	Warrant of Appointment & Evidence of Identity - No.WCC127
2975	WCC - Mary Lee	Drainage easement in gross - CTs NA135A/385 & 386 - 5A Bishop Street - SPW 20756
2976	WCC - Mary Lee	Surrender of stormwater drainage easement in gross created by Transfer 163373 - CT NA1029/243 - 5A Bishop Street - SPW 20756
2977	WCC - Telecom Mobile Ltd	Licence for Microcell sites - Resolution 717/2002
2978	WCC - Vector Ltd	Electricity easement - resolution 1443/2003 - Henderson Community Board

2979	WCC - Hepburn Construction Ltd	Water supply easement in gross - CTs 82613-82615 - 236 Hepburn Road - SPW 19405
2980	WCC - Peter Burlingham	Warrant of Appointment & Evidence of Identity - No.WCC128
2981	WCC - Warwick Maxwell	Warrant of Appointment & Evidence of Identity - No.WCC129
2982	WCC - Mark Allan	Warrant of Appointment & Evidence of Identity - No.WCC130
2983	WCC	Declaration that Plan Change No.10 is operative from 2/4/04 - Resolution 359/2004
2984	WCC - MB & HM Patel	Deed of Waiver – s.40 Public Works Act - Resolution 1289/2003
2985	WCC - MJ & SM Hancock	Fencing Agreement - Lot 2 DP 331017 - 17 MacKenzie Street - SPW 21566
2986	WCC - Herald Island Residents & Ratepayers Association Inc	Deed of Lease - Herald Island and Fire Station & Post Office – Resolution 4165/2000
2987	WCC - A & S Stankovic	Drainage easement in gross - CT 132181 - 1 Kasia Close - SPW 21870
2988	WCC - Space Developments Ltd	Drainage Easement in gross - DP 322368 - 97B Triangle Road - SPW 21428
2989	WCC - Space Developments Ltd	Water Supply Easement in gross - DP 322368 – 97B Triangle Road - SPW 21428
2990	WCC - Space Developments Ltd	Fencing Agreement - Lots 10-20, 26 - DP 322368 - 97B Triangle Road - SPW 21428
2991	WCC - Space Developments Ltd	Surrender of Consent Notice D448555.2 - CT NA124C/335 - 97B Triangle Road - SPW 21428
2992	WCC - Manning Baker	Surrender of Consent Notice D448555.2 - CT NA124C/334 - 97B Triangle Road - SPW 21428
2993	WCC - WA & N Vincent	Variation of Consent Notice 5898056.2 - CTs 78502 & 78503 - 698 Huia Road - SPW 19780

RECOMMENDATIONS

1. That the Affixation Of Common Seal report be received.
2. That the action taken in affixing the Common Seal on the documents as set out in the agenda report be adopted.

Report prepared by: Magdalene Conceicao, Executive Officer (Legal).



PART IV - FINANCE

9 OPERATING AND CAPITAL EXPENDITURE SUMMARIES

PURPOSE OF THE REPORT

The purpose of this report is to inform the Finance and Operational Performance Committee as to the level of the year to date operating and capital expenditure by Unit compared to budget.

BACKGROUND

A15 This report covers expenditure for the nine months ending 31 March 2004. The financial summaries is attached at page A15.

ISSUES

A full financial review, including forecasts through to the end of the year is currently being carried out as part of the year's third quarter review. The results will be reported through to the June meeting of the Finance and Operational Performance Committee, and further deliberated on during the 2004/2005 Annual Plan and Long Term Council Community Plan deliberation process.

If you require any further information in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

RECOMMENDATION

That the Operating and Capital Expenditure Summaries report be received.

Report prepared by: Alec Third, Group Manager: Financial Operations.



10 SCHEDULE OF FEES - WAIKUMETE CEMETERY AND CREMATORIUM AND SWANSON CEMETERY

PURPOSE OF THE REPORT

This report seeks the Finance and Operational Performance Committee's approval and subsequent recommendation to Council for amendments to the current burial and cremation fee structure for Waikumete Cemetery and Crematorium.

BACKGROUND

The last fee increase at Waikumete was in May 2003. In 1998 Council approved the move to a 3-tiered price differential based on desirability of burial sites within Waikumete, the purpose being to recover associated costs, as indicated by the Funding Policy.

Waikumete Cemetery also provides specific areas for religious denominations, these being Hebrew, Progressive Hebrew, Muslim and Liberal Muslim areas.

Waikumete Cemetery is the only cemetery in the Auckland Region to provide for Hebrew burials and one of two to provide for Muslim burials.

STRATEGIC CONTEXT

Under the provisions of the Burial and Cremation Act 1964 Council is legally required to ensure that an operational cemetery is available within its jurisdiction.

Council's Revenue and Funding Policy for Waikumete Cemetery and Crematorium states:

"Burial and Crematorium services, including maintenance of plots, will be funded from user charges. The level of user charges will cover the cost of debt servicing, and the decline in service potential of the assets."

ISSUES

The Conservation Plan for Waikumete Cemetery has estimated the maximum burial capacity to be 30 years. The subsequent Landscape Maintenance Plan for Waikumete Cemetery identified the work and associated costs required for ongoing maintenance of both the older and operational areas of the cemetery.

The Waikumete Special Fund was established to provide for the upgrading and ongoing maintenance of Waikumete Cemetery. It is necessary, and in line with industry best practice, to set aside a levy fee with each plot sale to fund future maintenance needs. It is currently estimated that in order to cover ongoing maintenance, approximately 10% of plot sales be set aside. This will generate annual funding of \$45,826.00, which may not be sufficient to meet long-term costs.

The long term capacity and maintenance issues will be addressed as part of the Assessment of Sanitary Services due to be completed by 30 June 2005.

It is proposed to review the fees to recover cost increases and fund improvements for works identified for the Waikumete Cemetery and Crematorium as follows:

- upgrading of the Crematorium and cremator;
- enhancements to the grounds and roadways;
- upgrading of Chapel facilities;
- upgrading office facilities; and
- improving routine and preventative maintenance.

PROPOSED FEES

Following a review of the market and consultation with relevant interested parties, it is now considered appropriate for an increase in fees in order to recoup the full costs associated with burial and future maintenance of the Waikumete Cemetery and Crematorium.

It is proposed to increase all current fees, GST inclusive, as shown in the resolution. A comparative schedule of fees is shown in the table below.

	Current Waikumete \$	New Fees \$	North Shore \$	Purewa \$	Manukau \$	Mangere \$
Cremation Only	240	252	320	292.50	250	200
Chapel Hire	150	158	175	360	170	160
Saturday am	+210	220	+220	+191.25	+180	+244
Saturday pm	+315	330	+240	+191.25	+180	+244
Lawn Plot	1,370	1,440	1,500	3,375	1,725	1,400
Berm Plot	1,600	1,680	2,300	3,937.50	2,200	1,650
East Berm	3,000	3,150	3,500			
Digging Fee single depth	550	580	600	900	580	500
Double Depth	680	715	850	900	580	500
Saturday am	+210	220	+220	+393.75	+335	+244
Saturday pm	+315	330	+240	+472.50	+335	+244
Disinterment	2,100	2,205	1,500	3,375	2,000	2,300
Mausoleum site	9,450	9,930				
Monumental fee	30	70		225	150	150
Last increase	May 2003		May 2003	January 2004	July 2003	May 2003

RESOURCES

The proposed fees are in line with the fee forecast in the draft 2004/2005 Annual Plan.

CONCLUSION

Following a review of the market and consultation with relevant interested parties, it is now considered appropriate for an increase in fees in order to recoup the full costs associated with burial and future maintenance of the Waikumete Cemetery and Crematorium.

RECOMMENDATIONS

1. That the Schedule of Fees: Waikumete Cemetery and Crematorium and Swanson Cemetery report be received.
2. That the long term capacity and maintenance requirements of Waikumete Cemetery be addressed in the Assessment of Sanitary Services scheduled for 30 June 2005.

