



Waitakere City Council  
*Te Taiao o Waitakere*

## NOTICE OF MEETING

# FINANCE AND OPERATIONAL PERFORMANCE COMMITTEE

I hereby give notice that a meeting of the Finance and Operational Performance Committee will be held on:-

**DATE:** Monday, 8 December 2008 **TIME:** 9.30 am

**MEETING ROOM:** Council Chamber

**VENUE:** Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere

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

4 December 2008

Carmen Fernandes  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8887

### MEMBERSHIP:

Councillors	RI	Clow (Chairman)
	JM	Clews, QSO, JP (Deputy Chairman)
	DQ	Battersby, JP
	BA	Brady, JP
	MFP	Chan, JP
	LA	Cooper, JP
	AK	Corban, OBE, JP
	RP	Dallow, QPM, JP
	WW	Flaunty, QSM, JP
	PA	Hulse
	MM	Jolley
	JP	Lawley, JP
	PG	Mitchell
	VS	Neeson, JP

Mayor RA Harvey, QSO, JP (ex officio)

(Quorum 5 members)

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(Meeting Room could be subject to change)

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

**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE  
COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT WAITAKERE  
CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,  
WAITAKERE, ON MONDAY, 8 DECEMBER 2008  
COMMENCING AT 9.30 AM**

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**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE  
COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT WAITAKERE  
CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,  
WAITAKERE, ON MONDAY, 8 DECEMBER 2008  
COMMENCING AT 9.30 AM**

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**PART A - OPENING OF MEETING**

**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) 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 Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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



**3 CONFLICTS OF INTEREST**

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



**4 CONFIRMATION OF MINUTES**

Meeting Minutes - Monday, 10 November 2008

**RECOMMENDATION**

It is recommended that the Finance and Operational Performance Committee resolve to:

**Receive** the minutes of the meeting of the Finance and Operational Performance Committee held on Monday, 10 November 2008, as circulated, and that they be taken as read and now be confirmed.



**PART B - LEGAL AND CONSTITUTIONAL**

**5 AFFIXATION OF COMMON SEAL**

**RECOMMENDATIONS**

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Affixation Of Common Seal report.
2. **Agree** that the action taken in affixing the Common Seal on the documents as set out in the agenda report be adopted.

**EXECUTION OF DOCUMENTS: 3 – 28 November 2008**

No	NAME	PARTICULARS
4601	WCC - Her Majesty the Queen for State Primary School	Drainage easement in gross - Part Lot 1 Deposited Plan 34613 (Area 'A' on DP395627) - 140 Don Buck Road, Massey - RMA 20042670 and 20070528
4602	WCC - CDL New Zealand Limited	Right-of-Way easement in gross – Certificate of Title 382132 - 140 Don Buck Road, Massey - RMA20042670 and 20070528
4603	WCC - Henley Kiwi Company Limited	Deed of Waiver - s.40 Public Works Act 1981 - resolution 3611/2007 - 3068 Great North Road, New Lynn
4604	WCC - BB & R Vaddiraju	Fencing Agreement - Certificate of Title 416543 - 10 Frostbite Place and 155 Waitemata Drive, Ranui - RMA2006574
4605	WCC - Hobsonville Residential Developments Limited	Water supply easement in gross - Certificate of Title 430622 - 54 Bannings Way, Hobsonville (Stage 2) - RMA20061348
4606	WCC - Graeme Charles Chamberlin	Warrant of Appointment and Evidence of Identity - No.WCC405
4607	WCC - Aisake Havea	Warrant of Appointment and Evidence of Identity - No.WCC408
4608	WCC - Koli Oneone	Warrant of Appointment and Evidence of Identity - No.WCC409
4609	WCC - Michael Anthony Feather	Warrant of Appointment and Evidence of Identity - No.WCC410
4610	WCC - Brett Bond	Warrant of Appointment and Evidence of Identity - No.WCC411
4611	WCC - Mikaele Agasii	Warrant of Appointment and Evidence of Identity - No.WCC412
4612	WCC - Ian Donald Surman	Warrant of Appointment and Evidence of Identity - No.WCC413
4613	WCC - Thomas Tauai	Warrant of Appointment and Evidence of Identity - No.WCC414
4614	WCC - Natalie Louise Morgan	Warrant of Appointment and Evidence of Identity - No.WCC415
4615	WCC - (as attorney for Hudson Bay Holdings Limited) - Waitakere Properties Limited	Easement Instrument – Right to convey water - Lot 1 DP 317419 servient, Lot 1 DP 409988 dominant

No	NAME	PARTICULARS
4616	WCC - (as attorney for Hudson Bay Holdings Limited) as grantee - WCC (as attorney for Hudson Bay Holdings Limited) as grantor	Easement Instrument - Lot 2 DP 409988 servient, Lot 1 DP 409988 dominant
4617	WCC	Partial Withdrawal of Caveat 651833.1 - Identifier 436535
4618	WCC	Consent of Mortgagee under Mortgage 6507481.4 - deposit of LT Plan 409988
4619	WCC - WCC (as attorney for Hudson Bay Holdings Limited)	Memorandum of Transfer - Identifier 436535
4620	WCC	Consent as Caveator under Caveat 651833.1 - deposit of LT Plan 409988
4621	WCC	s.114 Public Works Act 1981 - 234 Konini Road, Titirangi – Finance & Operational Performance Committee resolution 1912/2008
4622	WCC - K Khosroshahi and MA Haghghi	Drainage easement in gross - Certificates of Title 438542 and 438543 - 17 Atkinson Road, Titirangi - RMA20072296
4623	WCC - Glen Eden Developments Limited	Drainage easement in gross - Certificate of Title NA136D/676 - 5-9 Captain Scott Road, Glen Eden - RMA20072204
4624	WCC - Glen Eden Developments Limited	Surrender of easement in gross - Certificate of Title NA136D/676 - 5-9 Captain Scott Road, Glen Eden - RMA20072204

Report prepared by: Denis Sheard, Legal Services Manager.



## **PART C - FINANCE**

### **6 OPERATING AND CAPITAL EXPENDITURE SUMMARY**

#### **EXECUTIVE SUMMARY**

The purpose of this report is to inform the Finance and Operational Performance Committee on the level of operating and capital expenditure to the end of October 2008 by unit compared to budget.

#### **RECOMMENDATION**

It is recommended that the Finance and Operational Performance Committee resolve to:

**Receive** the Operating And Capital Expenditure Summary report.

## BACKGROUND

1. Through the Long Term Council Community Plan and Annual Plan process, the Council approves operating and capital expenditure. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.
2. If any further information is required in respect of this report, other than of a general nature, please contact the writer prior to the meeting to enable the query to be researched.
- AI 3. This report covers expenditure for the four months to 31 October 2008. The financial summary is attached at page A1.
4. The new format of the monthly financial performance summary reported to the Finance and Operational Performance Committee is being developed. The new format will be included in the February 2009 report.

## DECISION MAKING

5. There are no decisions required in respect of this report.

## Issues

6. Comments on Net Operating Costs:

Explanations are provided below for the net operating costs with exception balances:

- (1) **Finance:** Bank charges totalled \$101,542 against a projection of \$50,000 for the four months. This is due to the merchant services fees on the acceptance of credit cards which are currently charged to Finance. The high volume and low value transactions will be analysed and allocated to the relevant business units that receive the revenue.
- (2) **Corporate & Business Services – Information Management:** There is capital related expenditure in Information Management that is yet to be capitalised. This is projected at approximately \$1.25 million as at 31 October 2008.
- (3) **Regulatory – Consent Services:** Monthly recharges totalling \$106,666 for the four months for support staff costs from Service Management has not yet been transferred.

## STRATEGIC CONTEXT

7. The Council's operating and capital expenditure delivers projects necessary to achieve the Council's strategic direction.

## CONSULTATION

8. No consultation was required in respect of this report.

## RESOURCES

9. This report has no resource implications.

## IMPLEMENTATION ISSUES

10. There are no implementation issues in respect of this report.

**Report prepared by:** Khee Mee Soo, Group Manager: Financial Projects.



## 7 STATUS OF SPECIAL FUNDS

### EXECUTIVE SUMMARY

A2

The purpose of this report is to inform the Finance and Operational Performance Committee on the status of the Council's special funds as at 31 October 2008, as attached at page A2.

### RECOMMENDATION

It is recommended that the Finance and Operational Performance Committee resolve to:

**Receive** the Status Of Special Funds report.

### BACKGROUND

1. Special funds are those funds held or designated by the Council for a specific purpose or purposes. The balances of these funds are used to offset the Council's borrowing requirements. Interest is allocated to funds where applicable.
2. Special fund movements are recommended through the Long Term Council Community Plan and Annual Plan adoption process. Special funds are classified as either "Restricted Funds" or "Non-Restricted Funds". Restricted funds are those funds that have been received by the Council from a third party or parties and are to be used for a specific purpose or purposes. Non-restricted funds are funds established by a Council resolution to use and set aside its own funds and also to meet a specific purpose or purposes.

### DECISION MAKING

3. There are no decisions required in respect of this report.

### STRATEGIC CONTEXT

4. The Council uses special funds as provided for in Long Term Council Community Plan and Annual Plans.

### CONSULTATION

5. No consultation was required in respect of this report.

### RESOURCES

6. This report has no resource implications.

## IMPLEMENTATION ISSUES

7. There are no implementation issues in respect of this report.

**Report prepared by:** Khee Mee Soo, Group Manager: Financial Projects.



## 8 BORROWING AND INVESTMENT REPORT

### GLOSSARY

Long Term Council Community Plan	(LTCCP)
Waitakere City Council	(the Council)
Finance and Operational Performance Committee	(the Committee)
Reserve Bank of New Zealand	(RBNZ)
Official Cash Rate	(OCR)

### EXECUTIVE SUMMARY

This is a monthly report to Waitakere City Council's (the Council) Finance and Operational Performance Committee (the Committee) and is also a requirement of the Council's adopted Liability Management and Investment Policy. It provides information on the Council's borrowing and investment activities over the past month and also high level information on current financial market conditions. From time to time, additional and more detailed information is requested on particular areas of interest by the Finance and Operational Performance Committee or other Committees. This report also includes a recommendation with respect to providing certainty of responsibilities should the Council decide to issue securities to the public. The issuance of securities is allowed for within the Liability Management and Investment Policy.

### RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Borrowing And Investment Report.
2. **Approve** the Borrowing And Investment Report.
3. **Approve** that if the Council should decide to issue securities to the public, that the Mayor and Deputy Mayor be primary signatories certifying the Council's Investment Statement and any advertising and should either or both be unavailable, the responsibility is passed to the Chairman and/or the Deputy Chairman of the Finance and Operational Performance Committee.

### BACKGROUND

1. The Council enters into treasury related financial contracts in the ordinary course of its business. It is the role of the 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 the Council's debt and cash investments, and provides a general commentary of financial market conditions.

- A3-A8
2. The relevant portfolio and graphs reflect the estimated position as at 30 October 2008 and are attached at pages A3 to A8.

### DECISION MAKING

3. The Committee must consider whether to approve the Borrowing and Investment Report.

### Issues

4. The Council's Funds Management function actively manages a large portfolio of various debt and investment instruments. The benefit of borrowing is that it enables the Council to carry out the projects identified in the Annual Plan and Long Term Council Community Plan (LTCCP), while spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assist the 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 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; and
  - Market commentary.
5. This report addresses the requirement of the Policy and may include other information that is relevant to the Funds Management function.

