I hereby give notice that an ordinary meeting of the Hibiscus and Bays Local Board will be held on:

**Date:** Wednesday, 21 February 2018  
**Time:** 04:30pm  
**Meeting Room:** Council Chamber  
**Venue:** Orewa Service Centre  
50 Centreway Road  
Orewa

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**Hibiscus and Bays Local Board**  
**OPEN AGENDA**

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**MEMBERSHIP**

**Chairperson**  
Julia Parfitt, JP

**Deputy Chairperson**  
Janet Fitzgerald, JP

**Members**  
Chris Bettany  
David Cooper  
Gary Holmes  
Caitlin Watson  
Vicki Watson  
Mike Williamson

(Quorum 4 members)

---

**Vivienne Sullivan**  
Local Board Democracy Advisor

**15 February 2018**

Contact Telephone: (09) 427 3317  
Email: vivienne.sullivan@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
### DELEGATIONS HIBISCUS AND BAYS LOCAL BOARD 2016-2019

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<th>Portfolio</th>
<th>Description</th>
<th>Local Board Members</th>
</tr>
</thead>
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<td>Minor landowner approvals and landlord approvals including events</td>
<td>Confirm if the matter is minor for staff to exercise their delegation</td>
<td>Julia Parfitt - Chairperson</td>
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<td>Janet Fitzgerald - Deputy Chairperson</td>
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<tr>
<td>Transport Information Group</td>
<td>Discuss transport issues/projects</td>
<td>Janet Fitzgerald</td>
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<td>Julia Parfitt</td>
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<td>Resource consent applications</td>
<td>Input into notification decisions for resource consent applications</td>
<td>Gary Holmes</td>
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<td>Urgent Decision Making</td>
<td>To make decisions on matters that cannot wait until the next ordinary meeting of the local board</td>
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### Appointments to outside organisations

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<td>Julia Parfitt</td>
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<td>Chris Bettany - Alternate</td>
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<tr>
<td>Estuary Arts Charitable Trust</td>
<td>Mike Williamson</td>
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<tr>
<td>Victor Eaves Management Committee</td>
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<td>Local Government New Zealand Zone One (Auckland and Northland)</td>
<td>Janet Fitzgerald</td>
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<td>Business Improvement Districts (BIDS)</td>
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<tr>
<td>Destination Orewa Beach</td>
<td>Vicki Watson</td>
</tr>
<tr>
<td></td>
<td>David Cooper - Alternate</td>
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<tr>
<td>Torbay</td>
<td>Chris Bettany</td>
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<td></td>
<td>Julia Parfitt - Alternate</td>
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<td></td>
<td>Chris Bettany - Alternate</td>
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<tr>
<td>Mairangi Bay</td>
<td>David Cooper</td>
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<td>Julia Parfitt - Alternate</td>
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1 Welcome

2 Apologies

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

3 Declaration of Interest

Members are 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.

4 Confirmation of Minutes

That the Hibiscus and Bays Local Board:

a) confirm the ordinary minutes of its meeting, held on Wednesday, 13 December 2017, 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 Petitions

At the close of the agenda no requests to present petitions had been received.

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 Hibiscus and Bays 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.

8.1 Hibiscus Coast Citizens Advice Bureau

Whakarāpopototanga matua / Executive summary

Mr Graeme Dykes, chairperson of the Hibiscus Coast Citizens Advice Bureau has requested a deputation to provide an update on the Hibiscus Coast Citizens Advice Bureau.

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

a) thank Mr Dykes for his presentation.
8.2 Proposed Temporary Encumbrances at 8-10 Penzance Road, Mairangi Bay

Whakarāpopototanga matua / Executive summary
Mr Luke Piri and Mr Jason Galea have requested a deputation to speak on the temporary encumbrances proposed for the properties at 8-10 Penzance Road, Mairangi Bay.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
   a) thank Mr Piri and Mr Galea for their presentation.

8.3 Hibiscus Coast Association Football Club

Whakarāpopototanga matua / Executive summary
Representatives of the Hibiscus Coast Association Football Club have requested a deputation to discuss the possibility of installing boundary netting printed with sponsorship signage.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
   a) thank the representatives from Hibiscus Coast Association Football Club for their presentation.

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

11 Notices of Motion

There were no notices of motion.
Update on walkway closures and repairs in the Hibiscus and Bays Local Board area

File No.: CP2018/00430

Te take mō te pūrongo / Purpose of the report
1. To provide an update and timeline for repairs to walkways in the Hibiscus and Bays Local Board area that are currently closed due to storm damage.

Whakarāpopototanga matua / Executive summary
2. At the Hibiscus and Bays Local Board’s 23 November 2017 Long-term Plan workshop, the local board requested an urgent ‘update and timeline for repairs to the popular high profile walkways that are closed due to storm damage’.

3. This report responds to the local board’s request with a list of high priority walkways for repair in the Hibiscus and Bays Local Board area (see Table 1).

4. Auckland Council are currently working on repairs to over 100 landslides across the region. Of these, three of the highest priority sites lie within the Hibiscus and Bays Local Board area, namely Lotus Walk, Crows Nest Walk, and St Annes Hall car park.

5. These walkways are prioritised for repair this year. Investigation, design, consenting and construction required to remediate each site is anticipated to take five to eight months to complete, assuming that there are no delays through the consenting process or caused by further damage.