3. That it be recommended to Council that the Fees Schedule be set for Cemetery and Crematorium services to be effective from 1 July 2004, as follows:

CREMATION ONLY FEES	FEE \$	GST \$	TOTAL \$
Adults & Children (10 years & over)	224.00	28.00	252.00
Children (to 10 years)	93.54	11.66	105.00
Infant (to 12 months)	37.34	4.66	42.00
Stillborn (no charge unless Chapel is used, then Chapel hire as below)	-	-	-
CHAPEL HIRE			
Full Service - per hour or part thereof	140.45	17.55	158.00
Committal Service (30 minutes)	70.23	8.77	79.00
MEMORIAL PLOTS			
Cremation Lawn Plot	284.45	35.55	320.00
Erebus Memorial Ash Garden	386.67	48.33	435.00
Car Park Memorial Ash Garden	386.67	48.33	435.00
Wall of Remembrance	195.56	24.44	220.00
Columbarium Wall (2 ash urns)	737.78	92.22	830.00
Family Memorial Garden (16 ash interments)	993.78	124.22	1118.00
Returned Servicemen's Lawn	177.78	22.22	200.00
Book of Memories (minimum 2 lines)	57.78	7.22	65.00
Ash Interment	117.34	14.66	132.00
ADDITIONAL FEES			
Saturday am (to 12.00 noon)	195.56	24.44	220.00
Saturday pm (from 12.00 noon)	293.34	36.66	330.00
Audio tape of service Chapel	13.33	1.67	15.00
Video tape of service in Chapel (Main Chapel only)	40.00	5.00	45.00
THE CHAPELS AND CREMATORIUMS ARE CLOSED ON SUNDAYS AND PUBLIC HOLIDAYS			

PLOT PURCHASE	FEE \$	GST \$	TOTAL \$
North Lawn	1280.00	160.00	1440.00
West Berm & West Lawn	1493.34	186.66	1680.00
East Berm	2800.00	350.00	3150.00
Hebrew - Orthodox & Progressive	1493.34	186.66	1680.00
Muslim	1764.45	220.55	1985.00
Urupa	1280.00	160.00	1440.00
Swanson	1280.00	160.00	1440.00
Mausoleum Sites	8826.67	1103.33	9930.00

Avenue of Remembrance (Eco burials)	1493.34	186.66	1680.00
Children's Area (up to 7 years)	831.12	103.88	935.00
Stillborn Sanctuary (to 27 days)	168.89	21.11	190.00
INTERMENT FEES			
Single depth	515.56	64.44	580.00
Double depth	635.56	79.44	715.00
Hebrew	635.56	79.44	715.00
Muslim	764.45	95.55	860.00
Children (up to 7 years)	173.33	21.67	195.00
Stillborn (to 27 days)	84.44	10.56	95.00
Avenue of Remembrance	515.56	64.44	580.00
Returned Services Plot Maintenance Fee	151.12	18.88	170.00
ADDITIONAL CHARGES			
Chapel Hire for burial services (1 hr or part thereof)	140.45	17.55	158.00
Saturday am (to 12.00 noon)	195.56	24.44	220.00
Saturday pm (from 12.00 noon)	293.34	36.66	330.00
Oversize Casket (in addition to digging fee)	182.23	22.77	205.00
Vault Interment	182.23	22.77	205.00
Disinterment (minimum)	1960.00	245.00	2205.00
Breaking concrete	140.45	17.55	158.00
Monumental Permit Fee	62.22	7.28	70.00
Plot Transfer Fee	17.78	2.22	20.00
Duplicate Certificate of Purchase	17.78	2.22	20.00
PLEASE NOTE			
<ul style="list-style-type: none"> • Working hours notice is required prior to burial. • Any other services required will be at the discretion of the Manager: Waikumete Cemetery and Crematorium and may be subject to additional charges. • Outside daylight saving hours, burials will not be conducted after 3.00 pm. • Cemetery is closed on Sundays and Public Holidays. 			

Report prepared by: Graham Resnick, Manager: Waikumete Cemetery and Crematorium.



11 STATUS OF SPECIAL FUNDS

PURPOSE OF THE REPORT

The purpose of this report is to keep the Committee informed as to the status of Special Funds.

FUNDS

A16 The Special Fund balances as at 31 March 2004 and summary transactions for the first nine months of the current financial year is attached at page A16. If you require any further information in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

RECOMMENDATION

That the Status of Special Funds be received.

Report prepared by: Alec Third, Group Manager: Financial Operations.



12 BORROWING AND INVESTMENT REPORT

PURPOSE OF THE REPORT

Waitakere City Council enters into treasury related financial contracts in the ordinary course of its business. It is the role of Council's Funds Management section to manage such contracts and the impact that they have on the organisation. All funds management transactions are governed by the Liability Management and Investment Policy prepared in compliance with the Local Government Act 2002. As a requirement of that Policy this report informs the Committee on the current and future movements of Council's debt and cash investments and provides a general commentary of financial market conditions.

A17-A22 The relevant portfolio and graphs are attached at pages A17 to A22.

STRATEGIC CONTEXT

Council's Fund Management function actively manages a large portfolio of various debt and investment instruments. The benefit of borrowing is that it enables Council to carry out the projects identified in the Annual Plan and Long Term Council Community Plan, while spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assists Council with its entire loans funded strategic initiatives. The Liability Management and Investment Policy requires that a report detailing the management of the portfolio be presented to the Finance and Operational Performance Committee on a regular basis. The report must include information on the following subjects:

- Cash/Debt position.
- Forecasted borrowing profile.
- Interest rate profile.
- Risk management.
- Material transactions.
- Market commentary.

This report addresses the requirement of the Policy and also, from time to time, includes other information that is relevant to the Funds Management function.

FINANCIAL IMPLICATIONS

The active management of the treasury portfolio seeks to minimise Council's borrowing costs and maximise investment returns of liquid assets. The Funds Management function is also charged in seeking investors, thus ensuring that there is sufficient liquidity available for the organisation to continue its work programme. New Zealand financial markets are significantly volatile and therefore interest rate management is also a key responsibility of the Funds Management function. Detailed financial information included within this report is intended to give assurance of the prudent management of Council's portfolio.

Council approved a new loans funded capital works programme for the 2003/2004 year, including carry forward projects from the 2002/2003 year, through the Long Term Council Community Plan of \$101.912 million. Interest expense is budgeted to be \$8.946 million.

Council approved through the Long Term Council Community Plan to borrow up to \$131.692 million to cover the loans funded work programme and for the refinancing of maturing loans.

Council has also resolved to obtain a Standard and Poor's Credit Rating.

- “1. That approval is given to obtain a credit rating for Waitakere City Council.”

2970/2001

Completed

The Finance and Operational Performance Committee has since resolved to:

- execute a facility agreement with the ASB Bank for a term loan of \$15 million and offer \$3 million of security for interest rate risk management instruments, completed March 2003:

- “3. That authority is given to execute under seal the standard International Swap Dealers Association agreement with ASB Bank Limited, and the proposed facility agreement for the \$15m term loan subject to the Corporate Solicitor's approval as to the form of the facility agreement.”

2592/2002

Completed

- renegotiate, as required, uncommitted bank facilities which are used to cover working capital requirements on a daily basis, currently totalling \$35 million:

- “1. That the information be received.
2. That the Director: Finance is delegated authority to act as Council's authorised representative for the purposes of negotiating cash facilities agreements on the basis outlined in the agenda report.
3. That authority is given to execute under seal any facilities agreement which may be required by the parties scheduled, or any other registered bank, to continue these cash facilities or in relation to any such new facility, subject to the Corporate Solicitor's approval as to form in each instance.”

2591/2002

Completed

- execute a facility agreement with the Bank of New Zealand for a 364 day committed cash advance facility of \$20 million, now completed but not drawn:

1. *That the information be received.*
2. *That the Director: Finance is delegated authority to complete negotiations forming part of the said facilities documentation with the BNZ Bank.*
3. *That authority is given to execute under seal the proposed facility agreement for \$20 million with the BNZ, subject to the satisfactory review by Council's external Solicitors."*

2840/2002

Completed

- renegotiate the ANZ committed cash advance facility to a value of \$50 million, and a further \$7.5 million in security for interest rate risk management instruments:

1. *That the information be received.*
2. *That the continuation of the existing facilities and facility limits as outlined in the agenda report to the meeting be approved.*
3. *That the terms and conditions applicable to the ANZ Banking Group (New Zealand) Limited facilities agreement be accepted to a limit of \$50 million term debt draw down and a limit of \$7.5 million risk management instruments for interest rate hedging and the common seal of Waitakere City Council be authorised to be affixed to that document.*
4. *That the Chief Executive and the Director: Finance be delegated authority to act as Councils authorised representatives for the purposes of the 'General Conditions' forming part of the said facilities agreement with the ANZ Banking Group (New Zealand) Limited."*

938/2002

Completed

- use the \$56,353,589.60 received from the sale of the UnitedNetworks Limited shares to repay debt:

"That the \$56,353,589.60 received from the sale of the UnitedNetworks Limited shares be applied in accordance with the Borrowing and Investment Policy to repay debt."

3612/2002

Completed

ESTIMATED SUMMARY OF BORROWING AND INVESTMENT MOVEMENTS, MARCH 2004

Council's estimated gross term debt position has increased by \$2.25 million since February 2004, with an estimated closing balance at March month end of \$95.696 million. Estimated working capital borrowings of \$9.734 million as at 31 March 2004 have been funded using internal funds.