### Financial Implications

6. The active management of the treasury portfolio seeks to minimise the Council's borrowing costs and maximise investment returns of liquid assets. The Funds Management function is also charged with seeking investors, thus ensuring that there is sufficient liquidity available for the Council to continue its work programme. New Zealand financial markets are significantly volatile and therefore interest rate risk management is 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 the Council's portfolio.
7. The Council maintains a Standard and Poor's Credit Ratings of A-1 short term, and A+ long term (stable).
8. The Council has adopted financial ratios included in its Liability Management and Investment Policy which provides limits on the level of debt and interest the Council will have. The following table shows the ratio limit, the 2007/08 actual and the 2008/09 budgeted levels.

Financial Ratio	Policy	Actual 2007/08	Budget 2008/09
Net debt as percentage of equity	<25%	17.48%	20%
Net debt as a percentage of income	<200%	144.48%	194%
Net interest as a percentage of income	<20%	9.4%	11%
Net interest as a percentage of rates	<25%	17.7%	18%

### Interest Rates

9. Market volatility remains elevated in New Zealand financial markets as international recession fears grow and deflation becomes the new concern. Central banks throughout the world have continued to provide massive fiscal stimulus through cuts to the respective cash rates. The Reserve Bank of New Zealand (RBNZ) on 4 December 2008 is expected to follow others with delivering another substantial Official Cash Rate (OCR) cut. Financial market participants are expecting anything from a 1% cut to an OCR of 5.50%, to as high as 1.50% cutting the OCR to 5.0%. The RBNZ has plenty of ammunition left to fight the current reshaping of the economy, but the real issue of interbank lending is the key to solving much of the current crisis.
10. The RBNZ, earlier allowed Government guarantees for retail investments, which diminished the chances bank customers moving their funds from the deposit taking sector. This was not necessarily an issue for New Zealand, but the Central Bank was virtually forced by its international counterparts into providing this incentive. On 1 November 2008 the RBNZ finally yielded to the realisation that wholesale funds were more important and as a result extended the Government guarantee to such deposits. The move improved local liquidity slightly, however, the victims of these guarantees are Corporate and Local Authority borrowers who are competing in the same space.
11. Improved bank liquidity will result in lower mortgages over time, but the cost of credit continues to be very high. While the mortgage interest rates improve, some banks have made it clear that their lending criteria has become far more stringent with access to low equity 100% and even 90% loans unlikely. This was actually foreseeable and a sensible move by the banking industry, as it becomes clear how soft the housing market truly is. Banks already have some exposure to customers with negative equity positions. While mortgage lenders do have the opportunity to pursue a mortgage defaulter directly, it is of little benefit if the defaulter has no other assets or worse, no job.
12. In anticipation of the RBNZ next OCR announcement on 4 December 2008, interest rates have plummeted. New Zealand 90 day bank bills have decreased over November from around 6.70% to the current level of around 5.80%. 1 year local swap interest rates are trading currently at approximately 4.90% while 10 year swap interest rates are now approximately 5.80%. While these interest rates seem incredibly attractive, they reflect the base interest rate and not the all up cost of funds. For instance, the cost of credit on Local Authority 3 year debt is currently between 0.9% to 1.4%. The current 3 year swap interest rate is 5.20% which means the total interest rate of 3 year debt would be between 6.10% and 6.60%. As terms get longer, the interest rates move considerably higher. Wholesale financial market illiquidity in the Corporate and Local Authority space means that a borrower will be lucky to get any buyers of their securities greater than 3 years. This leaves most borrowers needing either to fund themselves through bank debt or by issuing bonds to retail investors. Both of these funding sources are expensive.

### STRATEGIC CONTEXT

13. The management and use of borrowing and investments is aligned to all of the Council's strategic objectives, as adopted in both the LTCCP 2006-2016 and the Annual Plan 2008/2009.

## CONSULTATION

14. This report includes data sourced by the Council's external treasury advisors, Asia Pacific Risk Management, and material, opinions or views sourced from various financial institutions.

## RESOURCES

15. The Council, through its Annual Plan 2008/2009, provided for total new borrowings of \$224.915 million, including loans attributable to projects carried forward from previous years totalling \$105.488 million. Total interest cost has been provided in the Annual Plan 2008/2009 of \$27.292 million.

## IMPLEMENTATION ISSUES

16. There are no implementation issues identified for this report.

**Report prepared by:** Bruce Wilkin, Group Manager: Funds Management.



## 9 PAYMENTS FOR APPROVAL

### EXECUTIVE SUMMARY

The purpose of this report is to advise the Finance and Operational Performance Committee of payments made by the Council.

A9-A16

A summary schedule of payments made for the period 12 October 2008 to 15 November 2008 is attached at pages A9 and A10. A further schedule of all payments of \$5,000 and above, together with the reason for the payment, is attached at pages A11 to A16.

Payments have been provided for in accordance with approved budgets.

If a Committee member wishes to ask specific questions relating to any of these payments please direct them to the Director: Finance prior to the meeting. This will enable a response to be adequately researched.

### RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Payments For Approval report.
2. **Approve** the contracts let and the payments made.

### BACKGROUND

1. All payments made by the Council are presented to the Finance and Operational Performance Committee on a progressive monthly basis. Elected members are able to review the information provided and seek information or clarification in respect of any of those payments.

## DECISION MAKING

2. The Finance and Operational Performance Committee must consider whether to approve the contracts let and the payments made for the period 12 October 2008 to 15 November 2008.

## STRATEGIC CONTEXT

3. The Council makes various payments as provided for in its Long Term Council Community Plan and Annual Plans. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

## CONSULTATION

4. No consultation was required in respect of this report.

## RESOURCES

5. This report has no resource implications.

## IMPLEMENTATION ISSUES

6. There are no implementation issues in respect of this report.

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



## 10 PERFORMANCE REPORT FOR THE THREE MONTHS ENDED 30 SEPTEMBER 2008

### EXECUTIVE SUMMARY

The purpose of this report is to inform the Finance and Operational Performance Committee on the performance measures for the quarter ended 30 September 2008.

### RECOMMENDATION

It is recommended that the Finance and Operational Performance Committee resolve to:

**Receive** the Performance Report For The Three Months Ended 30 September 2008.

### BACKGROUND

1. Through the Long Term Council Community Plan and Annual Plan process, the Council approves its performance measures. A number of these measures are annual measures and are not reported at this stage. The measures for the full year are published in the Council's Annual Report and are subject to Audit.
2. If any further information is required in respect of this report, other than of a general nature, please contact the writer prior to the meeting to enable the query to be researched.
3. This report is for the three months ended 30 September 2008 and is attached at pages A17 to A41.

## DECISION MAKING

4. There are no decisions required in respect of this report.

## Issues

5. Comments are made on measures where reported targets have not been met.

## STRATEGIC CONTEXT

6. The Council's performance targets measure the performance of those operational areas that contribute to achieving the Council's strategic direction.

## CONSULTATION

7. No consultation was required in respect of this report.

## RESOURCES

8. This report has no resource implications.

## IMPLEMENTATION ISSUES

9. There are no implementation issues in respect of this report.

Report prepared by: Khee Mee Soo, Group Manager: Financial Projects.



## PART D - GENERAL

### 11 ARK IN THE PARK LAND LEASE 29 FALLS ROAD, TE HENGA

#### GLOSSARY

Ark in the Park	(AIP)
Royal Forest and Bird Protection Society of New Zealand Incorporated	(FAB)
Waitakere City Council	(Council)
Waitakere Ranges Heritage Area Act 2008	(WRHAA)
Auckland Regional Council	(ARC)

#### EXECUTIVE SUMMARY

Ark in the Park (AIP) is a project arm of the West Auckland branch of the Royal Forest and Bird Protection Society of New Zealand Incorporated (FAB). AIP has been undertaking biodiversity protection conservation work in the Waitakere Ranges for the past 4 years. The Auckland Regional Council has allowed AIP volunteers to use its Cascades Kauri Park ranger station as a base for their activities; however the group lacks a home base for students and overnight volunteers that is close to the Cascades Kauri Park and their supplies.

Waitakere City Council (Council) has been approached to undertake a joint venture, to lease 29 Falls Road, relocate a house to the site, and develop a research centre and overnight residence for casual volunteers and students.

This report seeks approval to enter into a 5 year lease of 29 Falls Road, as well as to contribute to development costs to set up the field base, and an annual maintenance contribution.

The total cost of the development is projected to be \$224,000. AIP proposes to contribute \$19,000, seek funding from the Waitakere Licensing Trust and Portage Licensing Trust to the value of \$140,000, and seek the remainder from Council to the value of \$65,000. AIP also seeks continued annual maintenance contributions to the value of \$2,000 from Council.

This report summarises the proposal and methods that Council can offer to assist in this joint venture, including the potential sale of adjoining Council properties to assist in the funding of the project.

### **RECOMMENDATIONS**

It is recommended that Finance and Operational Performance Committee resolve to:

1. **Receive** the Ark In The Park Land Lease 29 Falls Road, Te Henga report.
2. **Agree** that Waitakere City Council will provide \$65,000 to the Royal Forest and Bird Protection Society of New Zealand Incorporated to set up a field base at 29 Falls Road, Te Henga.
3. **Agree** that Waitakere City Council will provide \$12,000 of the \$65,000 to the Royal Forest and Bird Protection Society of New Zealand Incorporated in order to lodge consents related to the set up of a field base at 29 Falls Road, Te Henga, with the remainder to be funded when the total field base funding has been secured.
4. **Agree** to authorise the Chief Executive Officer to negotiate and enter into a funding agreement with the Royal Forest and Bird Protection Society of New Zealand Incorporated, defining the outcomes that Waitakere City Council expects for this funding.
5. **Agree** that the properties at 74, 76 and 78 Te Henga Road and 11, 13, and 15 Falls Road are surplus to Waitakere City Council requirements and no longer required for a public work.
6. **Agree** that the properties at 74, 76 and 78 Te Henga Road and 11, 13, and 15 Falls Road be offered for sale under section 40(2) of the Public Works Act 1981 to the person from whom the properties were acquired or their successor.
7. **Agree** that any of the properties at 74, 76 and 78 Te Henga Road and 11, 13, and 15 Falls Road that are not sold to the person from whom they were acquired or their successor be sold on the open market under section 42 of the Public Works Act 1981 for the best achievable price.
8. **Agree** that the Chief Executive Officer be given authority to negotiate the sale of the properties at 74, 76 and 78 Te Henga Road and 11, 13, and 15 Falls Road and to execute any agreements and documents necessary to give effect to the sale.
9. **Agree** that the revenue gained by the sale of any of the properties at 74, 76 and 78 Te Henga Road and 11, 13, and 15 Falls Road be used to fund the \$65,000 contribution associated with developing the Ark in the Park field base at 29 Falls Road, Te Henga, and that any surplus from the sale of the properties be used to offset Waitakere City Council debt.

10. **Invite** the Long Term Council Community Plan and Annual Plan Committee to consider a report on the funding options for the Long Term Council Community Plan 2009-2019 annual operating costs for the Ark in the Park Field Base of an annual sum of \$2,000.
11. **Agree** that the Chief Executive Officer be given authority to enter into a lease agreement with the Royal Forest and Bird Protection Society of New Zealand for the use of the land at 29 Falls Road, Te Henga.