6. Updates on the status of these repairs will be reported through the quarterly Community Facilities performance reports.

Ngā tūtohunga / Recommendations
That the Hibiscus and Bays Local Board:

a) receive an update and timeline for repairs to high profile walkways in the Hibiscus and Bays Local Board area that are currently closed due to storm damage.

b) endorse the proposed prioritisation for repairs as presented in the agenda report.

Horopaki / Context
7. Across the region, it is estimated that over 1,000 slips have occurred since March 2017. Many of these are on private land, or are away from sensitive infrastructure and buildings, so Auckland Council is not required to repair them. There are over 100 landslides across Auckland on land managed by Community Facilities that currently have some impact on public facilities, most commonly footpaths.

8. Work is underway to remediate the smaller, less complex sites across Auckland that can be dealt with under existing maintenance contracts. There are also a number of larger, more complex sites that will require significant investment to reinstate, including Lotus Walk, Crows Nest Walk, and St Annes Hall car park within the Hibiscus and Bays Local Board area.

9. Excluding the large slip in Birkenhead, the repair of slips identified as high priority by the council is likely to exceed $10 million. In order to manage this unbudgeted expenditure over other existing commitments, a prioritisation process has been undertaken in accordance with Auckland Council’s Risk Management Framework. This framework is designed to improve
decision-making by incorporating risk assessment techniques into the decision-making process.

Tātaritanga me ngā tohutohu / Analysis and advice

10. The three highest ranked slips within the Hibiscus and Bays Local Board area are among the top priority sites across the region. These sites and estimated repair costs are listed in Table 1 below.

Table 1. Extract from regional slip repair prioritisation list

<table>
<thead>
<tr>
<th>Regional Ranking</th>
<th>Site name</th>
<th>Location</th>
<th>Current preliminary cost estimate (physical works only, likely to change following investigation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lotus Walk</td>
<td>Browns Bay</td>
<td>$250,000</td>
</tr>
<tr>
<td>2</td>
<td>Crows Nest Walk</td>
<td>Murrays Bay</td>
<td>$400,000</td>
</tr>
<tr>
<td>7</td>
<td>St Annes Hall car park</td>
<td>Browns Bay</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

11. These sites are programmed for design and remedial works to be progressed as a priority this year. Staff anticipate that the programme (assuming no delays attributed to the regulatory framework requirements or further damage) will comprise:

- investigation and design – two to three months
- consenting – one to two months
- construction – two to three months.

12. Other slips in the Hibiscus and Bays Local Board area are relatively less significant, and will be addressed as described in Table 2 below:

Table 2. Extract from regional landslide management spreadsheet

<table>
<thead>
<tr>
<th>Site name</th>
<th>Location</th>
<th>Proposed remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial Park</td>
<td>Campbells Bay</td>
<td>Replanting</td>
</tr>
<tr>
<td>Long Bay Regional Park</td>
<td>Long Bay</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>28 Rock Isle Road</td>
<td>Torbay</td>
<td>None (no public access)</td>
</tr>
<tr>
<td>53 Island View Drive</td>
<td>Whangaparaoa</td>
<td>Reshape land to remove ponding and replant</td>
</tr>
<tr>
<td>787 Whangaparaoa Road</td>
<td>Whangaparaoa</td>
<td>None (no public access)</td>
</tr>
<tr>
<td>80 Cliff Road</td>
<td>Torbay</td>
<td>None (no public access)</td>
</tr>
<tr>
<td>821A Whangaparaoa Road</td>
<td>Whangaparaoa</td>
<td>None (no public access)</td>
</tr>
<tr>
<td>56 Ardern Avenue</td>
<td>Stanmore Bay</td>
<td>None (no public access)</td>
</tr>
</tbody>
</table>

13. The Hibiscus and Bays Local Board area has an extensive coastline that is actively retreating in some locations. The impact of climate change will generally increase the rate of erosion as a result of rising sea levels and more intense storms. There are numerous locations with public esplanade reserves that will, over time, erode and become too narrow for their current use.

14. As Auckland Council’s Coastal Management Framework 2017 is rolled out across the region, a series of coastal compartment management plans will be put in place to define the preferred response to these coastal changes. These responses will be determined in conjunction with local boards and communities.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

15. The three priority sites within the Hibiscus and Bays Local Board area are currently closed to the public. These closures were implemented by the council immediately after the slips occurred in the interest of public safety. As such, no local board input was requested in regards to the closures.

16. These closures create an inconvenience to the public and local residents as alternative routes are significantly longer and less convenient to use. There is also a risk that people will climb the barriers currently in place to restrict access and put themselves at risk in order to avoid the current inconvenience.

17. This report seeks local board endorsement for the prioritisation of repairs to the closed walkways. Local board feedback will be used to update the prioritisation list.

Tauākī whakaaweawe Māori / Māori impact statement

18. Due to the urgent nature of the walkway closures, no mana whenua engagement has been undertaken in this assessment process. However, the detailed design and resource consenting processes include the provision for consultation with mana whenua.

Ngā ritenga ā-pūtea / Financial implications

19. Community Facilities have reallocated local park renewal funding for the 2017/2018 financial year to progress these repairs as a priority. These projects will be added to the Hibiscus and Bays Local Board Community Facilities 2017/2018 work programme, and progress will be reported through the quarterly performance updates. Funding for the 2018/2019 financial year will be addressed during workshops on the Long-term Plan 2018-2028.

