

I hereby give notice that an ordinary meeting of the Waitākere Ranges Local Board will be held on:

Date: Thursday, 11 February 2016
Time: 6.30pm
Meeting Room: Waitakere Ranges Local Board Office
Venue: 39 Glenmall Place
Glen Eden

Waitākere Ranges Local Board OPEN AGENDA

MEMBERSHIP

Chairperson	Sandra Coney, QSO
Deputy Chairperson	Denise Yates, JP
Members	Neil Henderson Greg Presland Steve Tollestrup Saffron Toms

(Quorum 3 members)

Glenn Boyd
(Relationship Manager)
Local Board Services (West)

Tua Viliamu
(Democracy Advisor)

5 February 2016

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1 Welcome

Mr Smith will lead the meeting in prayer – or whatever set text we decide will appear here.

2 Apologies

At the close of the agenda no apologies had been received.

3 Declaration of Interest

Members were reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

Specifically members are asked to identify any new interests they have not previously disclosed, an interest that might be considered as a conflict of interest with a matter on the agenda.

At its meeting on 28 November 2013, the Waitakere Ranges Local Board resolved (resolution number WTK/2010/5) to record any possible conflicts of interest in a register.

Register

Board Member	Organisation / Position
Sandra Coney	<ul style="list-style-type: none"> • Waitemata District Health Board – <i>Elected Member</i> • Women’s Health Action Trust – <i>Patron</i>
Neil Henderson	<ul style="list-style-type: none"> • Portage Trust – <i>Elected Member</i> • West Auckland Trust Services (WATS) Board – <i>Trustee/Director</i> • Weedfree Trust and EcoMatters Environment Trust– <i>Employee</i>
Greg Presland	<ul style="list-style-type: none"> • Portage Trust – <i>Elected Member</i> • Lopdell House Development Trust – <i>Trustee</i> • Titirangi Residents & Ratepayers Group – <i>Committee Member</i> • Whau Coastal Walkway Environmental Trust – <i>Trustee</i> • Combined Youth Services Trust - <i>Trustee</i>
Steve Tollestrup	<ul style="list-style-type: none"> • Waitakere Licensing Trust – <i>Elected Member</i> • West Auckland Trust Services (WATS) Board – <i>Trustee/Director</i> • Waitakere Task force on Family Violence – <i>Appointee</i>
Saffron Toms	NIL
Denise Yates	<ul style="list-style-type: none"> • Friends of Arataki Incorporated – <i>Committee member</i> • EcoMatters Environment Trust – <i>Trustee</i> • Charlotte Museum Trust – <i>Trustee</i>

Member appointments

Board members are appointed to the following bodies. In these appointments the board members represent Auckland Council.

Board Member	Organisation / Position
Sandra Coney	<ul style="list-style-type: none">Friends of Arataki Incorporated – <i>Trustee</i>
Neil Henderson	<ul style="list-style-type: none">Friends of Arataki Incorporated – <i>Trustee</i>Living Cell Technologies Animal Ethics Committee – <i>Member</i>
Saffron Toms	<ul style="list-style-type: none">Ark in the Park – <i>Governance Group Member</i>

4 Confirmation of Minutes

That the Waitākere Ranges Local Board:

- a) Confirms the ordinary minutes of its meeting, held on Thursday, 10 December 2015, including the confidential section, as a true and correct record.

5 Leave of Absence

At the close of the agenda no requests for leave of absence had been received.

6 Acknowledgements

At the close of the agenda no requests for acknowledgements had been received.

7 Update from Ward Councillors

An opportunity is provided for the Waitakere Ward Councillors to update the board on regional issues they have been involved with since the last meeting.

8 Deputations

Standing Order 3.20 provides for deputations. Those applying for deputations are required to give seven working days notice of subject matter and applications are approved by the Chairperson of the Waitākere Ranges Local Board. This means that details relating to deputations can be included in the published agenda. Total speaking time per deputation is ten minutes or as resolved by the meeting.

At the close of the agenda no requests for deputations had been received.

9 Public Forum

A period of time (approximately 30 minutes) is set aside for members of the public to address the meeting on matters within its delegated authority. A maximum of 3 minutes per item is allowed, following which there may be questions from members.

At the close of the agenda no requests for public forum had been received.

10 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

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

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

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

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

11 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

Governance Forward Work Calendar

File No.: CP2016/00130

Purpose

1. To present to the board with a governance forward work calendar.

Executive Summary

2. This report introduces the governance forward work calendar: a schedule of items that will come before the board at business meetings over the upcoming months. The governance forward work calendar for your board is included in Attachment A.
3. The calendar aims to support local boards' governance role by:
 - ensuring advice on agendas and workshop material is driven by local board priorities
 - clarifying what advice is required and when
 - clarifying the rationale for reports.
4. The calendar will be updated every month. Each update will be reported back to business meetings and distributed to relevant Council staff. It is recognised that at times items will arise that are not programmed. Board members are welcome to discuss changes to the calendar.

Recommendation/s

That the Waitākere Ranges Local Board:

- a) Notes the attached Governance Forward Work Calendar.