SIGNIFICANT FUNDING TRANSACTIONS ENTERED INTO DURING MARCH 2004

- Issue \$3 million fixed rate debenture stock at 6.0825% for 2 years.
- Issue \$2 million floating rate note at New Zealand 90 day Bank Bill mid interest rate plus 0.06% for 2 years.
- Issue \$10 million fixed rate debenture stock at 6.3125% for 7 years.
- New interest rate swap with a 7 year term, Waitakere City Council receives 6.1125% and pays New Zealand 90 day bank bill rate.
- Extend swap 012 from 15/6/10 to 17/3/14, reducing the fixed interest rate payable from 6.82% to 6.76%.
- Extend swap 011 from 15/6/09 to 17/3/14, reducing the fixed interest rate payable from 6.79% to 6.71%.
- Extend swap 001 from 15/6/09 to 15/3/14, reducing the fixed interest rate payable from 7.17% to 6.955%.
- Extend swap 005 from 2/3/09 to 2/3/14, reducing the fixed interest rate payable from 7.22% to 6.9575%.
- Extend swap 009 from 15/5/08 to 15/5/09, reducing the fixed interest rate payable from 6.83% to 6.80%.
- Issue \$5 million floating rate note at 90 day bank bill mid interest rate plus 0.09% for 3 years.
- Agreed to issue \$10 million floating rate note on 10/5/04 at 90 day bank bill interest rate plus 0.09%.
- Sinking fund investment of \$1,806,984.81 at 5.42% for 49 days.
- Sinking fund investment of \$1,628,907.82 at 5.42% for 49 days.
- Sinking fund investment of \$2,445,358.92 at 5.41% for 49 days.
- ARST fund investment of \$1,194,001.14 at 5.42% for 49 days.

FINANCIAL MARKET COMMENTARY

Market Overview

Interest rates over the past month have been somewhat volatile, with 10 year interest rates dipping in the later stages of March to the 6.30% level before rebounding back to the current level of 6.60%. 90 day bank bill rates initially decreased below 5.50%, but have since trended upwards towards 5.60%.

At the next Official Cash Rate announcement on 29 April 2004 the market considers the Reserve Bank of New Zealand will hold the Official Cash Rate steady at 5.25%, though an increase to 5.50% is still on the horizon.

The New Zealand dollar has sharply depreciated against the US dollar over the month from levels of 0.71 recorded in February 2004 to a current level of around 0.62. The dollar is still considered over valued, though this correction is likely to have upward pressure on future CPI numbers if the trend continues.

Upcoming Dates

Official Cash Rate Announcement	29 April 2004
Monetary Policy Statement	10 June 2004

CONCLUSION

All transactions covered by this report have complied with the requirements of Council's Liability Management and Investment Policy.

RECOMMENDATION

That the Borrowing and Investment Report be received.

Report prepared by: Bruce Wilkin, Funds Accountant.



13 PAYMENTS FOR APPROVAL

PURPOSE OF THE REPORT

The purpose of this report is to advise of payments made by the Council.

BACKGROUND

This report provides details of payments made to external suppliers in excess of \$5,000.00. In addition there is a summary listing, which aggregates payments made to various organisations and suppliers for the Committee's information. These payments have already been processed as allowed by delegations approved by the Council. If any Councillor requires information regarding the nature of any payment, that information can be provided.

PAYMENTS

A23 A summary schedule of payments made for the period 12 March 2004 to 7 April 2004, as attached at page A23.

A24-A26 A further schedule of all payments of \$5,000.00 and above, together with the reason for the payment, as attached at pages A24 to A26. If a committee member wishes to ask specific questions relating to any of these payments, prior to the meeting, then such questions can be directed to the Director: Finance.

RECOMMENDATIONS

1. That the Payments for Approval report be received.
2. That the contracts let and payments made be approved.

Report prepared by: Andrew Pollock, Director: Finance.



PART V - GENERAL

14 RELOCATION OF WAITEMATA MAORI WARDENS TO TUI GLEN RESERVE

PURPOSE OF THE REPORT

The report recommends the Finance and Operational Performance Committee provide direction on the costs and options for re-locating the Maori Wardens at two building(s) in the Tui Glen Reserve. This will ensure tenure of their service for the next five years.

BACKGROUND

The Maori Wardens have been located at Ratanui Street since 1995 on a month to month tenancy. This building has always been scheduled for redevelopment and identified to be demolished. The purposes being the development of the UNITEC/Council development to be built at this location.

The building is programmed for demolition commencing 18 May 2004 with vacant possession required by 18 May 2004.

The Citizens Advice Bureau and Grey Power, who also shared the building, have now been successfully relocated.

The area tenanted by the Maori Wardens is approximately 93m². The premises were provided on a rent free basis in recognition of the wardens' services to the community, and the poor condition of the building and the fact it was to be demolished. The Maori Wardens refurbished their part of the building at their own cost as initially it was not in a reasonable enough state to rent out.

COUNCIL DECISION TO ASSIST IN RELOCATION

Council's decision to assist in relocation must be seen in light of a resolution from the 15 December 1999 Council meeting:

"That, in relation to accommodation for occupants of the former Ratanui Medical Centre building other than the Citizens Advice Bureau, the Council resolve as follows -

- a) That Council endeavour to find space for the existing occupants of the Ratanui Street building on a temporary, month by month tenure with no guarantee of long term accommodation being provided.*
- b) That some level of rental be charged to the groups, with the level of rental and subsidy to be determined in accordance with the Community Assistance Policy.*
- c) That any relocation and fit out costs associated with the shifting of occupants of the Ratanui building be met by those occupants.*
- d) That longer-term decisions in relation to provision for and assistance to the current occupants of the Ratanui building be made through the broader work being undertaken on Social Sector needs in relation to Henderson."*

The Maori Wardens made an informal presentation before the Council Meeting 25 February 2004, the Wardens highlighted the service they provide and the benefits they deliver to the community and their presentation was warmly received by Council. Council requested that a report be written to address the costs and options of relocating the Maori Wardens at Tui Glen Reserve and also Council's long term options of accommodating the Maori wardens. A version of this report will be put before the Henderson Community Board at its meeting to be held on 6 May 2004. The Henderson Community Board has the responsibility to approve the lease on reserve land at Tui Glen but do not have the authority to approve funding for renovation work required.

OVERVIEW OF MAORI WARDENS COMMUNITY SERVICE

The Maori Wardens primarily provide a patrol service to the community, particularly targeting the railway yard area and Henderson Central Business District. Their service goes the extra mile and attempts where possible to identify the cause in individual's delinquent behaviour, often using links with other organisations such as the Maori Women's Welfare League, to attempt to address these issues.

Through a more conciliatory community based approach the Maori wardens have been very successful in reducing crime in the areas they have targeted. Most of their services are voluntary however they do have a financial agreement with Transrail to provide security services on the trains. The income helps towards their outgoings.

Through strong links with local Iwi and Whanau, local gangs and the police, their mostly non-confrontational approach provides significant community benefit through safer streets and private/public space throughout the city.

OTHER COUNCILS LEVEL OF SUPPORT - Auckland Region

- Maori Wardens receive significant support throughout the Region.
- Manukau City provides facilities at three locations. The Wardens are not charged any lease costs but are required to cover outgoings such as power and telephone.
 - **Mangere Town Centre:** A Skyline type garage shed of 37m², which is used as a base for six local wardens.
 - **Otara Town Centre:** Offices of 156m² are provided for six to eight Maori Wardens also on a 24 hour, 7 day week basis. This facility is shared with other pacific island warden groups, the Maori Wardens occupy approximately one third of the area.
 - **Manurewa Town Centre:** A purpose built Portacom like building of 40m² used as a base for six wardens.
- **Central Auckland:** The New Zealand Police provide rent-free accommodation for five Maori Wardens in the Fort Street area and the Wardens claim Auckland City contribute financially. The facility is approximately 50-60m².
- **Helensville:** Rodney District provides shared use of the CAB for four wardens.
- Waitemata Maori Wardens seek or have received financial support from Community Organisation Grants (COGS - Department of Internal Affairs), Youth At Risk funding (Te Puni Kokiri) Local community trust grants where available. Most warden members are volunteers.

STRATEGIC CONTEXT

Through support of the wardens the city public safety is increased. While mainly focussed on young Maori at risk, their services contribute to many of Waitakere City's core strategies.

Waitakere City Five Priorities

The relocation of Maori Wardens to Tui Glen is consistent with Councils commitment to:

- The Treaty of Waitangi.
- Building a safe city.

Waitakere City Nine Platforms

Through making a safer city particularly focussing on Tui Glen, Henderson and New Lynn Central Business District and the railways the Maori Wardens service contributes to three of the nine platforms:

- Strong Communities.
- Integrated Transport and Communication.
- Urban and Rural Villages.

Improving Safety in Waitakere A Good Practice Guide for Council Staff (November 2003)

The location of Maori wardens at Tui Glen will contribute to the following Key Objectives:

- Lower levels of crime
- Safe public places

Waitakere City Wellbeing Strategy

The location of Maori Wardens at Tui Glen will contribute to the wellbeing strategies:

- **Maori Sector** - Local Government Role: (as put forward by Te Taumata Runanga) Strengthen relationship with existing processes and Groups eg. safe Waitakere and Maori Wardens (page 12).
- **Community Safety Sector** - Maori Crime Prevention Strategy (page 29).

RESERVES MANAGEMENT PLAN

While a lease to the Maori Wardens is not specifically identified in the Henderson Creek Reserves Management Plan, (which was adopted in July 2003), policy 2.5 of the plan states that a safe environment should be provided for reserve users. There have been significant problems with violence and vandalism in Tui Glen and there is little doubt that the wardens' presence and patrols will significantly reduce crime, protect natural and non-natural amenities and promote greater use of the reserve by the public who presently regard it as unsafe.

The premises to be occupied will be within the Proposed Accommodation Lease Area as identified in the Tui Glen Reserve Concept Plan (page 73).