## BACKGROUND

1. Council was approached in July 2008 by AIP who are seeking to develop a field base on Council owned land adjacent to the Cascades Kauri regional park. The preferred property for the field base is 29 Falls Road, which consists of two lots which are both in Council's ownership.
2. The field base will serve the current and future volunteers of this group who contribute to and research within the AIP conservation area. The majority of volunteer work consists of monitoring, trap and bait setting, and native fauna releases. There are a number of overseas and visiting volunteers that need to have accommodation for a short period of time while they complete their work.
3. The field base will serve mainly as a facility for international students to stay, however the base will also serve as a general education facility and a base so day visitors to the project area can meet and share information.
4. Council owns a number of properties on Falls Road and Te Henga Road, all associated with the Waitakere quarry. These properties are all zoned Bush Living and could be sold to residential land owners with the proceeds contributing to the development costs of 29 Falls Road.
5. This proposal is an opportunity for Council to contribute significantly to the AIP, providing an ability for Councillors and staff to have access to the field base to take visitors to and demonstrate the conservation work that is being undertaken within the city. To date, Council has not contributed to the AIP in this regard.
6. AIP would like to commence work on the project immediately, and once the first amount of funding has been sought FAB will apply for the necessary consents and obtain the removable house. The Project Twin Streams house that FAB proposes to use is currently vacant and has been vandalised so there are some risks to waiting too long. Also, AIP would also like to undertake outdoor maintenance of the house throughout the summer and autumn months, and in particular would like to work over the Christmas period when many volunteers can offer more time.

## DECISION MAKING

7. AIP does a considerable amount of work that contributes to the improvement of indigenous biodiversity in Waitakere. With a strong focus on predator control (possum, mustelid and rat numbers are kept to a minimum) enabling the project to be able to release locally extinct native birds into the Waitakere Ranges.
8. While for the majority of the life of the project work has been undertaken on regional park land, AIP also conducts such control on land south of Te Henga Road and has been doing so since 2004. AIP has also recently commenced the Buffer Zone work, reaching out to neighbouring land owners (including Council) and seeking assistance for predator control and monitoring on these properties.
9. It is intended that the web of pest control and monitoring will slowly continue to broaden, encompassing all land between Cascades Kauri Park and Matuku

Reserve. This work and level of community engagement is a benefit to Council as community awareness is increased, biodiversity values become more widely accepted, and Waitakere's native forests once again hold wildlife that has for a long time been forgotten.

10. This project is a great opportunity for Council to contribute a substantial amount to the AIP project, demonstrating Council's commitment to being an eco city and the Agenda 21 agreements. This field base and the work that the volunteers undertake is a key tool in achieving Council's biodiversity goals within the City.
11. In order to fund the proposal, AIP is seeking financial contributions from Council as well as assistance to prepare and lodge all appropriate resource and building consents. AIP will also be seeking additional external funding as detailed further in this report.

## Issues

### Resources

12. A detailed summary of resources required for the project are provided in the feasibility report attached, however in summary the proposal is estimated to cost \$224,000, and FAB is seeking \$65,000 from Council.
13. The contribution that could be offered by Council is proposed to be deficit funded. The grant and associated holding costs will be recovered from the sale of 6 adjacent bush lot sections.
14. FAB will also lodge applications for funding from other agencies such as Portage Licensing Trust and Waitakere Licensing Trust. There is no guarantee that these funding applications will be successful therefore there may be a deficit which may delay completion of the project.
15. It is also anticipated that other funding agencies may provide funding conditional on resource and building consents being granted. It is recommended that Council agree to provide a partial grant of \$12,500 in order to allow consents to be lodged, and release the remainder of the grant once FAB are able to provide proof that they have obtained full project funding.

### Land Sale

16. Council owns 10 properties on Falls Road (between Nos 11 and 29) and another 10 on Te Henga Road, most taken under the Public Works Act 1981 and its predecessor statute between the 1960s and the 1980s. All of these properties were taken and gazetted as quarry with the intention of keeping the land available for future quarrying purposes through Scheme Change 240 in 1991. In 1995 the smaller lots within the quarry area on Te Henga and Falls Road were zoned Bush Living and notified through the proposed District Plan.
17. In order to sell the lots they will first have to be offered back to the original land owner(s) or their successor. This process may take a considerable period of time as most of the lots were purchased from separate owners. This also may result in the need for Council to borrow funds in order to assist with the development of 29 Falls Road, and pay back the loan once the other lots are sold. This will incur interest.
18. In addition, many of the lots are covered in dense bush, have steep contours and even if the previous owners are traced they may choose not to buy back the land offered to them. Discussions had with the surveyors, valuers and real estate agents suggest that with the market downturn, as well as the issues above, if the land is not sold to the previous owners, it may be more appropriate to amalgamate

some lots to produce larger lots that may be more attractive to prospective purchasers. It is expected that while there may be greater revenue received from the sale of the individual lots there would also be a reduced likelihood of finding a buyer.

### **Waitakere Ranges Heritage Area Act 2008**

19. The Waitakere Ranges Heritage Area Act 2008 (WRHAA) has also recently come into effect, so Council needs to have the WRHAA in its consideration of the sale of these bush covered lots, particularly as the intention of any sale would be that the lots would be developed for residential purposes.
20. It is through consideration of Sections 3(1)(b), 7(2)(a), and (k) of the WRHAA also that the consideration of amalgamating the lots prior to sale if no offers back are accepted. By amalgamating the lots there is likely to be less vegetation clearance and modification of the landscape, therefore providing for the purpose of the WRHAA as well as meeting the objectives to maintain natural character and history.

### **Options Identified**

A42

21. A map of 29 Falls Road and surrounding land has been attached at page A42. A number of options have been considered for the proposal, ranging from how Council can contribute financially to the project, to how many (if any) adjacent lots could be sold and what income that those sales are likely to generate.
22. It is recommended that Council support the proposal in concept and that 29 Falls Road will be set aside as a property that can be jointly developed for the creation of a AIP field base. The options that have been identified are either funding the proposal entirely from Council funds, or contributing a percentage of the overall costs dependent on successful external funding applications being made.

### **Assessment of Options**

23. Four options have been considered; Option 1 is declining all support for the project, Option 2 is agreeing to the lease of the land only, Option 3 is agreeing to the lease and funding the project to the level requested by FAB, and Option 4 is agreeing to the lease and funding the project to the level requested by FAB and providing \$2,000 per annum towards maintenance costs.
24. Option 1 has been considered in light of the issues related to the provision of resources in the current financial year, and the uncertainty of being able to fund any spending through the sale of the adjoining lots. The valuation reports obtained by officers stated that for the period January to July 2008, only three sections were sold in Waitakere, and advised that we may not be able to sell more than one lot a year in the current market.
25. Option 2 will require less commitment from Council in the long and short term, reducing risk should the AIP project not succeed. There is a potential that all the funding required could be obtained through external sources with no additional resources provided by Council. However, through the provision of funds to support the development of the site (through Options 3 and 4), Council will be investing in the development of an asset, which in time will revert to Council ownership.
26. Low level risk is associated with Option 3, as it is likely that FAB will receive all the required funding, and Council will still maintain ownership of the land for future use. Not funding the whole project will also reduce Council's administration costs and commitment in the long term, and allow the project to be more of a joint venture. A small risk lies in the uncertainty of FAB being able to obtain external

funding to cover the remainder of the costs, however full Council funding will be conditional on AIP making successful funding applications to other agencies.

27. Option 4 will require greater resources to be provided by Council in the short and long term, including staff time. It is proposed that the capital costs will be recovered through the sale of the adjoining lots however the timing and sale price of the lots will be determined by the market and this is largely in decline. It is estimated that the annual running costs of the facility will be in the order of \$7,600 based on the running costs of an FAB property in Piha.
28. While there is uncertainty as to the speed at which Council funding will be recovered through the sale of the adjoining lots, the contribution requested of Council is a relatively small proportion of the overall costs, and the likelihood of recovering these costs is high based on land valuations.
29. There is a possibility that FAB will be able to secure full funding from other sources and may not require Council assistance at all. However, this is a good opportunity for Council to contribute to a large local project, and provide a benefit to the community as described above. FAB has requested a partnership and contributions from Council as a way to provide more security for their funding approvals from the licensing trusts and vice versa.
30. AIP is largely a project that is run by volunteers, which in itself means there is a risk of collapse. A lease agreement will be drawn up to provide that the property is used for the AIP project on the condition that should the AIP project fold or the field base no longer be required, Council will be able to terminate the lease of the property and house ownership will revert to Council.
31. The following table highlights some of the wider issues. Please see the Resources section for more information on Economic issues.

		<b>Social</b>	<b>Economic</b>	<b>Environment</b>	<b>Cultural</b>
Option 1	Disadvantages	Students and volunteers will continue to have to seek alternative accommodation. Opportunities for joint research are limited.	The site will not be developed to achieve a higher asset value.	A centre for environmental research will not be formed or may take longer to find an alternative site.	
	Advantages		Council will not be required to fund the project and could benefit from the sale of all lots.	29 Falls Road will not be developed leaving the existing bush in tact.	
Option 2	Disadvantages	The project may not achieve 100% funding so may not go ahead. Students and volunteers will continue to have to seek alternative accommodation.			Due to lack of contributions Council is not included as partner in project and benefits of a closer relationship are lost.

		Social	Economic	Environment	Cultural
		Opportunities for joint research are limited.			
	Advantages		Council will not be required to fund the project and could benefit from the sale of all lots.		
Option 3	Disadvantages		Council will operate in deficit until such time as the adjoining lots can be sold.		
	Advantages	High likelihood of 100% funding achieved. Project will go ahead and provide much needed field base. Council's partnership with AIP strengthened.	Higher investment will enable Council to negotiate use and naming rights to the field base.	Dedicated research base will enable better environmental monitoring and research to be conducted.	Project will go ahead and provide joint base for Waitakere Ranges research including historical. Council's partnership with AIP is strengthened.
Option 4	Disadvantages		Long term budget line item required to fund annual maintenance.		
	Advantages	Project likely to be a success. Council's partnership with AIP strengthened. Greater chance for other community partners to come on board in joint long term venture.	Higher investment will enable Council to negotiate use and naming rights to the field base.	Dedicated research base will enable better environmental monitoring and research to be conducted.	Project will go ahead and provide joint base for Waitakere Ranges research including historical. Council's partnership with AIP is strengthened.

32. No specific consultation has been conducted with iwi to date, however as a part of progressing the proposal, and through consent requirements, iwi consultation will be carried out.

### Consideration of Community Views

33. The land in question was taken with the intention of quarrying however this is no longer Council's intention. It is considered that there will be no adverse community effects with the proposal to offer these lots back to the original land owners.
34. It is envisaged that this field base will serve the local community as well as the wider community, including international students and visitors. FAB has agreed that the field base will be available for groups to visit and run small educational days as appropriate. In addition, Massey University, the University of Auckland and Unitec have voiced interest in the field base and have approached FAB to work in partnership in its use of the facilities.
35. New Zealand Conservation Volunteers would like to work closely with FAB to be able to use the base while their volunteers are working within Waitakere. These partnerships will help ensure that the facility is well used which will assist in keeping the property secure. In addition, having the field base well used will also provide income to cover the costs of annual maintenance as described below. The Auckland Regional Council (ARC) has also commented that their contractors may like to use the base when they operate lengthy pest control programmes in the Waitakere Ranges regional park.

### Preferred Option

36. The preferred option is Option 4, to partially fund the project in partnership with other funding bodies and provide \$2,000 annually for maintenance costs.