Ngā raru tūpono / Risks

20. The health and safety of the public is the primary risk associated with these walkway closures, resulting from the potential for public to bypass barriers and access unstable footpaths with large fall heights.

21. There is also a risk of budget and timeframes being exceeded for these remedial works, as the construction conditions are challenging and variable. Each site requires a customised design based on limited current information that will improve as detailed design is progressed.

22. There are risks to the remedial works programme due to potential delays during resource consenting, and the potential for further slips (either at the same location or at adjacent locations on the same paths) to make the planned remedial option impractical.

Ngā koringa ā-muri / Next steps

23. Following the endorsement of the prioritised sites, Auckland Council’s Engineering and Technical Services unit will commence detailed design and procurement of contractors to undertake the repairs.

24. Updates on the status of these repairs will be reported through the quarterly Community Facilities performance reports.
Ngā tāpirihanga / Attachments
There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Ross Roberts – Geotechnical and Geological Practice Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Paul Klinac – Coastal and Geotechnical Services Team Manager</td>
</tr>
<tr>
<td></td>
<td>Barry Potter - Director Infrastructure and Environmental Services</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report

1. To request land owner and landlord approval for the installation of a permanent security fence surrounding the lease area of the Manly Sailing Club Incorporated for the storage of boats at Manly Park, 65 Laurence Street, Manly.

Whakarāpopototanga matua / Executive summary

2. The applicant, the Vice Commodore of Manly Sailing Club Incorporated, is seeking land owner and landlord approval to construct a permanent fence around the current leased area of Manly Sailing Club Incorporated. The proposal is for a vertical 1.8 metre pool type fence to be constructed for the storage of the sailing craft and safety boats when not in use.

3. Manly Sailing Club Incorporated has been running Learn to Sail Programmes in association with the Russell Coutts Sailing Foundation Trust over the past 18 months. This has increased patronage and pressure on the existing facilities and storage capacity. Canoes are also stored at the club for the WaterWise Programme in local schools that are supported on a voluntary basis by club members.

4. Manly Sailing Club Incorporated has been exploring alternative options for storage such as extensions to the clubhouse and construction of a storage shed. However, the options proposed are unlikely to resolve Manly Sailing Club Incorporated's immediate storage issues.

5. The fence will provide a secure area to increase transparency, promote passive surveillance and minimise the visual intrusion for reserve users.

6. The applicant is also requesting to remove the shrubs adjacent to the clubhouse to increase the storage space.

7. The maintenance delivery coordinator, area manager operational management and maintenance, service and asset planner, senior community lease advisor, senior arboriculture and eco specialist, and parks and places specialist support the proposal.

8. Development of an Open Space Management Plan for all parks in the Hibiscus and Bays Local Board area is due to commence in February 2018. This process provides a platform for an integrated planning approach for Manly Park and will be an opportunity to address accommodating the increased patronage and club facility requirements for Manly Sailing Club Incorporated.

9. This report recommends the Hibiscus and Bays Local Board approve the land owner and landlord application from the Vice Commodore of Manly Sailing Club Incorporated, for the construction of the fence around the lease area of Manly Sailing Club Incorporated, legally described as Lot 1 DP 148441.

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

a) approve the land owner and landlord application from the Vice Commodore of Manly Sailing Club Incorporated for the installation of a permanent security fence
surrounding the lease area and removal of the shrubs on the east side of the Manly Sailing Club Incorporated for the storage of boats at Manly Park, 65 Laurence Street, Manly, 0930;

b) approve the use of the delegation protocols to deal with the parks land owner approval by the Manager Land Advisory Services, Community Facilities;

c) approve the use of the delegation protocols to deal with the parks landlord approval by the Manager, Community Leases, Community Facilities.

Horopaki / Context

Planning context

10. The leased area for Manly Sailing Club Incorporated (Manly Sailing Club), legally described as Lot 1 DP 148441, is currently held in fee simple by Auckland Council as an unclassified recreation reserve and subject to the provisions of the Reserves Act 1977.

11. The operative community lease expires on 31 May 2025 with one right of renewal for a further 33 year period. The lease provides that the lessee must seek written approval from Auckland Council, as the landlord, for any additions or improvements within the leased area. Additionally, any structure must be consistent with the purpose specified under the lease, which is, that the leased area is used solely for the purpose of a yacht club and related activities.

12. Manly Sailing Club is recognised in the Manly Park Reserve Management Plan 1998 and its facilities are an identified landscape modification with the occupancy formalised by the lease agreement.

13. The proposal is compliant and supported by the Manly Park Reserve Management Plan, 1998 as follows:
   • 1.53 Objective 3 (1) of the Manly reserve requires the lease to ensure adequate facilities are provided to meet the needs of the club while not compromising the use of the reserve by the general public
   • Policy 15.2 (xiii) endorses a boat rigging area adjacent to the Manly Sailing Club to ease congestion on the boat ramp and beach.

14. The Hibiscus and Bays Local Board is implementing a combined Open Space Management Plan (the Plan) for all community parks and reserves in the local board area commencing in February 2018. This encompasses reviewing the existing Manly Park Reserve Management Plan and will provide an opportunity to plan for the future of the park including Manly Sailing Club’s aspirations for ongoing use and club facilities on the park.