Policy 9.5 of the plan provides as follows: *"To use the control of lease agreements to ensure the most effective and equitable use of the Henderson Creek reserves and facilities"*. This policy goes on to provide in its implementation provisions: *"Continue the leasing of areas within the reserves to provide for community use and well being. The leases of facilities such as buildings will be reviewed when the opportunity arises, to ensure maximum potential of the reserve is realised for the community"*. There is no doubt that the presence of the Maori Wardens on Tui Glen will assist in realising the potential of Tui Glen as a useful community reserve.

Policy 9.6 is to keep the Reserves Management Plan under regular review - at the next opportunity it is recommended the Maori Wardens be listed as a community lease occupying premises on the reserve (page 68). This should be done following the Amendment to a Management Plan process as outlined in Section 41(2) of the Reserves Act.

IWI CONSULTATION AND SUPPORT

Consultation has been undertaken with local Iwi as to their support of the Maori Wardens in relocating to Tui Glen Reserve. Ngati Whatua and Te Kawerau a Maki both have indicated their strong support for the services provided by the Maori Wardens and their suitability in locating in the Tui Glen Reserve.

SERVICE DELIVERY PROPOSAL

The Maori Wardens operate under the Maori Development Act 1962. All Maori Wardens throughout New Zealand are warranted under this Act. Waitemata Maori Wardens are a charitable incorporated Trust, to enable them to seek and retain public grants, which are used to provide services within the greater Waitakere Community.

The Maori Wardens are proposing a two-fold community service.

At Tui Glen the Maori Wardens propose for two wardens to sleep over which will enable periodic patrols of the area during the night, thus providing supervision of the reserve on a 24 hour, 7 day week service for 365 days a year.

While not a direct comparison but of value to note a single commercial security guard charge out rate would be \$30.00 per hour. To provide a single guard at the reserve on a 24 hour 7 day basis would cost Council \$262,000.00.

The wardens would also continue to patrol the Henderson Central Business District and known trouble areas including the railways and New Lynn centre on much the same basis as they presently do. The community benefit of this work has been discussed above.

The wardens have also discussed that they will make their facilities available for the Maori Woman's Welfare League, which will allow them to provide counselling, and advocacy services targeting young Maori at risk.

COUNCIL FACILITIES PROPOSAL

A27 It is proposed that Council refurbish the single cottage marked A on the plan and lease to the Waitemata Maori Wardens as their office facility. It is also proposed that subject to funding being successfully sought by the Wardens from the Waitakere Licensing Trust a further two flats be leased marked A on the plan attached at page A27.

Single Cottage

A27 It is proposed that Council refurbish the cottage marked A on the plan as attached at page A27 to enable the Maori Wardens to move to the premises by the 18 May 2004.

The 56m² cottage is in sound condition externally although it is due for a repaint. Internally it has considerable damage to linings and the kitchen. The costs have risen by \$4,400.00 over the initial estimate as electrical items had not been included.

Cost to renew	\$12,760.00
Repainting Cost (exterior)	\$ 3,090.00
Total Cost	\$15,850.00 plus GST

Additional Two Flats

A27 It is proposed that Council express their support for the Maori Wardens' funding application to secure \$53,820.00 plus GST from the Waitakere Licensing Trust. The purpose of this funding will be to also bring the two 42m² flats marked A on the plan attached at page A27, up to a habitable standard.

The two flats are in a very poor condition with all glazing floor coverings and the roof needing refurbishment. Aside from the paintwork the block exterior walls and internal linings are in a reasonable condition.

A five year lease over all three buildings is proposed.

Cost to renew	\$48,420.00
Repainting Cost (exterior)	\$ 5,400.00
Total Cost Flats	\$53,820.00 plus GST
Total Cost of Project	\$69,670.00 plus GST

FUNDING

Single Cottage

Waitakere City has assisted the Maori Wardens in applying for \$53,820.00 plus GST of funding from the Waitakere Licensing Trust. This would go towards the upgrade of the two flats. The cottage upgrade of \$15,820.00 plus GST will be provided by Council from savings in the property capital renewal budget.

Additional Two Flats

Closing date of the trust applications was 19 April and final decision will be made by the Licensing Trust on 24 May 2004.

A rental application, for the two flats has been prepared on the basis of \$150.00 per annum in rent and outgoings being paid by the Tenant.

ISSUES AND RISKS

The services for all three buildings have not operated for some time. The costs associated with reinstatement of power and water are estimates only.

The target date to complete works at the cottage of 18 May 2004 is relatively tight but considered achievable. Preventative maintenance that is required regardless of Maori Wardens occupancy will be attended to before that date but only where practical.

The funding from the Waitakere Licensing Trust may not be granted. Should this happen Council will need to review its support and/or assist in other funding applications.

The buildings it is proposed to lease to the Maori Wardens are located on part Lot 12, Deposited Plan 6760 which is a recreation reserve under the Reserves Act 1977. It is proposed that a lease be granted to the Maori Wardens under Section 54(1)(d) of that Act in that the presence of the wardens on the reserve are necessary to enable the public to obtain the benefit and enjoyment of the reserve. As such leases are within the scope of the management plan the lease does not need to be advertised or approved by the Department of Conservation. As the Maori Wardens will be staying overnight on the reserve at times, it is proposed that the wardens involved in this activity will be made Park Rangers under Section 8(1) of the Reserves Act 1977. This will strengthen their relationship with the reserve and provide Park Ranger powers under Section 93 of the Reserves Act 1977. The overnight accommodation enables periodic patrols of the Tui Glen Reserve and the Central Business District. Provision will specifically exclude residential tenancy, as this is not the intention of lease.

A lease falls with the delegated authority of the Henderson Community Board and a report has been provided for their consideration.

CONCLUSION

The relocation of Maori Wardens to Tui Glen will enable to wardens to continue with their valuable service to the Community as a whole, and address some specific security concerns at Tui Glen reserve.

Other Councils in the Auckland Region support the Maori Wardens, and Waitakere City's support would be consistent with this approach.

Support of the Wardens service is linked directly to Councils Strategic direction ranging from the five priorities through to the Waitakere City Wellbeing Strategy.

Council has historically supported the Waitemata Maori Wardens with rent-free premises in Trading Place.

The community benefit generated by the Maori wardens will far outweigh the costs associated with locating them at Tui Glen Reserve.

RECOMMENDATIONS

1. That the Relocation of Waitemata Maori Wardens to Tui Glen Reserve report be received.
2. That Council support the relocation of the Waitemata Maori Wardens to Tui Glen for the reasons outlined in the agenda report, subject to an agreement satisfactory to Council being put in place for the wardens to provide specific services in the Tui Glen Reserve.
3. That the refurbishment of the cottage at Tui Glen Reserve be approved on the basis outlined in the agenda report.
4. The subject of availability of funding to the Maori Wardens, refurbishment of the two flats be approved on the basis outlined in the agenda report.

Report prepared by: Rex Harland, Property Assets Manager: Property Assets Team and Duncan Miller, Property Assets Team Leader: Property Assets Team.



15 **STATE HIGHWAY MAINTENANCE BOUNDARY AGREEMENT BETWEEN TRANSIT
NEW ZEALAND AND WAITAKERE CITY COUNCIL**

PURPOSE OF THE REPORT

The purpose of the report is to seek approval to conclude an agreement with Transit New Zealand for the Maintenance Boundaries of the State Highways between Transit New Zealand and Waitakere City Council.

BACKGROUND

Two state highways run through Waitakere City Boundaries - State Highway 16 and State Highway 18. The limits and boundaries for maintenance works between Transit New Zealand and Waitakere City Council need to be clearly defined and agreed upon to establish the responsibility of each party. Negotiation and discussion about the various issues commenced in December 2002. The final definition of each party's responsibility was achieved in March 2004 for consideration by Council.

STRATEGIC CONTEXT

The Waitakere City Council's 'Integrated Transport and Communication' platform provides the strategic context for this report. The vision is for public transport and communications systems that provide fast, effective services, and for city travel facilitated by integrated, environmentally responsible, and innovative design, with a focus on meeting the essential needs of all, for access, communication, and safety.

Waitakere City Council has an obligation to ensure maintenance of assets within the state highway corridors that serve and meet essential needs of its community. These assets include safe carriageway, footpaths, drainage to prevent flooding of properties fronting the State Highways and effective vehicle crossings.

ISSUES

In December 2002, Council was approached by Transit New Zealand to define the boundaries of maintenance for the state highways within Waitakere City. A document defining the principles of state highway maintenance boundaries together with a full set of aerial photographs showing the routes of the two state highways with the boundary lines clearly drawn was submitted for review and discussion. Council then identified a number of issues that were submitted to Transit New Zealand for comment and confirmation.

Transit New Zealand then agreed to some of the changes suggested by Council and submitted a revised set of the principles for the maintenance boundaries in November 2003.

A28 Council staff negotiated some further issues that required clarification and clear assignment of responsibility. A final version of the principles for the definition of maintenance boundaries was submitted for approval. A copy of the final agreed document is provided, as attached at page A28.