Comments

5. Council's Quality Advice Programme aims to improve the focus, analysis, presentation and timeliness of staff advice to elected representatives. An initiative under this is to develop forward work calendars for governing body committees and local boards. These provide elected members with better visibility of the types of governance tasks they are being asked to undertake and when they are scheduled.
6. Although the document is new, there are no new projects in the governance forward work calendar. The calendar brings together in one schedule reporting on all of the board's projects and activities previously approved in the local board plan, long-term plan, departmental work programmes and through other board decisions. It includes governing body policies and initiatives that call for a local board response.
7. This initiative is intended to support the boards' governance role. It will also help staff to support local boards, as an additional tool to manage workloads and track activities across council departments, and it will allow greater transparency for the public.
8. The calendar is arranged in three columns, "Topic", "Purpose" and "Governance Role":
 - Topic describes the items and may indicate how they fit in with broader processes such as the annual plan
 - Purpose indicates the aim of the item, such as formally approving plans or projects, hearing submissions or receiving progress updates

- Governance role is a higher-level categorisation of the work local boards do. Examples of the seven governance categories are tabled on the following page.

Governance role	Examples
Setting direction/priorities/budget	Capex projects, work programmes, annual plan
Local initiatives/specific decisions	Grants, road names, alcohol bans
Input into regional decision-making	Comments on regional bylaws, policies, plans
Oversight and monitoring	Local board agreement, quarterly performance reports, review projects
Accountability to the public	Annual report
Engagement	Community hui, submissions processes
Keeping informed	Briefings, cluster workshops

9. Board members are welcome to discuss changes to the calendar. The calendar will be updated and reported back every month to business meetings. Updates will also be distributed to relevant Council staff.

Consideration

Local Board views and implications

10. All local boards are being presented with governance forward work calendars for their consideration.

Māori impact statement

11. The projects and processes referred to in the governance forward work calendar will have a range of implications for Māori which will be considered when the work is reported.

Implementation

12. Staff will review the calendar each month in consultation with board members and will report an updated calendar to the board.

Attachments

No.	Title	Page
A	Governance Forward Work Calendar for Waitakere Ranges Local Board, February 2016	11

Signatories

Authors	Raewyn Curran – Senior Local Board Advisor
Authorisers	Karen Lyons - Manager Local Board Services Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau

	Topic	Purpose	Governance Role
Feb-16	Business Meeting		
	Provide formal feedback on Business Improvement District policy	Provide feedback on policy options	Input to regional decision making
	ATEED Filming activities in the Waitakere Ranges Heritage Area informat	Receive update on progress	Oversight and Monitoring
	Finance Quarterly Report	Check in on performance/ inform future direction	Accountability to the public
	Auckland Transport update report	Receive update on progress	Oversight and Monitoring
	Transport projects (potential) - Sunnyvale/Oratia Road/Captain Scott Road	Confirm budget allocations	Setting direction/priorities/budget
	Review of Business Improvement District Policy Formal feedback	Define board position and feedback	Input to regional decision making
	Special Housing Areas: Tranche 10 (Confidential)	Define board position and feedback	Input to regional decision making
	Piha Stream Erosion Management	Formal approval	Local initiatives/specific decisions
	Approve Expansion of Glen Eden Business Improvement District (BID)	Formal approval	Local initiatives/specific decisions
	Acquisition of open space land - Piha - confidential	Provide direction on preferred approach	Local initiatives/specific decisions
Mar-16	Business Meeting		
	Auckland Transport update report	Receive update on progress	Oversight and Monitoring
	Local Grants - Quick Response	Confirm budget allocations	Local initiatives/specific decisions
	ATEED Quarterly Performance Report	Information dissemination	Keeping informed
	Panuku Development Auckland Update Report	Receive update on progress	Keeping informed
Apr-16	Business Meeting		
	Annual Plan - agree advocacy	Confirm priorities	Setting direction/priorities/budget
	Provide formal feedback on Regional Pest Management Plan Review	Provide feedback on policy options	Input to regional decision making
	Provide formal feedback on the sports facilities network plan	Provide feedback on policy options	Input to regional decision making
	Provide formal feedback on Regional Pest Management Plan Review	Provide feedback on policy options	Input to regional decision making
	Annual Plan - agree advocacy	Confirm priorities	Setting direction/priorities/budget
	Auckland Transport update report	Receive update on progress	Oversight and Monitoring
May-16	Business Meeting		
	Auckland Transport update report	Receive update on progress	Oversight and Monitoring
	Finance Quarterly Report	Check in on performance/ inform future direction	Accountability to the public
	Local Grants - Quick Response	Confirm budget allocations	Local initiatives/specific decisions
Jun-16	Business Meeting		
	Annual Plan - adopt LB agreements and agree work programmes	Formal adoption	Setting direction/priorities/budget

	Auckland Transport update report	Receive update on progress	Oversight and Monitoring
	Auckland Transport quarterly report	Information dissemination	Keeping informed
Jul-16			
	Business Meeting		
	Auckland Transport update report	Receive update on progress	Oversight and Monitoring
	Local Grants Evaluation	Confirm budget allocations	Local initiatives/specific decisions
	Local Grants Evaluation	Confirm budget allocations	Local initiatives/specific decisions
Aug-16			
	Business Meeting		
	Auckland Transport update report	Receive update on progress	Oversight and Monitoring

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

That the Waitākere Ranges Local Board:

- a) exclude the public from the following part(s) of the proceedings of this meeting.

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

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 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Special Housing Areas: Tranche 10

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>In particular, the report contains commercially sensitive information and information that could potentially give parties a commercial advantage if released..</p> <p>s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.</p> <p>In particular, the report contains commercially sensitive information and information that could potentially give parties a commercial advantage if released..</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>