### STRATEGIC CONTEXT

37. The project is aligned with the Urban and Rural Villages strategic platform as the field base will provide a facility where residents can work and live in the same area. In line with this is Council's sustainable development priority; enabling people to work and live in the same area will reduce transport requirements.
38. The proposal will have a wider catchment than just the local community and will extend to international visitors and students, providing them with a safe place to stay, while being within walking distance of the operations base at Cascades Kauri park. This builds on the Strong Communities strategic platform.
39. This project assists in meeting the objectives of the Biodiversity Strategy, by enabling Waitakere's natural heritage to be improved, and predator numbers reduced. In conjunction, the work anticipated to be undertaken meets the goals of the proposed Waitakere Environment Strategy.
40. Council's Community Leases Policy was adopted in 1998 and provides that priority for leases will be given to groups that increase participation in community activities and improve access to education and learning activities. Also priority is to be given to groups able to demonstrate a proven need and strong community support for the services they offer.

### CONSULTATION

41. Consultation has been undertaken with Legal Services, Consent Services and City Services. Consultation has helped provide guidance on options that can be considered for the proposal as well as declaring all lots are surplus to requirements.

42. Consultation has been undertaken with external agencies to gain an understanding of likely support, and feedback has been received from Unitec, Massey University - Albany Campus, University of Auckland, New Zealand Conservation Volunteers and FAB. Specialist advice has also been sought from surveyors and valuers.
43. Comments have been received from the immediate landowners on Falls Road and Te Henga Road who became aware of the proposal through the surveyors work on site. The landowners have shared concerns that they would not want COUNCIL to allow the sites to be developed as this will infringe on their privacy.
44. Consultation with the wider community and iwi has not been undertaken.
45. AIP has been working with the ARC since their inception, with the ARC contributing resources towards staff time, traps and poisons as well as provision of storage areas. AIP has approached the ARC to seek funding for this project however their request has been declined. ARC to have already contributed a significant amount of resources to the overall project, and are continuing to do so.

## RESOURCES

A43-A68

46. The total expected cost to establish the field base is approximately \$224,000. A detailed summary of the costs is included in the feasibility report attached at pages A43 to A68. FAB is looking to lodge funding applications with the Portage Licensing Trust and the Waitakere Licensing Trust totalling \$140,000. FAB is a regular applicant, and is now considered a preferred recipient. This enables the FAB to make applications for funding at any time of the year.
47. A financial breakdown of the funding that will be sought is summarised below:

Ark in the Park	Portage Licensing Trust	Waitakere Licensing Trust	Waitakere City Council
\$19,000	\$70,000	\$70,000	\$65,000

48. FAB will look to lodge funding applications by December 2008, and expects to receive confirmation of results by May 2009. FAB and AIP are committing approximately \$19,000 to the project which consists of volunteer hours including specialists.
49. To fund the remainder of the costs associated with the field base, FAB is seeking \$65,000 funding from Council. It is proposed that this funding will be provided within the 2008/2009 financial year as deficit, with the sale of the additional 6 lots on Falls and Te Henga Roads being used to reimburse the costs of the financial support.

A65-A68

50. The following is a table summarising the projected values of the adjacent lots and a full valuation report is attached at pages A65 to A68.

Property	Size	Valuation
11 Falls Road	1,072m <sup>2</sup>	\$90,000
13-15 Falls Road	2,183m <sup>2</sup>	\$120,000
27 Falls Road	1,004m <sup>2</sup>	\$90,000
29 Falls Road	2,008m <sup>2</sup>	\$150,000
74 Te Henga Road	1,156m <sup>2</sup>	\$135,000
76 Te Henga Road	1,017m <sup>2</sup>	\$140,000
78 Te Henga Road	1,1115m <sup>2</sup>	\$125,000

Property	Size	Valuation
Potential Amalgamated Lots		
11-15 Falls Road	3,255m <sup>2</sup>	\$130,000
74-78 Te Henga Road	2,205m <sup>2</sup>	\$140,000

51. A full financial analysis of the project is detailed below:

Source of Funding Scenario One*	Sale of Property (Market Value)	Source of Funding Scenario Two*	Sale of Property (Market Value)
11 Falls Road	\$90,000	11-15 Falls Road	\$130,000
13-15 Falls Road	\$120,000	27 Falls Road	\$90,000
27 Falls Road	\$90,000	74-78 Te Henga Road	\$140,000
74 Te Henga Road	\$135,000		
76 Te Henga Road	\$140,000		
78 Te Henga Road	\$125,000		
Total expected revenue	\$700,000	Total expected revenue	\$360,000
Total grant	\$65,000	Total grant	\$65,000
Balance available for capital debt repayment	\$635,000	Balance available for capital debt repayment	\$295,000
Interest cost per annum if land remains unsold	\$4,875	Interest cost per annum if land remains unsold	\$4,875
Risk to Council excluding interest	\$12,000	Risk to Council excluding interest	\$12,000

\*Note: Scenario One is where all lots are offered back to previous landowners in the first instance. Scenario Two is where no offer backs are accepted, lots are then amalgamated prior to sale on the open market.

52. Should some of the adjacent lots not be bought by previous owners through the offer back period, the lots will be amalgamated. If this occurs the valuations of these lots decreases overall, reducing the potential income. As shown in the options analysis table, the minimum income expected from the proposal is \$360,000, with a potential for this to be greater.
53. The risk to Council is reduced through only releasing an initial \$12,000 to FAB in order to allow consents to be sought. Full funding is not proposed to be released until complete funding has been granted from additional sources.

#### IMPLEMENTATION ISSUES

54. The full implications of the sale of the neighbouring lots still requires further work, including the views of the community to the sale of these lots. This report seeks a resolution to support the project in concept, and allow for further research to be undertaken into how the funding can be accommodated. A full report will be brought back to Council in February 2009 with the results.

**Report prepared by:** Danielle Hancock, Parks Ecology and Policy Coordinator and Renee Davies, Service Manager: Parks Planning.



12 **NEW LYNN TRANSIT ORIENTED DEVELOPMENT – ACCESS TO 1C AMBRICO PLACE**

**GLOSSARY**

Transit Oriented Development (TOD)  
New Lynn Reserves Management Plan (the Plan)

**EXECUTIVE SUMMARY**

As part of the New Lynn Transit Oriented Development (TOD) project it is necessary to relocate the existing access to 1c Ambrico Place and the Lollipops Childcare Centre, from Rankin Avenue to the Ambrico Place Reserve.

Thus, the purpose of this report is to seek the Finance and Operational Performance Committee's approval to carry out various activities to legalise the proposed access, as follows:

- Revoke the current reserve status of the Ambrico Place Reserve (Lot 4 DP124443) under the Reserves Act 1977;
- Taking of land under the Public Works Act 1981 to construct an access way;
- Establishing a right of way over Council owned land to provide access to 1c Ambrico Place; and
- Authorise the Chief Executive Officer to settle any land transactions required and execute the relevant documentation.

The New Lynn Community Board has been requested to initiate the process to amend the New Lynn Reserves Management Plan (the Plan) to provide for the access way over the existing reserves.

A69-A71

The location of the new access way and associated legal titles are shown on the Plan in attachment at pages A69 to A71.

**RECOMMENDATIONS**

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the New Lynn Transit Oriented Development – Access To 1c Ambrico Place report.
2. **Agree** to revoke the current reserve status of the Ambrico Place Reserve (Lot 4 DP124443) under the Reserves Act 1977.
3. **Agree** to the taking of land under the Public Works Act 1981 to construct an access way to provide parking for the property at 1c Ambrico Place.
4. **Agree** to establish a right of way over Council owned land to provide access to 1c Ambrico Place.
5. **Agree** to initiate any other statutory processes that may be required to give effect to the proposed Ambrico Place access way.
6. **Direct** the Chief Executive Officer to settle any legal and land transactions required and execute the relevant documentation.

## BACKGROUND

1. As part of the overall New Lynn TOD works, Council is seeking to provide alternative vehicle access to an existing residential apartment block, which is currently served by a long access way from Rankin Avenue, adjacent to the existing Lollipops Childcare Centre.
2. A new access way is required for the following reasons:
  - the existing access way is not compatible with the new roading configuration once the Clark Street/Rankin Avenue intersection is reconstructed, and will present a traffic safety risk;
  - the existing access way is required to be relocated to enable the New Lynn rail trench works to proceed; and
  - the proposed Clark Street extension will be built over the existing access way.

## DECISION MAKING

### Issues

A69

3. The location of the proposed access is through the Ambrico Place Reserve (Lot 4 DP 124443) and a Local Community Reserve (Lot 2 DP 20463) shown on the drawing attached at pages A69. Both reserves are owned by Waitakere City Council. Lot 2 DP 20463 is vested under the Reserves Act 1977 and Lot 4 DP 124443 is a Local Purpose Community Reserve (ie. not vested under the Reserves Act).
4. Adjacent to the proposed access is the Ambrico Kiln Reserve (Lot 3 DP 12493), contained on a separate Certificate of Title and also owned by Waitakere City Council. The Ambrico Kiln Reserve is vested as a Historic Reserve under the Reserves Act. The Ambrico Kiln Reserve contains the historic brickworks and draft down kiln listed as a Category 1 Heritage Item (Reference 1621) in the Operative Waitakere City District Plan.
5. It is anticipated that although the proposed works (construction of the access) will not encroach onto the Ambrico Kiln Reserve, approval from the Historic Places Trust will need to be obtained to support a resource consent application as the building is listed as a Category 1 Heritage Item (Reference 1621) in the Waitakere City District Plan.
6. In order to provide access through both affected parcels of land the current reserve status of Lot 2 DP 20463 would need to be revoked under the Reserves Act 1977.
7. Section 24 of the Reserves Act 1977 sets out the process for revoking the status of land as reserve which includes public notification of the revocation of reservation, specifying the reason or reasons for the proposal. Any person who considers themselves to be affected by the proposed revocation shall have a right of objection to the revocation. In this instance, submissions may be received from local residents who wish to see the Reserve remain for the use of the wider public, rather than as a road.
8. Once the notice period has lapsed and after submissions have been considered, the Council will need to apply for final Ministerial / Department of Conservation approval for the revocation of the reserve status.

- A72 9. The Ambrico Reserve and Ambrico Kiln Reserve are included as part of the Plan. Reserve Management Plans outline the Council's general intentions for the use, development, maintenance, protection and preservation of its reserves through a series of objectives and policies. However, the Plan for Ambrico Reserve identified the need to provide an access way for pedestrian links, as shown on the map attached at page A72. Construction of the new access way is consistent with the Plan.
- A72 10. As an additional parallel process and in order to provide access through both affected parcels of land, alterations to the Plan and New Lynn Concept Plan would need to be made and any associated public consultation undertaken prior to any construction. The current New Lynn Concept Plan provides for pedestrian access only through the affected reserves, as shown on the map in attached at page A72.
11. The New Lynn Community Board has been given the delegated authority to oversee the Plan process for local reserves and thus will need to initiate and approve a change to the Plan.
12. Mitigation for the lost reserve land will be achieved by providing additional reserve land as identified in the New Lynn Concept Plan.
13. The proposed access way will result in a loss of parking for the owners of 1c Ambrico Place. It is proposed to provide additional parking on Council owned land to offset the lost parking.
- A69 14. In order to provide additional parking, it is necessary to take land under the Public Works Act 1981, in particular, part of 1c Ambrico Place. This land is required to provide access to the new parking area, as shown on the plan attached at page A69.

### Options Identified

15. Two options are available, as follows:
- Option One – retain the existing access ways.
  - Option Two – construct a new access way as detailed in this report.