Proposal

15. The lease area for the proposed fence is depicted in Attachment A.

16. The fence will improve outcomes for the public’s use of the park by containing Manly Sailing’s activities within the lease area. This will leave a route for unimpeded public access to and from the beach down the side of the clubrooms at all times.

Tātaritanga me ngā tohutohu / Analysis and advice

Alternative options

17. There is a lack of space in the current clubrooms for storage of sailing craft and safety boats. Alternative storage options have been explored including extending Manly Sailing Club to the north and to the south. Major stormwater catchment drainage runs parallel with the clubrooms on the east and south sides and impedes the ability to build without major engineering solutions. Renewal or up-grades for this drainage are not planned.
18. Coastal specialists’ and environmental impact assessments would be required for any extensions. The recent storms have highlighted how vulnerable our coastal environments are with a combination of high north winds and a king tide causing erosion and debris on Hibiscus Coast beaches.

19. A further investigation proposed the construction of a storage shed within the leased area at Manly Bowling Incorporated established through a sub-lease agreement between Manly Sailing Club Incorporated and Manly Bowling Incorporated.

20. These options require:
   - public notification
   - iwi engagement
   - classification of reserve
   - open space assessments.

Options and Analysis

Option 1 – Hibiscus and Bays Local Board approve the land owner and landlord application

21. Staff recommend that the Hibiscus and Bays Local Board:
   - approve the land owner and landlord application from the Vice Commodore, on behalf of Manly Sailing Club for the construction of the fence as indicated in Attachment A;
   - approve the use of the delegation protocols to deal with the parks land owner approval by the Manager Land Advisory Services, Community Facilities;
   - approve the use of the delegation protocols to deal with the parks landlord approval by the Manager, Community Leases, Community Facilities.

Option 2 - Hibiscus and Bays Local Board decline the land owner and landlord application

22. If the Hibiscus and Bays Local Board decline this application the proposed fencing will not be constructed and there will be no security for the training boats. This impedes the club’s ability to store boats on site and creates a risk that equipment stored outside is likely to be damaged or stolen. Additionally, the fence provides a demarcation of Manly Sailing’s leased area which will be lost if the application is declined and is likely to create uncertainty on the appropriate area to store and rig yachts and boats. Staff do not recommend this option.

Analysis

23. Overall, the applicant’s proposal is considered to be acceptable to the Community Facilities Department because:
   - the Manly Sailing Club proposal is recognised in the Manly Park Reserve Management Plan, 1998 - Objective 2:
     - “To provide facilities and develop the reserve to the north of Laurence Street in a manner to enhance the experience of the public using Big Manly for passive or boating recreation;”
   - Manly Park Reserve Management Plan, 1998 - Objective 3:
     - “To recognise the existing leases that provide for specific types of recreation on areas of the reserve;”
     Policies (i) “The lease should ensure that adequate facilities are provided to meet the needs of the club while not compromising the use of the reserve by the general public;”
   - the fence will be constructed on the existing leased area and would be consistent with the permitted use as stipulated under the lease
sailing events provide active recreation for youth in the local area and bring revenue to the local community with out of town visitors attending special events staying in local accommodation and spending at local businesses; and

pool type open fencing material minimises the visual effect on open space.

24. If the issue for adequate storage is not addressed the club will find it difficult to operate efficiently. Currently, with the small storage space, it takes considerable juggling and time to accommodate the required sailing and safety craft.

25. Alternative storage options have been explored but require public notification iwi engagement and community outcomes planning.

26. It is prudent to consider Manly Sailing Club’s needs as part of the combined Open Space Management Plan for all local parks and reserves in the Hibiscus and Bays Local Board area. This provides an opportunity for park users with an interest in Manly Park to make suggestions to inform the development of the draft plan including mana whenua, stakeholders and the community, ensures an integrated approach to open space management for Manly Park and increases the visibility and input into the Plan.

27. The Reserves Act 1977 process will be utilised to prepare the Plan and includes two rounds of public consultation and a hearings process. Full plan development is expected to take 12-15 months. The Plan will provide quality guidance but be flexible enough to allow the local board to remain responsive to a growing and changing community.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

28. The Hibiscus and Bays Local Board have delegated authority to approve upgrades to community facilities under the community lease agreement.

29. The use of the reserve for activities relating to sailing is supported by the Hibiscus and Bays Local Board Plan 2017 Outcome: Our community enjoys access to quality parks, reserves and facilities for leisure, sport and recreation:

- Open spaces and quality recreation help support healthy lifestyles and keep us active.

Tauākī whakaaweawe Māori / Māori impact statement

30. The proposal is subject to the approval of the local board as the delegated authority for land owner and landlord approvals and community leases.

31. The proposal does not trigger the council’s Significance and Engagement Policy or affect matters of customary rights or treaty settlements.