The areas of responsibility have been defined as follows:

- **Signs** - All signs pertaining to the state highway but outside the shown maintenance boundaries are to be maintained by Transit New Zealand.
- **Parking in Urban Areas** - The maintenance of parking spaces, special vehicle parking areas and no stopping restrictions on the state highways is the responsibility of Transit New Zealand.
- **Discharge of Surface water** - Transit New Zealand is to maintain the systems discharging water into the artificial drainage systems (sumps, mains or open drains) on, adjacent or across the road. In Urban areas the discharge of surface water from a state highway is the responsibility of Transit New Zealand.
- **Underground connections** - In rural or urban areas Transit New Zealand is responsible for the maintenance of underground connections to the Council drainage systems necessary for the disposal of state highway surface water (eg. sump and connection to the first manhole on the main).
- **Underpasses (state highway passing underneath Council's roads)** - All of the bridge structure is maintained by Transit New Zealand. Maintenance of the road surfacing, footpath surfacing, line markings, street cleaning, bridge deck drainage slots and lighting is to be carried out by Waitakere City Council.
- **Footpaths** - All footpaths are to be maintained by Council except the footpath within the Te Atatu Interchange, which is the responsibility of Transit New Zealand.

RESOURCES

Council's maintenance responsibilities can be funded from the Road Maintenance Budget in the draft 2004/2005 Annual Plan and the Long Term Council Community Plan.

CONCLUSION

The document setting out the principles of maintenance boundaries between Transit New Zealand and Waitakere City Council clearly defines the responsibility of each party and minimises the cost to Council.

It is recommended that the final version of the principles for the definition of state highway maintenance boundaries between Transit New Zealand and Waitakere City Council dated 7 April 2004 be approved.

RECOMMENDATIONS

1. That the State Highway Maintenance Boundary Agreement between Transit New Zealand and Waitakere City Council report be received.
2. That the document establishing the principles for the definition of state highway maintenance boundaries between Transit New Zealand and Waitakere City Council dated 7 April 2004 be approved.
3. That the Chief Executive be authorised to sign the relevant document.

Report prepared by: Ara Ovanessoff, Principal Transport Engineer, Asset Maintenance.



16 PROGRESS REPORT ON HISTORICAL COLLECTIONS RESEARCH

PURPOSE OF THE REPORT

The purpose of this report is to present an update on the task of researching the historical collections within the city and the preparation of protocols and policies required to manage the acquisition of heritage collections and artefacts being undertaken by Ms Mary Gilligan, the volunteer ambassador appointed by Council in May 2003.

BACKGROUND

At a meeting of Council held on 28 May 2003, Council resolved:

“That Ms Mary Gilligan be appointed a volunteer ambassador for the Council to research historical collections within the City, and that she work in conjunction with Waitakere City Libraries and the Manager: Arts to develop protocols and policies to progress this work, and report back to Finance and Operational Performance Committee on a regular basis.”

1015/2003

STRATEGIC CONTEXT

In the strategic review, under the Urban and Rural Villages strategic pathway, Council affirmed support for the protection and celebration of the City's cultural diversity and heritage. Support for heritage is acknowledged in several platforms in the Long Term Council Community Plan and one of Council's goals in the Long Term Council Community Plan 2003 is to 'protect and enhance heritage'. Heritage has also been elevated to a 'matter of national importance' in the Resource Management Act Amendments 2003.

The Waitakere City Heritage Strategy and Action Plan, has been adopted for consultation. The plan provides a strategic framework for Council's activities in relation to the city's heritage resources and will additionally guide an understanding of the requirements and resources needed for the preservation, conservation and display of artefacts collected as well as provide guidelines for the kinds of activities that Ms Mary Gilligan is engaged in.

As one of the key recommendations of the Heritage Strategy is the appointment of a Heritage Manager to co-ordinate and develop an organization wide consistency to the management of heritage issues, this position has been proposed within the draft 2004/2005 Annual Plan. It is anticipated that one of the roles that Heritage Manager will to ensure consistency in the management of the artefact collections.

ISSUES

This is the second report on the progress that Ms Mary Gilligan has made in her role as voluntary ambassador for historical collections research.

In the period since the last report the following actions have been undertaken:

- The title of the project has been defined as the “Waitakere City Council Historical Collections Project”
- A set of objectives has been established for the project. These are:

1. To collect, document and store objects and collections illustrating the history of West Auckland and its environs.
2. To prepare policies and procedures for the acquisition of such artefacts by the Waitakere City Council.
3. To provide adequate storage through Waitakere City Council for all objects collected.
4. To work towards the establishment of a museum in Waitakere City.

A29-A31 Attached at pages A29 to A31 is a copy of the documented objectives.

A collecting policy for the project has been drafted. This document has been prepared by Ms Gilligan with the assistance of Mr John Coster and with reference to collecting policy document of the Papakura Museum. The highlights of the collection policy are:

- Defining the subject areas of collecting focus as the ceramics and heavy clay industries, timber milling, gum digging and Māori artefacts.
- Defining the geographical area for the focus of collecting as West Auckland, including surrounding environs such as the suburbs of Blockhouse Bay and Avondale and all of the West Coast beaches.
- The collecting is not limited to, nor excludes any particular period of history or pre-history.

A32-A35 Attached at pages A32 to A35 is a copy of the collecting policy of the Waitakere City Council Historical Objects Collection Project.

Two of the requisite forms that are key to creating the appropriate framework to support the collecting of heritage objects have been prepared by Ms Mary Gilligan and Mr John Coster. These forms are the: 'Articles Receipt Form' and the 'Certificate of Gift and Receipt.'

- The purpose of these forms is to provide clear, documented evidence of the conditions under which artefacts have been gifted to Waitakere City Council and accurately describes each element within the collection.
- The forms also records the transfer of ownership from the original owner (or the nominated representative of the owner) to Waitakere City Council

Copies of the documents have been submitted to Legal Services to be checked and approved for use. The final form of the documents may reflect changes suggested by this Committee and/or modifications recommended by Legal Services.

RESOURCES

The work of Ms Gilligan is offered on a voluntary basis, however there are some small expenses that will be incurred. Ms Gilligan estimates these to be less than \$1,000.00.

The artefacts collected will be acquired only on the condition that they are a freely gifted donation to Waitakere City Council.

Council will need to accept the responsibility and any associated costs of providing storage and the ongoing preservation and care of the artefacts collected by Ms Gilligan. Ambrico Kiln has been identified as the interim storage solution until such time as a museum is established in the city. To restrict the costs associated with the conservation and preservation of the collections, only those objects which have limited preservation issues, such as heavy clay and ceramic objects will be identified for collection.

CONCLUSION

The documents submitted for approval by this Committee are vital to forming a structure for the collection of heritage artefacts. The Waitakere City Council Historical Objects Collection Project objectives give a clear purpose and direction for the collection, the Collecting Policy provides a framework and a focus for the collecting activity and the two forms, the Articles Receipt form and the Certificate of Gift and Receipt, provide a clear description of gifted materials, set out conditions of gifting and document Council's ownership of the articles.

The work that Ms Gilligan has done will serve to reduce risk to the Council in its heritage collecting activity.

RECOMMENDATIONS

1. That the Progress Report on Historical Collections Research report be received.
2. That the objectives and the collecting policies of the Waitakere City Council Objects Collection Project be approved.
3. That the Certificate of Gift and Receipt form and the Articles Receipt form be approved for use in Heritage Collection.
4. That this Policy be reviewed by the Heritage Manager as a matter of priority upon appointment.

Report prepared by: Su Scott, Library and Information Services Manager.



17 STATE HIGHWAY 20 AND WHAU CROSSING

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Finance and Operational Performance Committee to establish a governance structure for State Highway 20 and Whau Crossing and make a related submission to the Auckland City Council's 2004/2005 Annual Plan.

BACKGROUND

A new crossing of the Whau River is recognised in the Regional Land Transport Strategy. Preliminary assessments of traffic affects by council staff indicate that a new crossing between Kelston and Rosebank would be significant in regard to the sustainable development of Waitakere City.

Transit New Zealand has written to Council and requested the establishment of a governance structure for State Highway 20 to meet the requirements of the Land Transport Management Act 2003 and to provide for effective co-ordination.

STRATEGIC CONTEXT

The Council's vision is that Waitakere has public transport and communication systems that provide fast, effective services to the whole City. City travel demonstrates integrated, environmentally responsible and innovative design.

One of the objectives that will contribute to this vision is design for an integrated city travel network.

Proposals for State Highway 20 and Whau Crossing are essential links that will contribute to the Council's vision.