### Assessment of Options

16. It is not practical to retain the existing access way and thus Option Two is the only viable option.
17. With regard to the legal process, two options are available, as follows:
- Option One – Designation under the Resource Management Act 1991.
  - Option Two – Revoking the reserve status under the Reserves Act 1997.
18. Option One could be subject to appeal to the Environment Court and could be protracted and costly. The new access way is required by June 2009 and thus this is not a feasible option.

### Consideration of Community Views

19. The Reserves Act 1997 requires public notification and the New Lynn Community Board can illicit community views on the proposed reserve revocation.

## STRATEGIC CONTEXT

20. The TOD project is identified as one of the Council's top five projects and represents a substantial investment in the Long Term Council Community Plan 2006-2016 and delivers on the following strategic platforms:
  - Urban and Rural Villages;
  - Strong Communities; and
  - Integrated Transport and Communications.
21. The TOD project is aligned with a number of strategies:
  - The Auckland Regional Growth Strategy, whereby New Lynn has been identified as a regional growth centre;
  - Auckland Regional Land Transport Strategy;
  - Council's: Transport Strategy 2006-2016;
  - Growth Management Strategy; and
  - Economic Development Strategy.

## CONSULTATION

22. The New Lynn Community has been involved in the future planning of New Lynn since the 1996 and 2005 planning Charrettes.
23. Over the last two years, the Council has undertaken a consultation programme with New Lynn landowners regarding the TOD project, and has held four public consultation meetings. A portfolio has been established with the responsibility of communications. Council officers have been working with the communications advisors from both ONTRACK and Auckland Regional Transport Authority to manage consultation, the media and general public and to ensure that the views of the community are clearly expressed back to the Council.
24. Presentation boards showing information about the TOD project and the wider town centre are on display in the New Lynn Library and information about the project is available on the Council website.
25. Specific consultation will be undertaken with the property owners of 1c Ambrico Place.
26. Public consultation will be carried out as required to amend the Plan and revocation of the reserve.

## RESOURCES

27. Funding for this project has been allocated in the Long Term Council Community Plan 2006-2016 budget for the New Lynn TOD project.

## IMPLEMENTATION ISSUES

28. There are a number of implementation issues, as follows:
  - Settlement of a land package or land swap with the owners of 1c Ambrico Place; and
  - Execution of legal documents.

29. Accordingly, it is recommended that the Chief Executive Officer be delegated authority to finalise all the implementation issues.

**Report prepared by:** Tony Miguel, Deputy Director: City Services.



13 **GPT BUILDING, 4 WAIPAREIRA AVENUE, HENDERSON – RENEWAL OF LEASE TO 2011**

**EXECUTIVE SUMMARY**

The purpose of this report is to seek the approval of the Finance and Operational Performance Committee to renew the lease for the GPT building at 4 Waipareira Avenue, Henderson for a further 3 years, from July 2008 to July 2011.

**RECOMMENDATIONS**

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the GPT Building, 4 Waipareira Avenue, Henderson - Renewal Of Lease To 2011 report.
2. **Approve** that authority to extend the lease on the GPT building, 4 Waipareira Avenue, Henderson on behalf of the Council, from July 2008 to July 2011, be delegated to the Director: Corporate and Business Services.

**BACKGROUND**

1. Prior to relocating to Henderson Valley Road in 2006, the Council occupied its own premises at 6 Waipareira Avenue, Henderson and leased several other properties in the immediate locality. At the time of relocation most of the leases were wound-up. However, two leases were renegotiated for the purpose of document storage and scanning during the period of the Council's Central Records back-scanning project.
2. The two primary drivers for retaining the lease on the GPT building are:
  - To avoid using high cost office accommodation for storage of the Council's hard copy property information (approx 4.5 kilometres of shelving); and
  - To provide accommodation for the Digitisation Project; this is timetabled to finish around the end of 2010. The Digitisation Project is the scanning of Council's hardcopy property information into the Council's Electronic Document and Records Management System.
3. The current lease on the GPT building has expired in July 2008; a new lease was not signed at that time as other options were under consideration. However, continuing to lease the GPT building is now the preferred option.
4. Negotiations are now finalised for a proposed new lease for the GPT building through to July 2011. Property Services are satisfied that the proposed lease costs are at fair market rates.

## DECISION MAKING

### Issues

5. The decision required in respect of this report is whether to renew the lease on the GPT building for a further three years, in order that it can be retained for the storage of the Council's hard copy property information and used as accommodation for the Digitisation Project, which commenced in February 2007 and is due for completion near the end 2010.
6. The GPT building provides accommodation for the Council's day to day records management, storage for Council records (4.5 kilometres shelving) and supports a number of Council's strategic initiatives:
  - (a) Digitisation Project - the back scanning of Waitakere City Council property information.
  - (b) Development of e-commerce service e.g. property information on Compact Disk and via the Internet.
  - (c) Improving the Council's compliance with relevant legislation, around storage and management of Council information.
  - (d) Ongoing digitisation of other Council held records to facilitate electronic access.

## STRATEGIC CONTEXT

7. Strategic Context is not required for this issue.

## CONSULTATION

8. Property Services are satisfied that the proposed lease costs are at fair market rates.

## RESOURCES

9. Leasing of the GPT building (\$108,234 per annum for years 1 and 2 and \$120,000 for year 3) is held within the Annual Plan 2008/2009 and Long Term Council Community Plan 2009-2019.

## IMPLEMENTATION ISSUES

10. There are no implementation issues in respect of this report.

**Report prepared by:** Hugh Smith, Information Manager: Information Management



## 14 FORWARD FUNDING OF PRE BUILD FOR STARLING PARK SPORTS CLUB

### GLOSSARY

Starling Park Sports Club	(SPSC)
Leisure Facility Partnership Fund	(LFPF)

### EXECUTIVE SUMMARY

The purpose of this report is to request the Finance and Operational Performance Committee to give authority to the Director: Finance to forward fund Starling Park Sports Club (SPSC) for the pre-build work of their proposed facility on Starling Park.

Council endorsed through the Annual Plan process in 2008/2009 an amount of \$1 million as a contribution to the capital development of the Starling Park facility as a grant to SPSC.

For SPSC to be able to secure funding from other funding agencies they will need to have resource consent for the proposed building. It is expected to cost in the vicinity of \$130,000 to \$150,000 to develop plans to a point where this is achievable.

In February 2008 the Finance and Operational Performance Committee agreed to a funding amount of \$15,000 from the Leisure Facility Partnership Fund (LFPF) towards further concept design work for the SPSC, but it has become clear recently that this will be insufficient to finalise drawings, engage necessary consultants and pay for the resource consent. The SPSC does not have sufficient reserve funds on top of the \$15,000 to fund the above mentioned costs.

### RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Forward Funding Of Pre Build For Starling Park Sports Club report.
2. **Agree** that the Director: Finance be given delegated authority to release part funding, up to an amount of \$100,000 from the \$1 million that has been allocated to the Starling Park Sports Club, allowing them to engage consultants to produce design work which will enable them to obtain resource consent for their capital works project on Starling Park.

### BACKGROUND

1. In the Annual Plan 2008/2009 process an amount of \$1 million was granted to SPSC as a contribution to the capital development of their proposed clubrooms on Starling Park.
2. The manner to which this grant was made was confirmed at the 15 October 2008 Extraordinary Finance and Operational Performance Committee by the following resolution:

*“Approve a \$1 million contribution to the capital development of the Starling Park proposed facility as a grant to Starling Park Sports Club with the conditions that would be imposed had the grant application been approved through the Leisure Facility Partnership Fund”.*

3. Subsequently discussion has taken place with the SPSC committee members about the process required to follow to get to resource consent stage and how this would be funded. Although SPSC has been actively fundraising for the project it is clear that they do not have sufficient cash reserves to pay the full amount for consultants and resource consent fees.
4. Forward funding to assist organisations who have received grants through the LFPF has been approved in the past to all successful applicants and has been allocated matching the organisation's contribution with Council's contribution on a dollar-for-dollar basis.
5. The SPSC does not have sufficient capital reserves to match Council on a dollar-for-dollar basis.

## **DECISION MAKING**

### **Issues**

6. For SPSC to gain the balance of the funding required to build the proposed clubrooms they need to apply to other major funding agencies. All of these agencies have a requirement that resource consent is obtained prior to application for funding.
7. As the proposed clubrooms are of a significant size, the cost to get to resource consent stage is estimated to be \$130,000 to \$150,000. This amount is more than the club has available.
8. The SPSC has agreed to put \$50,000 towards this aspect of the project, (this includes the \$15,000 granted through the LFPF). In most instances organisations have been required to meet Council's contribution on a dollar-for-dollar basis. In this instance the SPSC does not have sufficient funds to do so. There is precedence for amounts exceeding the 50% funding and in the case of The Netball Waitakere Development Project for the pavilion and covered courts, Council contributed \$200,000 and Netball Waitakere \$100,000 for professional services to get to resource consent stage.
9. Other organisations who have received funding from the LFPF have all been allocated pre-build funding to assist them to get to the resource consent stage. The funding is released upon presentation of an invoice proving expenditure - the organisations and Council match dollar-for-dollar the invoice cost.

### **Options Identified**

10. In order for SPSC to be able to secure the balance of the funding and gain resources consent, it needs the support of Council to assist by covering the cost of professional services and consent fees.

### **Assessment of Option**

11. Failure to provide pre-build funding to support the SPSC would put the project at risk of not being achieved. Although the club is actively fund raising, it is unlikely that they would be able to raise the necessary amount within the time frame to satisfy other funding agencies.

12. The balance of the funding will only be released upon evidence that all of the funds to complete the building in its entirety (including a 10% contingency fund for cost escalations) have been obtained. This must also include funds for the fit-out of the facility.

### STRATEGIC CONTEXT

13. Through the Strong Communities platform, the Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere a safe, informed and healthy place to live and to improving local leisure and recreation opportunities and choices. Through the adoption of First Call for Children, the Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere. Direct financial assistance to organisations providing facilities and activities to get people more active, assists the Council's commitment to these policies.
14. Waitakere is one of the least active cities in New Zealand. New leisure facilities support opportunities for residents to participate in sport and/or physical activity and will complement the initiatives being implemented through the Active Waitakere 'Move it Waitakere' Action Plan.

### CONSULTATION

15. No consultation was required for this report.

### RESOURCES

16. \$1 million has been allocated through the Annual Plan 2008/2009 as a contribution to the construction of new clubrooms on Starling Park for the SPSC and \$15,000 has been allocated through the LFPF as a contribution to the cost of professional fees for this project.

### IMPLEMENTATION ISSUES

16. There are no implementation issues.

**Report prepared by:** Jan Brown, Senior Community Liaison Officer.



## 15 COMMUNITY HALLS AND MARAE/CAPITAL WORKS FUND ALLOCATION 2008/2009

### GLOSSARY

Finance and Operational Performance Committee	(FOP)
Community Halls and Marae Fund	(CHMF)
Capital Works Fund	(CWF)
Community Assistance Fund	(CAF)
Community Assistance Policy and Guidelines	(CAPAG)

## EXECUTIVE SUMMARY

The purpose of this report is for the Finance and Operational Performance Committee (FOP) to assess applications and allocate funding from the Community Halls and Marae Fund (CHMF) and Capital Works Fund (CWF) assessed under the Community Assistance Policy and Guidelines (CAPAG) 2008/2009.

## RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Community Halls And Marae/Capital Works Fund Allocation 2008/2009 report.
2. **Agree** to the recommendations made by the Council officer group for the Community Halls and Marae/Capital Works Fund Allocation 2008/2009 as outlined in the table below:

Applicant	CHMF Amount Recommend	CWF Recommend
HOANI WAITITI MARAE TRUST	\$ 3,000.00	\$ 3,000.00
SUNNYVALE RATEPAYERS & RESIDENTS ASSOCIATION	\$ 3,000.00	\$ 0.00
WHENUAPAI RESIDENTS & RATEPAYERS ASSOCIATION	\$ 3,000.00	\$ 1,282.72
HERALD ISLAND RESIDENT & RATEPAYERS ASSOCIATION	\$ 3,000.00	\$ 0.00
TITIRANGI WOMENS INSTITUTE (MacAndrew Hall)	\$ 3,000.00	\$ 2,7800.00
GLEN EDEN COMMUNITY & RECREATION CENTRE	\$ 3,000.00	\$ 0.00
HUIA-CORNWALLIS RATEPAYERS & RESIDENTS ASSOCIATION INC	\$ 3,000.00	\$ 0.00
WAITAKERE RESIDENTS & RATEPAYERS INC (TOWNSHIP HALL)	\$ 3,000.00	\$ 2,997.00
WAITAKERE RESIDENTS & RATEPAYERS INC (DOMAIN HALL)	\$ 3,000.00	\$ 0.00
PIHA COMMUNITY CENTRE SOCIETY INC	\$ 2,100.00	\$ 0.00
WAIATARUA RESIDENTS & RATEPAYERS ASSOCIATION	\$ 1,600.00	\$ 1,041.75
<b>Total Funds Recommended</b>	<b>\$ 30,700.00</b>	<b>\$ 11,101.47</b>

## BACKGROUND

1. Council supports community facilities available for public use and makes available \$42,000 annually as a grant to the 18 halls and two Maraes. Funding is to support ongoing maintenance and operating costs.
2. For the 2008 CHMF allocations, 14 applications were received for FOP to consider. The total amount requested was \$53,986.71 due to requests exceeding the maximum amount available per application of \$3,000.00; the total excludes ineligible applications.

## DECISION MAKING

### Issues

3. In the recent 2008/2009 funding round, 14 applications were received; three of the applications were ineligible and 11 were eligible requesting a total of \$33,210.02 for the CHMF. The maximum amount that can be applied for by each applicant is \$3,000.00. The total amount of funding that is available to distribute is \$42,000.00 for the CHMF in the 2008/2009 financial year.
4. The CWF was advertised to the community as a grant available for organisations to apply in the 2008/2009 funding round; however, in the 2008/2009 financial year no allocation was made to the CWF through the Annual Plan 2008/2009. In previous years \$20,000.00 was allocated to assist in Capital Works Projects undertaken by Community owned halls and Maraes.
5. The unallocated funds of the CHMF of \$11,300.00 have been distributed through the Community owned halls who have applied to the CWF through the Community Assistance Fund (CAF) funding round of the 2008/2009 financial year.
6. The advertising for this funding round consisted of:
  - Two advertisements in the Western Leader “Open now” and “Closing soon”;
  - Community Assistance Newsletter - posted to 1,000 community groups;
  - CWF workshops;
  - Intranet/ Internet information; and
  - Information and application forms were provided to:
    - Waitakere City Council libraries;
    - Waitakere City Council Community Centres;
    - Citizen’s Advice Bureaux; and
    - Community Waitakere.

### Assessment of Option

7. When assessing the applications for the CHMF the Council officer group used the following criteria:
  - The current condition of the facility and it’s need of repair and renovation (quality of facility);
  - Health and safety of the facility;
  - The amount the facility is being used (activities, numbers of users, range of users);
  - Equipment that allows organisations to function adequately;
  - The level at which the project benefits the community is assessed to ascertain the amount of benefit the community will receive and whether it would be a long-term or of short-term benefit;
  - The priority purposes of an organisation were identified in the CHMF such as: social service, support, advice, health and disability; services targeted to Maori, Pacific Island, minority ethnic groups, children, women or older people and community based education; and
  - Applications were assessed against a number of relevant Community Outcomes including; Strong Communities, Working Together, Toiora - Healthy Lifestyles, and Urban and Rural Villages.

### Application Information

A73-A88

8. The original applications are available for inspection from the Council Grants Officer prior to the meeting. Attached at pages A73 to A88 is a one page summary of each applicant.

### Funding Available

9. FOP has a total of \$42,000 to allocate for the CHMF. FOP has 11 eligible applications to consider for financial assistance with the total amount requested being \$33,210.02 for the CHMF and five eligible applications under the CWF with the total amount requested \$11,101.47 (please see the attached Appendix Axx application summaries).
10. Of the applications received for the CHMF, three were ineligible because they were not locally run and managed community halls. The applications fell outside the eligibility criteria as outlined in the Community Assistance Funds Policy and Guidelines.

### Preferred Option

11. The Council officer group assessed the 14 applications against the above criteria and recommend the following allocation of funding:

APPLICANT	CHMF FUNDS APPLIED FOR	CHMF FUNDS RECOMMENDED
HOANI WAITITI MARAE TRUST	\$ 3,000.00	\$ 3,000.00
SUNNYVALE RATEPAYERS & RESIDENTS ASSOCIATION	\$ 3,000.00	\$ 3,000.00
WHENUAPAI RESIDENTS & RATEPAYERS ASSOCIATION	\$ 3,000.00	\$ 3,000.00
HEARLAD ISLAND RESIDENTS & RATEPAYER ASSOCIATION	\$ 3,000.00	\$ 3,000.00
TITIRANGI WOMENS INSTITUE (MacAndrew's Hall)	\$ 5,550.00	\$ 3,000.00
GLEN EDEN COMMUNITY & RECREATION CENTRE	\$ 3,000.00	\$ 3,000.00
HUIA-CORNWALLIS RATEPAYERS & RESIDENTS ASSOCIATION INC	\$ 3,000.00	\$ 3,000.00
WAITAKERE RESIDENTS & RATEPAYER INC (TOWNSHIP HALL)	\$ 2,962.97	\$ 3,000.00
WAITAKERE RESIDENTS & RATEPAYERS INC (DOMAIN HALL)	\$ 2,997.05	\$ 3,000.00
PIHA COMMUNITY CENTRE	\$ 2,100.00	\$ 2,100.00
WAIATARUA RESIDENTS & RATEPAYERS ASSOCIATION	\$ 1,600.00	\$ 1,600.00
HENDERSON CROQUET CLUB	\$ 1,345.44	\$ 0.00
TITIRANGI GOLF CLUB	\$ 5,603.00	\$ 0.00
MASSEY COMMUNITY HOUSE INC	\$ 13,828.25	\$ 0.00
<b>TOTALS:</b>	<b>\$ 53,986.71</b>	<b>\$ 30,700.00</b>

APPLICANT	CWF FUNDS APPLIED FOR	CWF FUNDS RECOMMENDED
HOANI WAITITI MARAE TRUST	\$ 3,000.00	\$ 3,000.00
WHENUAPAI RESIDENTS & RATEPAYERS ASSOCIATION	\$ 1,282.72	\$ 1,282.72
TITIRANGI WOMENS INSTITUTE (MacAndrew Hall)	\$ 2,780.00	\$ 2,780.00
WAITAKERE RESIDENTS & RATEPAYERS	\$ 2,997.00	\$ 2,997.00

APPLICANT	CWF FUNDS APPLIED FOR	CWF FUNDS RECOMMENDED
Inc (TOWNSHIP HALL)		
WAIATARUA RESIDENTS & RATEPAYERS ASSOCIATION	\$ 1,041.75	\$ 1,041.75
<b>TOTALS:</b>	<b>\$ 11,101.47</b>	<b>\$ 11,101.47</b>

### STRATEGIC CONTEXT

12. The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan a set of community outcomes must be identified for the City. Council takes these into account in the formulation of its strategic direction and budgeting and provides a mandated set of strategic outcomes to assess grants against.
13. A number of Council's Community Outcomes and Council's Strategic Platforms and Priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platform priorities are the key areas against which applications to the CAF would be assessed. The key Community Outcomes include; Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Platforms are Strong Communities and Urban and Rural Villages.
14. As part of the prioritisation process, applications to the CAF were assessed against the contribution for achieving the social wellbeing oriented Community Outcomes and Council's Strategic Platforms priorities.

### CONSULTATION

15. Through the development of the CAF Policy and Guidelines a range of consultation was undertaken with both internal and external stakeholders.

### RESOURCES

16. FOP has \$42,000.00 allocated for the CHMF for the 2008/2009 financial year. There are 11 eligible applications for financial assistance totalling \$33,210.02 and \$11,101.47 for the CWF.

### IMPLEMENTATION ISSUES

17. There are no implementation issues associated with this report.

**Report prepared by:** Kim Hammond, Community Grants Officer.



## 16 COMMUNITY ACCOMODATION ASSISTANCE FUND ALLOCATION 2008/2009

### GLOSSARY

Finance and Operational Performance Committee (FOP)  
Community Accommodation Assistance Funds (CAAF)  
Community Assistance Fund (CAF)

## EXECUTIVE SUMMARY

The purpose of this report is for the Finance and Operational Performance Committee (FOP) to assess applications and allocate funding from the Community Accommodation Assistance Fund (CAAF) under the Community Assistance Funds (CAF) 2008/2009.

## RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Community Accommodation Assistance Fund Allocation 2008/2009 report.
2. **Agree** to the recommendations made by the Council officer group for the allocation of the Community Accommodation Assistance Allocations 2008/2009 as outlined in the table below;

APPLICANT	AMOUNT APPLIED FOR	AMOUNT RECOMMENDED
WAITAKERE GOLF CLUB INC	\$ 178.67	\$ 178.67
WESTERN REFUGE SOCIETY	\$ 3,189.90	\$ 2,222.13
SCOUT ASSOCIATION OF NEW ZEALAND	\$ 4,995.00	\$ 3,826.69
HOANI WAITITI MARAE TRUST	\$ 3,943.24	\$ 2,987.48
THE WEST LYNN GARDEN SOCIETY INC	\$ 5,283.48	\$ 4,201.94
THE SALVATION ARMY- HENDERSON	\$ 6,959.20	\$ 4,736.61
MANAWANUI ARIKI CHARITABLE TRUST INC	\$ 834.58	\$ 834.58
PIHA SURF LIFESAVING CLUB	\$ 1,052.32	\$ 1,052.32
WAITAKERE WORKERS EDUCATIONAL ASSOCIATION	\$ 979.98	\$ 871.10
ACE SPACE- WAITAKERE LEARNING SHOP	\$ 783.44	\$ 783.44
HUIA-CORNWALLIS RATEPAYERS & RESIDENTS ASSOCIATION	\$ 630.08	\$ 560.08
GREEN BAY RATEPAYERS & RESIDENTS ASSN	\$ 1,080.99	\$ 1,080.99
MCLAREN PARK & HENDERSON SOUTH COMMUNITY INITIATIVE	\$ 1,093.96	\$ 1,093.96
FRIENDSHIP CENTRE TRUST	\$ 7,611.07	\$ 7,611.07
HUIA FISHING CLUN INCORPORATED	\$ 800.00	\$ 669.58
PIHA COMMUNITY CENTRE SOCIETY	\$ 878.71	\$ 878.71
KAREKARE SURF LIFESAVING PATROL INC	\$ 1,250.92	\$ 964.65
ADVENTURE SPECIALTIES TRUST	\$ 1,768.97	\$ 1,017.12
MAN ALIVE INCORPORATED	\$ 1,500.00	\$ 1,464.21
AUCKLAND SUN CLUB	\$ 1,128.89	\$ 1,128.89
<b>TOTALS:</b>	<b>\$ 45,943.40</b>	<b>\$ 38,164.22</b>

## BACKGROUND

1. The CAAF is designed to provide a more equitable, fairer and more transparent form of funding than the previous rates remissions.
2. The CAAF is currently set at \$50,000 per year.