32. It is unlikely to affect current or future Māori participation or outcomes and no iwi engagement has taken place.

Ngā koringa ā-muri / Next steps

33. If this application is approved by the Hibiscus and Bays Local Board, Manly Sailing Club will be able to proceed with the construction of the fence. The land owner approval conditions will include, among others:

- a health and safety plan
- liability conditions including insurance and full reinstatement to any adjacent areas.
Land owner and landlord approval for the installation of a security fence for the storage of boats at Manly Sailing Club Incorporated, Manly Park, 65 Laurence Street, Manly, 0930

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A8</td>
<td>Proposed site of fence on leased area</td>
<td>19</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Cherrie Veza - Stakeholder Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Raewyne Sendles - Land Use Advisor</td>
</tr>
<tr>
<td>Authorisers</td>
<td>Kim O'Neill - Head of Stakeholder and Land Advisory</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Land owner and landlord approval for the installation of a security fence for the storage of boats at Manly Sailing Club Incorporated, Manly Park, 65 Laurence Street, Manly, 0930
Auckland Transport Update to the Hibiscus and Bays Local Board for February 2018

File No.: CP2018/00919

Te take mō te pūrongo / Purpose of the report
1. To respond to resolutions and requests on transport-related matters, provide an update on the current status of the Local Board’s Transport Capital Fund projects, a summary of consultation material sent to the local board and information on transport-related matters of specific application and interest to the Hibiscus and Bays Local Board and its community.

Whakarāpopototanga matua / Executive summary
2. This particular report provides updates and information on:
   • Update on the Local Board’s Transport Capital Fund Projects;
   • Parking at Albany and Silverdale Park and Rides;
   • Penlink;
   • Quarterly Report Materials;
   • Ferry Futures Strategy;
   • Changes to Public Transport Fares;
   • Parking changes planned for Albany;
   • New Rosedale Busway Station;
   • Roads and Streets Framework and Traffic Design Manual;
   • Auckland Bike Challenge 2018;
   • Consultations on regulatory processes;
   • Traffic Control Committee results;
   • Issues Raised by Elected Members.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
 a) notes the Auckland Transport Update to the Hibiscus and Bays Local Board for February 2018.

Horopaki / Context
Update on the Hibiscus and Bays Local Board Transport Capital Fund Projects
3. A total of $10 million plus inflation adjustments is ring fenced each year within Auckland Transport’s capital programme for local board transport infrastructure priorities that are local in nature. This funding is currently split between local boards on the basis of population, except for Waiheke and Great Barrier Islands which are allocated two and one percent of the fund, respectively.
4. This fund is intended to allow local boards to build transport focused local improvements in their areas which are not otherwise part of Auckland Transport’s work programme. However, Auckland Transport (AT) retains responsibility for the budget and must also approve any projects proposed.

5. Ideally, projects should be completed during the term of the local board that initiated them, but for those boards yet to commit funding to projects during this term, this is becoming increasingly unlikely.

6. A summary of the Hibiscus and Bays Local Board’s current allocation is shown in the table below:

<table>
<thead>
<tr>
<th>Hibiscus and Bays Local Board Transport Capital Fund Financial Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Funds Available</strong> in current political term</td>
</tr>
<tr>
<td><strong>Amount committed</strong> to date on projects approved for design and/or construction</td>
</tr>
<tr>
<td><strong>Remaining Budget</strong></td>
</tr>
</tbody>
</table>

7. The remaining budget shown above comprises $1,643,883 which must be spent before 30 June 2019 and $688,702 which may be spent before 30 June 2020.

8. The $739,774 committed to date on projects approved for design and/or construction comprises funding allocated to Project 091, Mairangi Bay Art Walk; Project 411, Torbay Revitalisation; and funding recently allocated to Project 558, Orewa Pedestrian Crossings (see paragraph 9. below).

9. Construction of Project 558, the upgrade of four crossings on Hibiscus Coast Highway, Moana Avenue and Moenei Avenue, has been timed so that it did not disrupt events planned by Destination Orewa Beach over the holiday period or the busy Christmas/New Year trading. The design, construction drawings and safety audits have now been completed, and it is anticipated that contractors will be engaged to begin construction towards the end of February.

10. Rough order costs for the following projects requested by the local board at its meeting on 15 November (HB/2017/187) will be provided as soon as practicable:

- completion of the portion of Stage 3 of the Orewa Boulevard Project from Empire Road to Riverside Road;
- construction of Stage II of the Torbay Parking project on the Auckland Council Reserve located at 1022 Beach Road, Torbay;
- implementation of Slow Zones in the town centres of Mairangi Bay, Browns Bay, Silverdale and Torbay;
- modification of seven of the fourteen existing bench seats in the area between 292 and 350 Hibiscus Coast Highway, Orewa;
- raising the existing zebra crossing located adjacent to 419 Beach Road, Mairangi Bay, by approximately 150mm;
- a bike rack at Gulf Harbour, adjacent to the ferry terminal.
Parking at Albany and Silverdale Park and Rides

11. Parking is an integral part of the public and road transport network. Most journeys involve parking at both the start and the end of each trip and the decision to drive, particularly for commuting, influences public transport patronage and congestion on the road network.

12. The AT Parking Strategy (the Strategy) was developed to provide the strategic direction for the management and supply of parking in Auckland. The recommended guiding principles and policies took into consideration the issues raised in over 5,500 submissions, discussions, and in numerous workshops that were held during the 12-month period before its adoption in September 2013.

13. The Strategy sets out the objectives and policies relating to AT’s management and supply of parking across Auckland. The policies cover:
   - parking policies for non-centre locations, including the application of travel demand management plans;
   - motorcycle, electric vehicle and car-share parking policies;
   - event management;
   - technology for parking management;
   - park and ride provision and pricing.