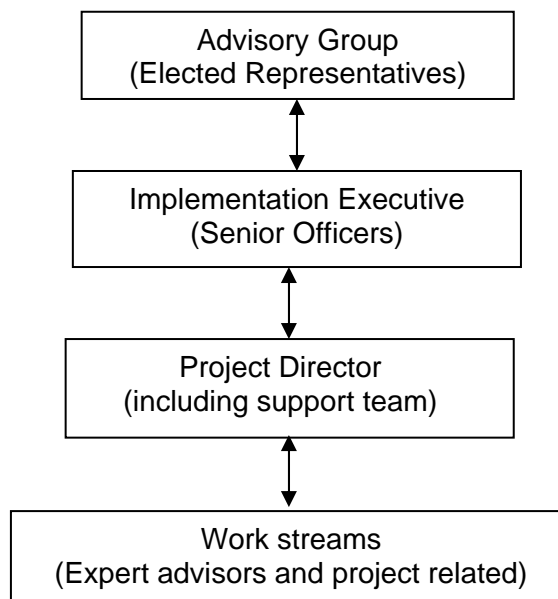
ISSUES

Although Council supports construction of State Highway 20, it does not support Transit New Zealand's preferred option parallel to the Oakley Creek. The alignment of State Highway 20 is fundamental for the effectiveness of the Whau Crossing and promoting economic development of Waitakere City and Auckland City.

Discussions have been held with Auckland City Council representatives to promote joint planning for the Whau Crossing. Auckland City Council's response has been that it has limited resources at present, as its priority is the proposed Eastern Corridor. However, it is essential that Auckland City supports the Whau Crossing and is involved in the detailed planning process. Accordingly, it is recommended that a submission be made to the Auckland City Councils Draft 2004/2005 Annual Plan seeking its support for this project.

In order to address the requirements of the Land Transport Management Act, Transit New Zealand in partnership with local authorities needs to set up a governance structure for the State Highway 20 corridor to ensure that a sustainable package of projects within the corridor is identified and brought into being in a co-ordinated and timely manner. To do this Transit New Zealand will need substantial help from the local authorities with an interest in the corridor, being the Auckland Regional Council, Auckland City Council, Manukau City Council and Waitakere City Council.

In considering how best to manage such a process, Transit New Zealand has suggested that the North Shore Bus Way project provides a good example of the type of governance structure that will be required, as shown below.



The Advisory Group will comprise elected representatives supported by senior executives, Transit New Zealand's Chief Executive and chaired by a Transit New Zealand Board member, will also draw upon a broader membership than just the four councils. It will include representation from potential funders such as Transfund New Zealand, as well as other interested parties such as the Auckland Regional Transport Authority and Trackco.

The Implementation Executive will be made up of senior officers from the relevant councils with delivery responsibilities. This group will be formalised in order to satisfy the Transfund conditions for construction funding for the Mount Roskill and Manukau Extensions. Discussions have already taken place between Transit officers and officers from the Auckland Regional Council and Auckland City Council with regards to the Mount Roskill Extension. These parties along with Manukau City Council and Waitakere City Council need to meet as soon as possible to ensure that a consistent approach is taken throughout the corridor.

Supporting the Implementation Executive will be a Project Director, who will be responsible for managing the various projects and other related work streams within the corridor, and will report to the Implementation Executive.

Under the Project Director will be specific project work streams, such as the Mount Roskill and Manukau projects and Rosebank/Whau Crossing. In addition, other expertise that is not project specific, such as legal advice, will also be required to give advice to the Project Director as and when required.

RESOURCES

Funding has been provided in the draft 2004/2005 Annual Plan for detailed investigations for the Whau Crossing, assuming that Auckland City Council will also contribute to the project.

The structure outlined above represents a considerable commitment of resources for all involved. It is anticipated that such a mode of operation will become more common under the Land Transport Management Act 2003 in developing integrated solutions to transport issues. A critical success factor for progression of these projects will be the ability of each respective organisation to provide the necessary resources in a timely fashion.

CONCLUSION

It is essential that planning for State Highway 20 and Whau Crossing be progressed as a priority for 2004/2005.

The proposal put forward by Transit New Zealand to establish a governance and management structure for State Highway 20 is supported, with the proviso that the brief for this project will also include investigation of the Whau Crossing. It is recommended that a Councillor be appointed to represent Council on the Advisory Group.

As it is essential that Auckland City Council supports these projects, it is therefore recommended that a submission be made to the Auckland City Council's Draft 2004/2005 Annual Plan and that a Councillor be appointed to present Council's submission.

RECOMMENDATIONS

1. That the State Highway 20 and Whau Crossing report be received.
2. That the Finance and Operational Performance Committee approve the joint planning and investigation of State Highway 20 and Whau Crossing with the Auckland Regional Council, Auckland City Council and Transit New Zealand.
3. That Transit New Zealand be advised that Council supports the joint planning and investigation for State Highway 20 and the Whau Crossing.
4. That the Chief Executive be authorised to make a submission to Auckland City Council's Draft 2004/2005 Annual Plan requesting its support for joint planning and investigation of State Highway 20 and the Whau Crossing.
5. That the Finance and Operational Performance Committee nominate a Councillor to present Council's submission to the Auckland City Council.
6. That Transit New Zealand be advised that Council supports the governance and management structure for State Highway 20, provided that this project also includes joint planning and investigation for the Whau Crossing.
7. That the Finance and Operational Performance Committee nominate a Councillor to represent Council in the State Highway 20 Advisory Group.

Report prepared by: Tony Miguel, Group Manager: Asset Management.



18 REVIEW OF POLICY ON ELECTION SIGNS AND HOARDINGS

PURPOSE OF THE REPORT

The purpose of this report is to review the Council's present policy on local authority election roadside signs and billboards.

A request for this policy review originally came from the Henderson Community Board's meeting on 8 November 2001:

"That the Chief Executive be requested to bring back a report to the appropriate Committee of Council to review the present policy on Local Body Election roadside signs and billboards."

2572/2001

The requested review arose out of some concerns expressed during the 2001 elections about inappropriate siting of signs, content and enforcement procedures.

The Finance and Operational Performance Committee meeting on 14 March 2003 resolved that the Council hold a workshop to discuss the matter. Subsequently, at a Workshop, Councillors indicated that they were happy to continue with the current Policy.

BACKGROUND

In 1998 Council adopted a hoardings policy for the 1998 Triennial Elections, which was mostly successful in determining where hoardings signs and posters could be displayed for that election. As a result of some fine-tuning, a similar policy was adopted for the 1999 General Elections. The Council then adopted the same policy at the Council meeting on 20 December 2000 to apply at the 2001 By-Election and the 2001 Triennial elections in Waitakere City. The policy has remained in force since that time and was used in the current form at the 2002 General Elections and the 2003 Waitakere Licensing Trust By-Election.

STRATEGIC CONTEXT

Council is committed to increasing community participation in democratic processes. Elections are a key democratic process. Election signs and hoardings are viewed as helping to raise community awareness of both elections and particular electoral candidates.

Council is also concerned with issues such as road and pedestrian safety, visual amenity and litter control. Roadside signs and hoardings can have impacts on these issues through unsafe location, distraction of drivers, visual clutter and incomplete clean up/vandalism. Council needs to balance these factors when determining its policy.

CURRENT POLICY

The Council's current policy is:

The Council will allow election signs anywhere, subject to compliance with the following performance standards:

- Signs are not to be erected prior to 6 weeks before the election and are to be removed not later than the day prior to the date of the election.
- Signs are not permitted within 50m of major intersections controlled by traffic lights, a roundabout or railway level crossings. 50m to be measured from the limit (give way) lines on any intersection controlled by traffic lights or roundabouts.
- Signs are not to be attached to traffic control or street name signs.
- Signs are not to obstruct footpaths or motorists sight lines. If a sign is considered to impede motorists or pedestrians' safety, then the sign will be requested to be removed.
- Signs are not to exceed 3m² in area.
- Signs are not permitted on the following locations:
 1. Awaroa Park including the frontage of Kelston Community Centre
 2. Kelston Girls High School frontage between Archibald and Lynwood Roads
 3. Henderson Primary School
 4. Corban Hill - Great North Road
 5. The Reserve - corner Great North Road and Titirangi Road

Or in the following intersections in each ward:

Henderson Ward

- Te Atatu Road / Beach Road (South)
- Te Atatu Road / Wharf Road
- Te Atatu Road / Yeovil Road
- Edmonton Road and School Road
- Te Atatu Road / Roberts Road
- School Road / Central Park Drive
- Great North Road / James Laurie Street
- Great North Road / Kirby Street
- Sunnyside Road / Seymour Road

Massey Ward

- Clark Road / Hobsonville Road
- Hobsonville Road / Brigham Creek Road
- Brigham Creek Road / SH 16
- Hobsonville Road / Luckens Road
- Hobsonville Road / Trigg Road
- Don Buck Road / Royal Road
- Don Buck Road / Triangle Road
- Triangle Road / Makora Road
- Larnoch Road / Swanson Road
- Swanson Road / Ranui Station Road
- Swanson Road / Rathgar Road
- Universal Drive / Rathgar Road

Waitakere Ward

- Scenic Drive North / Te Henga Road
- Scenic Drive North / Swanson Road
- Scenic Drive / Piha Road

New Lynn Ward

- Archibald Road / St Leonards Road
- Archibald Road / Archlynn Road
- Archibald Road / Great North Road
- Lynwood Road / Great North Road
- Rimu Street / Rata Street
- Rua Road / West Coast Road
- Pleasant Road / Titirangi Road
- Croydon Road / Titirangi Road
- Parker Avenue / Titirangi Road
- Godley Road / Castleford Street
- Godley Road / Titirangi Road

- No signs are to be visible from the North Western Motorway.
- Signs erected on State Highways where the speed limit is 70 kph or less must comply with Transit New Zealand requirements which are as follows:

Signs must:

- Not be reflectorised.
- Be located giving consideration to visibility and traffic safety.
- Not be on or adjacent to motorways.
- Not to be erected in a manner that will create distraction or danger to road users.
- Not imitate any official traffic signs.
- For safety reasons, vehicle mounted signs on state highways are discouraged.
- State Highways, where the speed limit is above 70 kph, require specific permission from Transit New Zealand. Contact: Moh Hannis telephone 368 2018.
- Any other sign is to be removed within 3 days of a requirement issued by the Council. The requirement would be based on traffic safety concerns and/or amenity concerns.
- Signs erected outside the above standard will be removed by Council and the appropriate fee (to cover removal costs) will be charged.