3. For round one of the 2008 CAAF allocations, 24 applications were received for FOP to consider. The total amount requested for the CAAF was \$45,943.40 (excluding those applications that were ineligible).
4. The balance of the unallocated funding for the CAAF is \$11,835.78. This will be allocated to future rounds in the 2008/2009 financial year.

## DECISION MAKING

### Issues

5. In the recent 2008/2009 funding round, 24 applications were received; 4 of the applications were ineligible. The total amount of funding that is available to distribute is \$50,000.
6. The advertising for this funding round consisted of:
  - Two advertisements in the Western Leader “Open now” and “Closing soon”;
  - Community Assistance Newsletter – posted to 1,000 community groups;
  - Community Wellbeing Fund workshops;
  - Intranet/ Internet information; and
  - Information and application forms were provided to:
    - Waitakere City Council libraries;
    - Waitakere City Council Community Centres;
    - Citizen’s Advice Bureau; and
    - Community Waitakere.

### Assessment of Options:

7. When assessing the applications for the CAAF the Council officer group used the following criteria:

#### Application criteria:

- The organisations own and occupy their property and are thus paying rates to the Waitakere City Council; or
- The organisations are leasing private property, but are not the ratepayers;
- The level at which the project benefits the community is assessed to ascertain the amount of benefit the community will receive and whether it would be a long-term or of short-term benefit;
- The financial benefit that a council lessee gets from their below-market rentals/leases; and
- Applications were assessed against a number of relevant Community Outcomes including; Strong Communities, Working Together, Toiora - Healthy Lifestyles, and Urban and Rural Villages.

### Application Information

A89-A112

8. The original applications are available for inspection from the Council Grants Officer prior to the meeting. Attached at pages A89 to A112 are one page summaries of each application.

### Funding available

9. FOP has a total of \$50,000 to allocate for the CAAF. FOP has 20 eligible applications to consider for financial assistance with the total amount requested being \$45,806.72 for the CAAF.

10. Of the applications received, 4 were ineligible because they did not provide current financial accounts; already received a 50% non-rateable rating or the applications fell outside the eligibility criteria as outlined in the Community Assistance Funds Policy and Guidelines.

### Preferred Option

11. The Council officer group assessed the 24 applications against the above criteria and recommend the following allocation of funding:

APPLICANT	AMOUNT APPLIED FOR	FUNDS RECOMMENDED
WAITAKERE GOLF CLUB	\$ 178.67	\$ 178.67
WESTERN REFUGE SOCIETY	\$ 3,189.90	\$ 2,222.13
SCOUT ASSOCIATION OF NEW ZEALAND	\$ 4,995.00	\$ 3,826.69
HOANI WAITITI MARAE TRUST	\$ 3,943.24	\$ 2,987.48
THE WEST LYNN GARDEN SOCIETY	\$ 5,283.48	\$ 4,201.94
THE SALVATION ARMY - HENDERSON	\$ 6,959.250	\$ 4,736.61
MANWANUI ARIKI CHARITABLE TRUST INC	\$ 834.58	\$ 834.58
PIHA SURF LIFESAVING CLUB	\$ 1,052.32	\$ 1,052.32
WAITAKERE WORKERS EDUCATIONAL ASSOCIATION	\$ 979.98	\$ 871.10
ACE SPACE - WAITAKERE LEARNING SHOP	\$ 783.44	\$ 783.44
HUIA-CORNWALLIS RATEPAYERS & RESIDENTS ASSOCIATION	\$ 630.08	\$ 560.08
GREEN BAY RATEPAYERS & RESIDENTS ASSOCIATION	\$ 1,080.99	\$ 1,080.99
MCLAREN PARK & HENDERSON SOUTH COMMUNITY INITIATIVE	\$ 1,093.96	\$ 1,093.96
FRIENDSHIP CENTRE TRUST	\$ 7,611.07	\$ 7,611.07
HUIA FISHING CLUB INCORPORATED	\$ 800.00	\$ 669.58
PIHA COMMUNITY CENTRE SOCIETY INC	\$ 878.71	\$ 878.71
KAREKARE SURF LIFESAVING PATROL INC	\$ 1,250.92	\$ 964.65
ADVENTURE SPECIALTIES TRUST	\$ 1,768.97	\$ 1,017.12
MAN ALIVE INCORPORATED	\$ 1,500.00	\$ 1,464.21
AUCKLAND SUN CLUB	\$ 1,128.89	\$ 1,128.89
LIFEWISE FAMILY SERVICES	\$ 620.20	\$ 0.00
WAITEMATA RUGBY UNION & SPORTS CLUB INC	\$ 7,626.86	\$ 0.00
GLEN EDEN TENNIS CLUB	\$ 1,115.14	\$ 0.00
TITIRANGI COMMUNITY RADIO TRUST	\$ 3,000.00	\$ 0.00
<b>TOTALS:</b>	<b>\$ 57,870.89</b>	<b>\$ 38,164.22</b>

### STRATEGIC CONTEXT

12. The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan a set of community outcomes must be identified for the City. Council takes these into account in the formulation of its strategic direction and budgeting and provides a mandated set of strategic outcomes to assess grants against.
13. A number of Council's Community Outcomes and Council's Strategic Platforms and Priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platform priorities are the key areas against which

applications to the CAF would be assessed. The key Community Outcomes include; Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Platforms are Strong Communities and Urban and Rural Villages.

14. As part of the prioritisation process, applications to the CAAF were assessed against the contribution for achieving the social wellbeing oriented Community Outcomes and Council's Strategic Platforms priorities.

### CONSULTATION

15. Through the CAF Policy and Guidelines a range of consultation was undertaken with both internal and external stakeholders.

### RESOURCES

16. There are 20 eligible applications for financial assistance totalling \$45,943.40 for the CAAF.

### IMPLEMENTATION ISSUES

17. There are no implementation issues associated with this report.

Report prepared by: Kim Hammond, Community Grants Officer.



## 17 FEE WAIVERS FUND ALLOCATION 2008/2009

### GLOSSARY

Fee Waivers Fund (FWF)  
Finance and Operational Performance Committee (FOP)  
Community Assistance Fund (CAF)

### EXECUTIVE SUMMARY

The purpose of this report is for the Finance and Operational Performance Committee (FOP) to assess applications and allocate funding from the Fee Waivers Fund (FWF) under the Community Assistance Funds (CAF) 2008/2009.

### RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Fee Waivers Fund Allocation 2008/2009 report.
2. **Agree** to the recommendations made by the Council officer group for the allocation of the Fee Waivers Fund 2008/2009 as outlined in the table below:

APPLICANT	TOTAL SPENT	ELIGIBLE FUNDING	FUNDS RECOMMENDED
STURGES WEST COMMUNITY HOUSE	\$ 2,219.20	\$ 2,219.20	\$ 739.75
MASSEY PLAYCENTRE	\$ 5,170.23	\$ 5,170.23	\$ 1,723.16
<b>TOTALS:</b>	<b>\$ 7,389.43</b>	<b>\$ 7,389.43</b>	<b>\$ 2,462.91</b>

## BACKGROUND

1. The FWF is a regulatory fee waiver reimbursement for some fees and charges relating to facilities, projects or activities that are for local community use and provide local community benefits.
2. For round one of the 2008 FWF allocations, 2 applications were received for the FOP to consider. A total amount of \$5,000 is available to allocate towards the FWF 2008/2009 applications. The total amount requested was \$7,389.43 (there were no applications that were ineligible).
3. The balance of the allocated funding of the FWF is \$2,536.84. This will be allocated in future rounds of the 2008/2009 financial year.
4. Under the CAF Policy and Guidelines an organisations can apply to the FWF for one third reimbursement for some building consent fees and related charges relating to facilities, projects or activities.

## DECISION MAKING

### Issues

5. The advertising for this funding round consisted of:
  - Two advertisements in the Western Leader “Open now” and “Closing soon”;
  - Community Assistance Newsletter – posted to 1,000 community groups;
  - Community Wellbeing Fund workshops;
  - Intranet/ Internet information; and
  - Information and application forms were provided to:
    - Waitakere City Council libraries;
    - Waitakere City Council Community Centres;
    - Citizen’s Advice Bureau; and
    - Community Waitakere.
6. Due to the issues discussed in the report to the Committee on 6 October 2008, titled ‘Community Assistance Funds Report’, a Council officer group was set up to assess the applications and to make recommendations to FOP for consideration.

### Assessment of Options:

7. When assessing the applications for the FWF the Council officer group used the following criteria which were approved as part of the CAF review:

#### Application criteria:

- Applications were assessed against a number of relevant Community Outcomes including; Strong Communities, Working Together, Toiora – Healthy Lifestyles, and Urban and Rural Villages.
- The priority purposes of an organisation were identified in the FWF such as: social service, support, advice, health and disability; services targeted to Maori, Pacific Island, minority ethnic groups, children, women or older people and community based education.

- The level at which the project benefits the community is assessed to ascertain the amount of benefit the community will receive and whether it would be a long-term or of short-term benefit.
- Allowances of organisations to function adequately.

### Application Information

A113-A120

8. The original applications are available for inspection from the Council Grants Officer prior to the meeting. Attached at pages A113 to A120 is a copy of the receipts for each application.

### Funding Available

9. FOP has a total of \$5,000 to allocate via this fund. The committee has 2 eligible applications to consider for financial assistance with the total amount requested being \$7,389.43.

### Preferred Option

10. The Council officer group assessed the 2 applications against the above criteria and recommend the following allocation of funding:

APPLICANT	TOTAL SPENT	ELIGIBLE FUNDING	FUNDS RECOMMEND
STURGES WEST COMMUNITY HOUSE	\$ 2,219.20	\$ 2,219.20	\$ 739.75
MASSEY PLAYCENTRE	\$ 5,170.23	\$ 5,170.23	\$ 1,723.16
<b>TOTALS:</b>	<b>\$ 7,389.43</b>	<b>\$ 7,389.43</b>	<b>\$ 2,462.91</b>

### STRATEGIC CONTEXT

11. The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan a set of community outcomes must be identified for the City. Council takes these into account in the formulation of its strategic direction and budgeting and provides a mandated set of strategic outcomes against which to assess grants.
12. A number of Council's Community Outcomes and Council's Strategic Platforms and Priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platform priorities are the key areas against which applications to the CWF would be assessed. The key Community Outcomes include; Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Strategic Platforms are Strong Communities and Urban and Rural Villages.
13. As part of the prioritisation process, applications to the FWF were assessed against the contribution for achieving the social wellbeing oriented Community Outcomes and Council's Strategic Platforms priorities.

### RESOURCES

14. There are 2 eligible applications for financial assistance totalling \$2,463.16. The total amount of \$5,000 is available to allocate in the 2008/2009 financial year.

## CONSULTATION

15. Through the CAF review a wide range of consultation was undertaken with both internal and external stakeholders.

## IMPLEMENTATION ISSUES

16. There are no implementation issues associated with this report.

Report prepared by: Kim Hammond, Community Grants Officer.