14. Policies set out in the Strategy provide the overarching framework to guide customised responses to parking supply and management that reflect local characteristics, ensuring a consistent and integrated approach across Auckland.

15. The availability and cost of car parking can influence decisions on the transport mode used, congestion, travel time and, potentially, the choice of destination. AT plays a central role in the management of parking in Auckland and is responsible for the management of:
   - on-street and off-street parking;
   - parking on residential streets, including a continuum of parking management interventions;
   - parking on arterial roads, including consideration for town centres;
   - parking permits and coupons, including technology improvements;
   - comprehensive Parking Management Plans (CPMP) that set out criteria for consideration;
   - on-street parking across Auckland;
   - AT-controlled off-street surface car parks, including Park and Ride facilities;
   - AT-controlled car park buildings.

16. AT provides and manages park and ride facilities at public transport interchanges along the rapid and frequent transit network, and at some ferry terminals. Park and ride facilities located at appropriate locations effectively increase public transport patronage, provide decongestion benefits and improve accessibility for commuters who are not served by frequent public transport feeder services.

17. At its meeting on 13 December 2017 the Hibiscus and Bays Local Board resolved to (HB/2017/216):
   a) request an urgent update from Auckland Transport on their proposed plans to charge for parking at Albany and Silverdale Park and Rides.

18. In response, AT’s Group Manager Parking Services and Compliance, John Strawbridge, advises that there is no confirmed plan to charge for parking at the Albany and Hibiscus Coast Busway Stations at this stage. The possibility of implementing charges has been considered by the executive of AT, but at this stage not by the AT Board.
19. Members are assured that, should a proposal be finalised and approved by the AT Board, implementation would not take place until after the scheduled roll-out of the New Network for the north late in 2018.

Penlink

20. At its meeting on 13 December 2017 the Hibiscus and Bays Local Board resolved to (HB/2017/205):
   
a) request Auckland Transport update the existing business case for a four-lane Penlink option, including high occupancy vehicles and public transport in this option and report this back to the local board.

21. AT staff met informally with Local Board Chairperson Julia Parfitt met on 20 December 2017 to clarify the request and will provide a response at the local board’s meeting scheduled for 21 March.

Quarterly Report Materials

22. AT’s Quarterly Report Materials for the period October - December 2017 are attached, comprising:
   
   - Attachment A – Report from AT departments on activities in the Hibiscus and Bays Local Board area over the past quarter;
   - Attachment B – Report on TravelWise Schools activities.

Projects and activities of interest to the board

Ferry Futures Strategy

23. In alignment with its Sustainability Framework, AT is developing a 30-year strategy for ferry services and infrastructure.

24. The Ferry Futures Strategy will work with partners to explore a new vision for ferries and to make more use of the harbour. In addition, the use of low emission fuels, innovation and technologies will be considered, and opportunities for using emerging technology to improve service delivery, including first-and-final leg access and customer accessibility, will be sought.

25. Preparation of the strategy includes benchmarking and learning lessons from other cities around the world as well as discussion with local ferry operators and other stakeholders.

26. The proposed Auckland Ferry Strategy 2017-47 will be included in the 2018 review and in the update of the Auckland Regional Public Transport Plan 2018.

27. Discussion about the strategy and its implications for the Hibiscus and Bays Local Board area will be scheduled with members at a future workshop.

Changes to public transport fares

28. In the year to the end of December 2017, 91.1 million trips were taken on public transport in Auckland, an increase of 7.4 percent on the year before.

29. AT reviews its public transport fares annually, to ensure they keep pace with operating costs and the portion of costs recovered from fares, recently announcing changes to its bus, train and ferry fares to take effect from 11 February 2018.

30. AT has a target to recover 50 percent of the cost of public transport from fares, but this had dropped preceding the increases to 46.2 percent, so the balance was being subsidised by ratepayers and taxpayers.
31. The changes for bus and train fares include increases to 1-zone, 2-zone, 4-zone and 5-zone fares of between 5c and 15c, and there will be decreases to 3-zone fares of 5c for adults and 8c for children. There will also be increases of 7c to 10c for tertiary fares to ensure concession consistency across zones.

32. A number of new services and more capacity have been added over the past year, including the roll out of new bus networks in west and east Auckland, the addition of more bus lanes to improve travel times, and the introduction of additional double decker buses to bring its total fleet of double-deckers to 89.

33. The staged roll-out of the New Network will continue with the implementation of new services for the north late in 2018 and will include a service from Warkworth to the Hibiscus Coast Busway Station in Silverdale.

Parking changes planned for Albany

34. Parking changes planned for Albany will be timed to coincide with public transport upgrades.

35. AT will introduce a paid parking zone for Albany in late 2018 after the New Network for bus services takes effect. It undertook extensive public consultation in April 2017, the feedback highlighting concerns around public transport in the area and the availability of parking.

36. The paid parking zone will manage demand for parking in Albany, including the area close to the busway station. On-street parking will be charged at $1.00 per hour from 8am to 6pm, Monday to Friday, with no limit on how long vehicles can park. A 10-minute grace period will allow for pick-ups and drop offs. Existing loading zones and mobility parking will not be affected.

37. AT is also investigating the possibility of a local shuttle service to improve connections within Albany and has several other projects underway to improve park and ride capacity and ease pressure on parking in the area.