NB: An "election sign" is deemed to include any sign incorporating a political party logo/name/slogan, or any politicians/candidates name or photo and is not permitted prior to 6 weeks of the election date.

ISSUES

During the 2001 elections and subsequently, some enforcement difficulties have been experienced with signs being erected in places that were not particularly suitable or appropriate. These places included:

- Road medians and traffic islands.
- Telephone/power poles, light standards, bus shelters, rubbish bins and other street furniture.
- Trees on public property.

In addition, banners of all type, either hanging across roads or from buildings created problems. Enforcement staff recommend that the policy should be amended to preclude all such banners.

Another issue is that some elected members and community members feel that all signage should be prohibited. Staff see this as a purely political issue, and see no regulatory or substantive basis for any such prohibition. Accordingly, no officer comment will be made on this issue.

RESOURCES

Resources to monitor the policy are provided for in the Annual Plan. Resources to educate candidates about the policy and encourage compliance are provided for in the Annual Plan.

CONCLUSION

To remedy concerns relayed by some elected members and enforcement officers it is recommended that the policy be amended to include road medians and traffic islands; telephone/power poles, bus shelters, rubbish bins and other street furniture; and trees on public property as unsuitable or inappropriate places for election hoardings to be displayed.

RECOMMENDATIONS

1. That the Review of Policy on Election Signs and Hoardings report be received.
2. That the Council amend its policy to the following:

The Council will allow election signs for any election held in Waitakere City anywhere not specifically prohibited below, subject to compliance with the following performance standards:

- Signs are not to be erected prior to nine weeks before the election and are to be removed not later than the day prior to the date of the election.
- Signs are not permitted within 50m of major intersections controlled by traffic lights, a roundabout or railway level crossings. 50m to be measured from the limit (give way) lines on any intersection controlled by traffic lights or roundabouts.
- Signs are not to be attached to traffic control or street name signs.
- Signs are not permitted on road medians or traffic islands.
- Signs are not to be attached to telephone/power poles, light standards, bus shelters rubbish bins or other street furniture.
- Signs are not to be attached to trees on public property.
- Banners are not permitted to be strung across roads or from buildings.
- Signs are not to obstruct footpaths or motorists sight lines. If a sign is considered to impede motorists or pedestrians' safety, then the sign will be requested to be removed.
- Signs are not to exceed 3m² in area.

Specific Prohibitions:

Signs are not permitted on the following locations:

- Awaroa Park including the frontage of Kelston Community Centre
- Kelston Girls High School frontage between Archibald and Lynwood Roads
- Henderson Primary School
- Corban Hill - Great North Road
- The Reserve - corner Great North Road and Titirangi Road

Or in the following intersections in each ward:

Henderson Ward

- Te Atatu Road / Beach Road (South)
- Te Atatu Road / Wharf Road
- Te Atatu Road / Yeovil Road
- Edmonton Road and School Road
- Te Atatu Road / Roberts Road
- School Road / Central Park Drive
- Great North Road / James Laurie Street
- Great North Road / Kirby Street
- Sunnyside Road / Seymour Road

Massey Ward

- Clark Road / Hobsonville Road
- Hobsonville Road / Brigham Creek Road
- Brigham Creek Road / SH 16
- Hobsonville Road / Luckens Road
- Hobsonville Road / Trigg Road
- Don Buck Road / Royal Road
- Don Buck Road / Triangle Road
- Triangle Road / Makora Road
- Larnoch Road / Swanson Road
- Swanson Road / Ranui Station Road
- Swanson Road / Rathgar Road
- Universal Drive / Rathgar Road

Waitakere Ward

- Scenic Drive North / Te Henga Road
- Scenic Drive North / Swanson Road
- Scenic Drive / Piha Road

New Lynn Ward

- Archibald Road / St Leonards Road
- Archibald Road / Archlynn Road
- Archibald Road / Great North Road
- Lynwood Road / Great North Road
- Rimu Street / Rata Street
- Rua Road / West Coast Road
- Pleasant Road / Titirangi Road
- Croydon Road / Titirangi Road
- Parker Avenue / Titirangi Road
- Godley Road / Castleford Street
- Godley Road / Titirangi Road

Conditions in relation to Transit New Zealand Highways

- No signs are to be visible from the North Western Motorway.
- Signs erected on State Highways where the speed limit is 70 kph or less must comply with Transit New Zealand requirements which are as follows:

Signs must:

- Not be reflectorised.
- Be located giving consideration to visibility and traffic safety.
- Not be on or adjacent to motorways.
- Not to be erected in a manner that will create distraction or danger to road users.
- Not imitate any official traffic signs.
- For safety reasons, vehicle mounted signs on state highways are discouraged.
- State Highways, where the speed limit is above 70 kph, require specific permission from Transit New Zealand. Contact: Moh Hannis telephone 368 2018*.

Removal of signs and non-compliance

- Any other sign is to be removed within three days of a requirement issued by the Council. The requirement would be based on traffic safety concerns and/or amenity concerns.
- Signs erected outside the above standard will be removed by Council and the appropriate fee (to cover removal costs) will be charged.

NB: An "election sign" is deemed to include any sign incorporating a political party logo/name/slogan, or any politicians/candidates name or photo and is not permitted prior to 6 weeks of the election date.

***Current contact.** Contact to be reviewed from time to time and changed as appropriate without invalidating this policy.

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



19 PROPOSED REMIT TO LOCAL GOVERNMENT NEW ZEALAND ANNUAL CONFERENCE 2004

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Finance and Operational Performance Committee to forward a remit to the Local Government New Zealand Conference 2004 to advocate for councils being provided with traffic enforcement powers.

BACKGROUND

The Waitakere City Council is a strong and vocal advocate relating to road safety and traffic management within the City. There are a number of committees and organisations within Council and the Community that report and action incidents and occurrences that impact upon the safety of the citizens of the City be they pedestrians or motorists.

Council is planning to implement a range of new traffic control measures, including a speed restriction of 40kph around schools. Investigations into these proposals have indicated that there are limited Police resources in Waitakere City for traffic enforcement, particularly relating to new measures, and that this area of enforcement is not receiving sufficient attention from the New Zealand Police. This is likely to have an adverse effect on traffic safety.

Recent legislation changes suggest a more integrated approach to land transport management, including safety, and it is appropriate for Council to determine the most effective means of ensuring public health and safety to avoid the adverse effects on society of land transportation. The Council having adequate tools to enforce the measures implemented is necessary if those measures are to be effective.

STRATEGIC CONTEXT

The Long Term Council Community Plan identifies, as a priority, making Waitakere City a safe place to be, through the following actions:

- provide safe public places, services and facilities;
- develop, implement and monitor safety standards;
- work with others to improve safety; and
- plan for safety and monitor progress.

The Integrated Transport and Community Platform has the objective of ensuring that Waitakere has public transport and communication systems that provide fast, effective services to the whole City. City travel demonstrates integrated, environmentally responsible and innovative design, through the following:

Provide for safe, pleasant and direct pedestrian and cycle access; and

Work with others in the Region to put in place frequent, fast, safe, reliable and environmentally friendly public passenger transport.

ISSUES

Local Government New Zealand has already suggested to Government that there is a need for closer alignment and greater integration between the transport safety agencies. There are currently four agencies involved in providing safety advice and functions. This leads to duplication of functions, and expertise, experiences and systems not being shared.

Closer alignment and integration of the safety agencies will lead to efficiencies and greater effectiveness. In addition there is a need to provide more effective enforcement at a local level.

LAND TRANSPORT MANAGEMENT ACT 2003

The Land Transport Management Act 2003 provides a framework for innovation in the delivery of Transport Programmes including social outcomes. Clearly the proposal to allow Council to provide traffic safety enforcement is aligned with the principles of this Act, which is summarised below.

Purpose

1. The purpose of this Act is to contribute to the aim of achieving an integrated, safe, responsive and sustainable land transport system.
2. To contribute to that purpose, this Act:
 - (a) provides an integrated approach to land transport funding and management;
 - (b) improves social and environmental responsibility in land transport funding, planning and management;
 - (c) changes the statutory objectives of Transfund and Transit to broaden the focus of each entity;
 - (d) improves long-term planning and investment in land transport;
 - (e) ensures that land transport funding is allocated in an efficient and effective manner; and
 - (f) improves the flexibility of land transport funding, including provisions enabling new roads to be built on a tolled or concession agreement basis or on a basis involving a combination of those methods.