## 18 OUT OF SCHOOL CARE FUND ALLOCATION 2008/2009

### GLOSSARY

Finance and Operational Performance Committee	(FOP)
Out of School Care Fund	(OSCF)
Community Assistance Fund	(CAF)

### EXECUTIVE SUMMARY

The purpose of this report is for the Finance and Operational Performance Committee (FOP) to assess applications and allocate funding from the Out of School Care Fund (OSCF) under the Community Assistance Fund (CAF) 2008/2009.

### RECOMMENDATIONS

It is recommended that the Finance and Operational Performance Committee resolve to:

1. **Receive** the Out Of School Care Fund Allocation 2008/2009 report.
2. **Agree** to the recommendations made by the Council officer group for the allocation of the Out of School Care Fund Allocation 2008/2009 as outlined in the table below;

Applicant (NAR)	Funds Requested	Funds Recommended
ORATIA OUT OF SCHOOL CARE FACILITY	\$2,687.43	\$2,687.43
GLEN EDEN COMMUNITY HOUSE	\$3,500.00	\$3,500.00
HENDERSON BAPTIST CHURCH	\$3,660.00	\$3,660.00
ADVENTURE CAMP TRUST BOARD	\$3,911.11	\$3,911.11
MAINLY MONKEEZ	\$3,000.00	\$3,000.00
MCLAREN PARK & HENDERSON SOUTH COMMUNITY INITIATIVE	\$3,000.00	\$3,000.00
<b>Totals:</b>	<b>\$19,758.54</b>	<b>\$19,758.54</b>

### BACKGROUND

1. The OSCF is designed to provide assistance to before and after school care and school holiday programmes.
2. The OSCF is currently set at \$20,000 per year.

3. For round one of the OSCF allocations 2008/2009, 6 applications were received for FOP to consider. The total amount requested for the OSCF was \$19,758.54.

## DECISION MAKING

### Issues

4. In the recent 2008/2009 funding round, 6 applications were received. The total amount of funding that is available to distribute is \$20,000.
5. The advertising for this funding round consisted of:
  - Two advertisements in the Western Leader “Open now” and “Closing soon”;
  - Community Assistance Newsletter – posted to 1,000 community groups;
  - Community Wellbeing Fund workshops;
  - Intranet/ Internet information; and
  - Information and application forms were provided to:
    - Waitakere City Council libraries;
    - Waitakere City Council Community Centres;
    - Citizen’s Advice Bureaux; and
    - Community Waitakere.

### Assessment of Options

6. When assessing the applications for the OSCF 2008/2009 the Council officer group used the following criteria:
  - New innovative projects or programmes that support childhood activity/learning and show a commitment to local community family involvement.
  - The level at which the project benefits the community is assessed to ascertain the amount of benefit the community will receive and whether it would be a long-term or of short-term benefit.
  - Applications were assessed against a number of relevant Community Outcomes including; Strong Communities, Working Together, Toiora – Healthy Lifestyles, and Urban and Rural Villages.

### Application Information

- A121-A126*
7. The original applications are available for inspection from the Council Grants Officer prior to the meeting. Attached at pages A121 to A126 is a one page summary of each applicant.

### Funding available

- A121-A126*
8. FOP has a total of \$20,000 to allocate for the OSCF. FOP has 6 eligible applications to consider for financial assistance with the total amount requested being \$19,758.54 for the OSCF (please see the application summaries attached at pages A121 to A126).

### Preferred Option

9. The Council officer group assessed the 6 applications against the above criteria and recommend the following allocation of funding:

Applicant (NAR)	Funds Requested	Funds Recommended
ORATIA OUT OF SCHOOL CARE FACILITY	\$2,687.43	\$2,687.43
GLEN EDEN COMMUNITY HOUSE	\$3,500.00	\$3,500.00
HENDERSON BAPTIST CHURCH	\$3,660.00	\$3,660.00
ADVENTURE CAMP TRUST BOARD	\$3,911.11	\$3,911.11
MAINLY MONKEEZ	\$3,000.00	\$3,000.00
MCLAREN PARK & HENDERSON SOUTH COMMUNITY INITIATIVE	\$3,000.00	\$3,000.00
<b>Totals:</b>	<b>\$19,758.54</b>	<b>\$19,758.54</b>

### STRATEGIC CONTEXT

10. The Local Government Act 2002 states that as part of the preparation of the Long Term Council Community Plan a set of community outcomes must be identified for the City. Council takes these into account in the formulation of its strategic direction and budgeting and provides a mandated set of strategic outcomes against which to assess grants.
11. A number of Council's Community Outcomes and Council's Strategic Platforms and Priorities have a strong connection to social wellbeing. The Community Outcomes and Strategic Platform priorities are the key areas against which applications to the CAF are assessed. The key Community Outcomes include; Strong Communities, Toiora, Urban and Rural Villages and Working Together. The Council Platforms are Strong Communities and Urban and Rural Villages.
12. As part of the prioritisation process, applications to the CAF were assessed against their contribution for achieving the social wellbeing oriented Community Outcomes and Council's Strategic Platforms priorities.

### CONSULTATION

13. Through the CAF Policy and Guidelines a range of consultation was undertaken with both internal and external stakeholders.

### RESOURCES

14. There are 6 eligible applications for financial assistance totalling \$19,758.54 for the OSCF 2008/2009.

### IMPLEMENTATION ISSUES

15. There are no implementation issues associated with this report.

**Report prepared by:** Kim Hammond, Community Grants Officer.



19 **PROPOSED CHANGES TO WATERCARE SERVICES LIMITED'S STATEMENT OF CORPORATE INTENT 2009**

**GLOSSARY**

Statement of Corporate Intent	(SCI)
Shareholders Representative Group	(SRG)
Officers Working Group	(OWG)
Watercare Services Limited	(Watercare)
Finance and Operational Performance Committee	(FOP)

**EXECUTIVE SUMMARY**

The purpose of this report is to inform the Finance and Operational Performance Committee (FOP) of the proposed changes to Watercare Services Limited's Statement of Corporate Intent 2009 (SCI).

Council finalised its feedback on changes to Watercare's SCI 2009 at a Councillor's workshop on 28 October 2008.

A decision was made by the Chairman of the workshop (Councillor Clow) and others who attended the workshop to report the proposed changes to FOP.

**RECOMMENDATION**

It is recommended that the Finance and Operational Performance Committee resolve to:

**Receive** the Proposed Changes To Watercare Services Limited's Statement Of Corporate Intent 2009 report.

**BACKGROUND**

1. Watercare Services Limited (Watercare) is the bulk water and wastewater service provider for much of the Auckland region. Its main responsibilities are the collection, treatment and supply of drinking water, and the collection, treatment and disposal of bulk wastewater. Watercare is classified as a "Council Organisation" and is governed by specific legislative provisions set out in the Local Government Acts 1974 and 2002.
2. The six local councils are Watercare's shareholders. The councils have appointed a Shareholder Representative Group (SRG) which appoints the Board of Watercare, provides input to Watercare's SCI, and monitors the performance of the Board against the SCI. Watercare negotiates the SCI with the SRG each year. The statement is effectively the Board's charter for running Watercare on the shareholders' behalf. It lays out the activities to be undertaken by Watercare and sets specific environmental, social and economic objectives for Watercare for a three year period. It also sets performance targets that will be used to measure Watercare's performance.
3. Waitakere City Council has two representatives on the SRG, Councillors Clews and Clow. An Officers Working Group with representatives from the shareholder Territorial Local Authorities supports the SRG. The Local Network Operators Group, comprising the six retailers often provide advice to the OWG on matters of common interest.
4. Council held a Councillor's workshop on 28 October 2008 for Councillors and Directors to discuss and agree issues to be addressed by the SRG in developing Watercare's SCI 2009.

5 Due to other commitments a number of Councillors and Directors could not attend the workshop. A decision was made by the Chairman of the workshop and others who attended the workshop to report the proposed SCI changes to FOP.

6. The proposed changes to Watercare's SCI 2009 have been approved by the SRG at its meeting on 19 November 2008. These will be communicated to Watercare for consideration in developing its SCI 2009.

A127-A133

7. A copy of the proposed changes to Watercare's SCI 2009 is attached at pages A127 to A133.

### DECISION MAKING

8. Some of the key changes proposed for the Watercare SCI 2009 include:

- Further work by Watercare on leading demand management initiatives such as wastewater reduction and reuse;
- Ensuring the company is sustainable in terms of loss of critical staff, especially from a business continuity perspective;
- Improve engagement of stakeholders; and
- Improve engagement of Local Network Operators on major projects regarding cost benefit analysis of options.

### STRATEGIC CONTEXT

9. The Council's strategic goal of sustainable management of the Three Waters (water supply, wastewater and stormwater) is integral to its relationship with Watercare, and to its role on the SRG.

10. Council has two major roles in connection with Watercare, one as shareholder/owner, the other as customer. The extent to which Council can add strategic input to the governance of Watercare through its ownership and governance role heavily influences the extent to which it can supply retail services to the City's citizens that meet the Council's own strategic goals, and at the most efficient price possible.

### CONSULTATION

11. There is no consultation required.

### RESOURCES

12. There are no resourcing issues.

### IMPLEMENTATION ISSUES

13. There are no implementation issues.

**Report prepared by:** Kingsha Changwai, Assurance Services Manager and Tony Miguel, Deputy Director: City Services.



## **PART E - REPORTS FROM THE SUBCOMMITTEES**

### **20 TENDERS SUBCOMMITTEE**

**THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON FRIDAY, 31 OCTOBER 2008 AND FRIDAY, 14 NOVEMBER 2008**

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#### **MATTERS CONSIDERED**

A134-A140

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meetings is attached at pages A134 to A140.

It is recommended that the Finance and Operational Performance Committee resolve to:

**Receive** the meetings reports of the Tenders Subcommittee held on Friday, 31 October 2008 and Friday, 14 November 2008.

RI Clow  
**CHAIRMAN**



## **PART F - PUBLIC EXCLUDED MATTERS**

### **21 PROJECT TWIN STREAMS - LAND SWAP 319 HENDERSON VALLEY ROAD**

### **22 LAND ACQUISITION FOR NORSGA INFRASTRUCTURE UNDER THE PUBLIC WORKS ACT 1981**

### **23 WEST COAST ROAD, GLEN EDEN – ACQUISITION OF LAND FOR A FUTURE PROPERTY DEVELOPMENT**

### **24 NEW LYNN TOWN CENTRE: ACQUISITION REPORT**

These items will be considered in the Confidential Supplement of the agenda, which has been circulated to members separately with this agenda.

#### **PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following parts of the proceedings of this meeting, namely, Project Twin Streams - Land Swap 319 Henderson Valley Road, Land Acquisition For NorSGA Infrastructure Under The Public Works Act 1981, West Coast Road, Glen Eden – Acquisition Of Land For A Future Property Development and New Lynn Town Centre: Acquisition Report.

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

General subject of the matters to be considered.	Reasons for passing this resolution in relation to the matters.	Grounds under Section 48(1)(a) for the passing of this resolution.
Project Twin Streams - Land Swap 319 Henderson Valley Road	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> <li>• Protect the privacy of natural persons, including that of deceased natural persons.</li> <li>• Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	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.
Land Acquisition For NorSGA Infrastructure Under The Public Works Act 1981	<ul style="list-style-type: none"> <li>• Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	
West Coast Road, Glen Eden – Acquisition Of Land For A Future Property Development	<ul style="list-style-type: none"> <li>• Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	
New Lynn Town Centre: Acquisition Report	<ul style="list-style-type: none"> <li>• Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	

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:

- *These reports contain information which if released could affect the privacy of the individuals involved and Council's negotiations.*