38. Parking at the Westfield and Megamall facilities, North Harbour Stadium, Hooton Reserve, or at the Albany Park and Ride is not included in the paid parking zone.

39. Information on the project, including the public feedback report, is available on the AT website: http://at.govt.nz/haveyoursay.

40. The new app for iPhone and Android, AT Park, is now available on the AT website: http://at.govt.nz/atpark, and provides a way to pay for parking without coins.

New Rosedale Busway Station

41. Plans have been released for a new busway station at Rosedale to complement the NZ Transport Agency’s plans to extend the Northern Busway from Constellation Busway Station to Albany Station. The planned station, on the Turner’s car site, is subject to property acquisition.

42. The Northern Busway is a highly successful and vital public transport link, with over five million trips along it during 2017. Patronage on the Northern Busway has grown from 4.5 million trips in October 2016 to 5.1 million in October 2017, an increase of 14.1%.

43. The NZ Transport Agency’s Northern Corridor Improvements (NCI) project will provide better links on the Northern Motorway (SH1) and Upper Harbour Highway (SH18), improving transport options on the North Shore for freight, cars, pedestrians and cyclists. It includes a new motorway connection between SH1 and SH18, opening up access to the Western Ring Route and airport, along with an extension of the Northern Busway to Albany and new shared walking and cycling paths and connections.

44. An upgrade of the Hibiscus Coast Busway Station in Silverdale is under construction and AT is also continuing to pursue funding for a 500-bay multi-storey carpark in Albany to add to the existing park and ride.
45. The NCI project has recently completed a Board of Inquiry hearing process for its consent. Pending approval, construction is expected to begin in 2018 and be completed in 2021.

46. The Rosedale Busway Station will include local service bus stops on Rosedale Road, drop off and pick up areas and mobility parks and is expected to cater for approximately 4,000 passengers a day. It will provide greater accessibility to and from residential and employment catchments in the North Shore and improve public transport service reliability.

47. Construction of the Rosedale Busway Station is due to begin in the middle of 2019, with completion in 2021.

48. For more information visit www.AT.govt.nz and search for Rosedale Busway Station. Feedback on the proposed construction will be accepted until 2 March 2018.

Roads and Streets Framework and Transport Design Manual

49. At its 24 October 2017 meeting, the Auckland Transport Board approved two very significant planning and design resources for responding to Auckland’s growth and integrating movement and place.

50. The Roads and Streets Framework (the Framework) and the Transport Design Manual, developed in partnership with Auckland Council and by working closely with staff from across AT and the NZ Transport Agency, will provide strategic guidance on modal priorities, resolve modal conflicts and set direction for the transport network and the development of place sensitive design solutions.

51. The Framework describes and balances the intended strategic, local place and movement functions of roads and streets and the levels of service for rural and urban users.

52. The strategic direction from the application of the Framework underpins AT’s integrated transport project mandate required for individual projects and programmes being undertaken now and into the future.

53. The project mandate then informs the various AT project teams charged with progressing individual projects and programmes through the Project Management Framework, which includes providing the design and technical specifications (from the Transport Design Manual) for them to ensure they meet the agreed strategic direction, break down modal silos and provide integrated transport outcomes.

54. Both the Framework and the Manual are intended to provide guidance to internal staff and external parties about AT’s requirements for the planning, design, construction and vesting of assets that will be managed by AT.

55. Both documents are currently being prepared for publication and will be made available on the AT website once finalised. User guidelines will be developed early in 2018 and training will then be rolled out for practitioners, focusing initially on AT staff, the council family and NZPI/IPENZ consultants who work for developers.

Auckland Bike Challenge 2018

56. Last year, more than 3,500 people rode their bikes during February, logging their rides as part of the month-long Auckland Bike Challenge, which encourages individuals, employees and employers to support cycling.

57. Participants can now register on-line to cycle for at least 10 minutes anywhere, anytime during the month of February and will automatically be entered into the draw to win great prizes.

58. Local boards have each been set up as separate ‘departments’ under the Auckland Council team for the bike challenge. A local board member can sign up to the challenge with their council email address, pick Auckland Council as their organisation and then select their local board for their team.
59. To sign up to the challenge go to: [www.lovetoride.net/Auckland](http://www.lovetoride.net/Auckland)

60. There is also a story on [OurAuckland](http://OurAuckland) that you can share, and posts on the Auckland Transport Cycling [Facebook Page](http://Facebook Page).

# Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

### Consultations on Regulatory Processes

61. Documentation describing a proposal to install NSAAT restrictions at the intersection of Bay Street and Rushden Terrace, Red Beach, where parked vehicles were causing visibility issues for drivers turning into and out of Rushden Terrace, as well as for a pedestrians crossing Rushden Terrace, was forwarded to Hibiscus Coast subdivision members on 10 November 2017. No objections to the proposal were received.

62. Documentation describing a proposal to install NSAAT restrictions on Pohutukawa Avenue, Red Beach, to address visibility issues caused by parked cars due to the narrowness of the road, was forwarded to members on 15 November 2017. No objections to the proposal were received.

63. Documentation describing proposals to install NSAAT restrictions on Saltwood Street, Silverdale; Caldera Drive, Long Bay; Knights Road, Mairangi Bay; Macnay Way, Murrays Bay; Beach Road, Torbay; Whangaparaoa Road and Duncansby Roads, Stanmore Bay was forwarded to members on 4 December. No objections to the proposal were received.