Land Transport Programmes

1. In each financial year, every approved organisation that recommends that any activities or activity classes be included in a national land transport programme or that any safety administration outputs be included in a safety administration programme must, by a date or dates appointed by Transfund after consultation with the Authority:
 - (a) prepare a land transport programme for the next financial year;
 - (b) forward copies to Transfund, the Authority, Transit, the Commissioner and the Secretary; and
 - (c) make it available to the public in a written form.
2. The provisions of Part 1 of Schedule 1 (which relate to the content of land transport programmes) apply to land transport programmes and organisations preparing them.
3. An approved organisation must, in preparing a land transport programme, take into account how each activity or activity class:
 - (a) assists economic development;
 - (b) assists safety and personal security;
 - (c) improves access and mobility;
 - (d) protects and promotes public health; and
 - (e) ensures environmental sustainability

Remit

If approved by the Committee, Council would promote a remit to Local Government New Zealand to enable traffic enforcement powers to be utilised by the Council, with funding to be provided from the proceeds from enforcement action (e.g. fines). It is felt that this would enable a dedicated focus on traffic enforcement in the city, and allow for an integrated approach to the engineering, regulation and enforcement aspects of road and traffic safety.

The detailed wording of the remit would be based on the wording set out in the recommendation below.

RESOURCES

There are no resource implications associated with the proposed remit to Local Government New Zealand. If the remit succeeds and is followed by government action, sufficient resources for implementation should be available from the proceeds of enforcement action.

CONCLUSION

It is considered that empowering local authorities to carry out traffic enforcement and apply the revenue to local traffic safety programmes would improve the effectiveness of traffic safety programmes. This would enable a closer relationship between councils and the community and deliver optimal outcomes for traffic safety.

Accordingly, it is recommended that the Chief Executive be authorised to promote a remit to the Local Government New Zealand Conference 2004, based on the recommendation set out below.

RECOMMENDATIONS

1. That the Proposed Remit to Local Government New Zealand Annual Conference 2004 report be received.
2. That the Finance and Operational Performance Committee authorise the Chief Executive to promote the lodging of a remit, supported by five other Councils, to the Local Government New Zealand Conference 2004 seeking Local Government New Zealand support and advocacy to Government for the transfer from the New Zealand Police to Local Authorities, or make available in addition to the Police powers, all traffic enforcement functions for the area within their jurisdiction and that associated revenues be applied to local traffic safety programmes; including, but not limited to, the following:
 - providing programmes to avoid, remedy and mitigate the adverse effects on society due to the infringement of traffic regulations;
 - providing the ability to establish a local traffic enforcement activity, including appropriate resources;
 - providing the ability to enforce traffic and speeding offences;
 - enabling the operation of speed cameras and radar; and
 - Enabling the operation of red light cameras.

Report prepared by: Tony Miguel, Group Manager: Asset Management.



20 TRAFFIC MANAGEMENT FOR TRAFFIC CRASH SITES WITH FATAL / SERIOUS INJURY

PURPOSE OF THE REPORT

This report seeks guidance from the Finance and Operational Performance Committee on the proposal to assist the New Zealand Police with traffic management at traffic crash sites where there are serious or fatal injuries.

BACKGROUND

The New Zealand Police has always been required to attend, investigate, and report on traffic crashes. It has become essential to raise the level of the sophistication of these investigations, especially at sites where serious injuries or fatalities have occurred.

Although the New Zealand Police has been streamlining crash site methodology, the time taken to complete the investigations remains considerable, up to 2 hours.

It is vital during the investigations to have in place adequate traffic management, including traffic cones, directional signs, and personnel. This is to ensure the safety of persons on site, of the passing traffic, and to minimise traffic disruption.

After the police work is complete, the crash site requires restoration, including cleansing and possibly physical repairs to infrastructure.

The Council has always accepted responsibility for crash site restoration through its Road Emergency and Special Works Contract. However, Council staff have not been able to respond to recent requests from the New Zealand Police for the provision and placement of traffic management equipment for the duration of the crash investigation phase.

STRATEGIC CONTEXT

The Waitakere City Council's 'Integrated Transport and Communication' platform provides the strategic context for this report. The vision is for public transport and communications systems that provide fast, effective services, and for city travel facilitated by integrated, environmentally responsible, and innovative design, with a focus on meeting the essential needs of all, for access, communication, and safety.

The proper, planned management of road operations contributes to the realisation of the vision and focus of the integrated transport and communications platform, through maximising the safety and efficiency of the available transport infrastructure. Clearly planned management of crash sites must be included, whereas this is not now the case in Waitakere City.

ISSUES

Affordability and Subsidy

The estimated gross cost for the management of crash sites, based on the current recorded level of serious/fatal crashes in Waitakere City (65 urban, and 20 rural per annum) is \$85,000.00 This can be compared with Council's current gross subsidised transport maintenance budget of \$4,681,000.00, and would amount to an increase of 1.8%.

Should Council decide to provide the service, Transfund New Zealand has agreed to assist with a 48% subsidy, leaving a net cost to Council, of \$44,200.00. Transfund would provide initially for a gross figure of \$30,000 which would be increased incrementally as required in practice.

Responsibility

The matter of whether the New Zealand Police or the Waitakere City Council should be responsible for crash site management facilities needs to be addressed, and the following points are noted:

- The New Zealand Police can be regarded as just one of the Council's many road-using customers, whilst Council's strategic focus is to meet the essential needs of all, for access, communication, and safety.
- The New Zealand Police is a partner to Council in the delivery of safe transport operations, and contributes financially to this through its expert crash investigation work, and the provision of the resulting accurate recorded information that is used by Council in its own substantial infrastructure safety improvement program.
- Other Road Controlling Authorities, including North Shore City, Auckland City and Transit New Zealand budget specifically to provide a cooperative crash site service to the New Zealand Police.
- The skills and resources needed to provision a crash site are more the preserve of the emergency maintenance contractor than the police.
- The New Zealand Police could/should have made full financial provision for crash investigation work.

Proposed Annual Plan 2004/2005

The proposed Annual Plan, approved by Council for public comment, allows \$85,000.00 gross for the servicing of fatal/serious crash sites in cooperation with the New Zealand Police, so that should the Finance and Operational Performance Committee, upon focused consideration of this matter, concur, then no change to proposed budget would be required.

RESOURCES

The net annual resource required is about \$44,200.00 and would need to be provided in accordance with the proposed Annual Plan 2004/2005, and subsequent Annual Plans at a diminishing rate depending on the effectiveness of future transport engineering, education and enforcement.

CONCLUSION

Although it can be argued that the New Zealand Police budget for crash investigation should cover the traffic management they require in full, there is a case for Council providing traffic management facilities for the New Zealand Police during traffic crash investigations at fatal/serious crash sites. However, guidance from the Finance and Operational Performance Committee for use in the Annual Plan 2004/2005 concluding deliberations would be highly desirable. Provisions have been made tentatively in the proposed 2004/2005 budget and with Transfund New Zealand for 48% subsidisation of the gross amount of \$85,000.00.

RECOMMENDATIONS

1. That the Traffic Management for Traffic Crash Sites with Fatal / Serious Injury report be received.
2. That the Finance and Operational Performance Committee recommend to the Long Term Council Community Plan and Annual Plan Special Committee its support for Council providing Traffic Management assistance at fatal/serious traffic crash sites.

Prepared by: Ross Hill, Service Manager: Transport Assets.



PART VI - SUBCOMMITTEE REPORTS

21 EMERGENCY SERVICES SPECIAL COMMITTEE

THE SPECIAL COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON TUESDAY, 6 APRIL 2004

MATTERS CONSIDERED

A36-A38

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 pages A36 to A38.

The Special Committee Recommends:

That the Ordinary Meeting report of the Emergency Services Special Committee held on Tuesday, 6 April 2004 be received.

DQ Battersby, JP
CHAIRPERSON



22 TENDERS SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON FRIDAY, 16 APRIL 2004.

MATTERS CONSIDERED

A39-A40

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting is attached at pages A39 to A40.

The Subcommittee Recommends:

That the Ordinary Meeting report of the Tenders Subcommittee held on Friday, 16 April 2004 be received.

JM Clews, QSO, JP
CHAIRPERSON



23 **PROJECTS SPECIAL COMMITTEE**

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

MATTERS CONSIDERED

A41-A42

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 pages A41 to A42.

The Special Committee Recommends:

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

RP Dallow, QPM, JP
CHAIRPERSON



PART VII - CONFIDENTIAL ITEM

24 PROJECT TWIN STREAMS - HENDERSON VALLEY ROAD PROPERTY PURCHASES

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

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, Project Twin Streams - Henderson Valley Road Property Purchases.

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

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> Project Twin Streams - Henderson Valley Road Property Purchases 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> Protect the privacy of natural persons, including that of deceased natural persons; Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). 	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

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

- The report contains information which if released, would affect the Council's negotiations and the need to maintain the privacy of property owners.*