64. Previous discussions AT has had with residents of Northhaven Retirement Village highlighted difficulties they face whilst exiting onto Whangaparaoa Road because of vehicles parked close to the entrance to the village. Documentation describing the installation of 43m of NSAAT restrictions at this location was forwarded to members on 11 December 2017. In addition to improving visibility for vehicles exiting the Northaven Village driveway and their turning movements, the restrictions were also necessary to bring the existing bus stop up to required standards and help buses exit the bus stop and merge with traffic. No objections to the proposal were received.

65. Documentation describing a proposal to install a variable message sign on East Coast Road, in the vicinity of Amante Crescent, Mairangi Bay, was forwarded to East Coast Bays subdivision members on 19 January. The sign will help to improve event and incident management capabilities across Auckland's road network in addition to providing real-time travel updates and a better experience for road users. No objections were received from members.

66. A proposal to remove the slip lane and signalise the West Hoe Road/Hibiscus Coast Highway intersection in Orewa, to improve safety at the intersection, reduce crossing distance for pedestrians and improve left turn tracking from Hibiscus Coast Highway into West Hoe Road, was forwarded to Hibiscus Coast subdivision members on 2 February 2018 with a request for responses no later than 16 February 2018.

### Traffic Control Committee Results

67. Decisions made by AT’s Traffic Control Committee in relation to regulatory processes relevant to the Hibiscus and Bays Local Board during December 2017 and January 2018 are listed below:

<table>
<thead>
<tr>
<th>Decision</th>
<th>Report Type</th>
<th>Nature of Restriction</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whangaparaoa Road, Tawhana Crescent, Panorama Court, John Dee Crescent, Te Awa Place, Red Beach</td>
<td>Permanent Traffic and Parking changes</td>
<td>No Stopping At All Times, Bus Stop, Must Travel, Lane Arrow Markings, Variable Lane, Stop Control, Give-Way, Traffic Island, Revoked, Traffic Island, Flush Median, Flush Median, Revoked, Shoulder Marking, No Passing</td>
<td>Carried</td>
</tr>
</tbody>
</table>
Hibiscus and Bays Local Board
21 February 2018

Item 14

Whangaparaoa Road, Red Beach

<table>
<thead>
<tr>
<th>Speed Limit Changes Report</th>
<th>50 km/h Permanent Speed</th>
<th>Carried</th>
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</thead>
</table>

Glen Road, Bute Road, Clyde Road, Anzac Road, Browns Bay

<table>
<thead>
<tr>
<th>Temporary Traffic and Parking changes (Browns Bay Santa Parade)</th>
<th>Temporary Traffic and Parking restrictions</th>
<th>Carried</th>
</tr>
</thead>
</table>

Beach Road, Deep Creek Road, Ellangowan Road, Weatherly Road, Torbay

<table>
<thead>
<tr>
<th>Temporary Traffic and Parking changes (Sir Peter Blake Memorial Regatta)</th>
<th>Temporary Traffic and Parking restrictions</th>
<th>Carried</th>
</tr>
</thead>
</table>

Silverdale Park and Ride, Silverdale

<table>
<thead>
<tr>
<th>Permanent Traffic and Parking changes</th>
<th>Angle Parking, Mobility Parking, No Stopping At All Times, Bicycles Only Parking</th>
<th>Carried</th>
</tr>
</thead>
</table>

Issues Raised by Elected Members

68. A table listing issues raised by elected members and local board services staff to 6 February 2017 is appended to this report as Attachment C.

Tauākī whakaaweawe Māori / Māori impact statement

69. No specific issues with regard to impacts on Māori are triggered by this report and any engagement with Māori will be carried out on an individual project basis.

Ngā ritenga ā-pūtea / Financial implications

70. All proposed schemes are subject to prioritisation, funding and consultation.

Ngā raru tūpono / Risks

71. All proposed schemes are subject to risk analysis and no specific issues have been triggered by this report.

Ngā tāpirihanga / Attachments

<table>
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<th>No.</th>
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<td>A</td>
<td>Auckland Transport Activities October-December 2017</td>
<td>29</td>
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<td>B</td>
<td>School Community Transport Report</td>
<td>43</td>
</tr>
<tr>
<td>C</td>
<td>Issues List</td>
<td>45</td>
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</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Ellen Barrett – Elected Member Relationship Manager, Auckland Transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Jonathan Anyon – Elected Member Relationship Team Manager</td>
</tr>
</tbody>
</table>
Hibiscus and Bays Local Board

This report provides a picture of Auckland Transport activities over the October - December 2017 Quarter.

The report is in two sections:
(a) Information on AT projects that are located within the Hibiscus and Bays Local Board area;
(b) Information on Regional Projects.

The numbering used in the report has no meaning other than as a reference to facilitate subsequent discussion.

The report has been compiled by Auckland Transport’s Elected Member Relationship Unit from data supplied by the Operations Division, Capital Development Division and Strategy and Planning Department.
### Major Capital

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34L71</td>
<td>Long Bay Glenvar Ridge Road</td>
<td>C.001150</td>
<td>Nov 10</td>
<td>Jan 21</td>
<td>Construction</td>
<td>AT's project partner Long Bay Communities Limited is leading and managing the construction phase. Easement interests the owner of 231 Glenvar Rd over the land AT has acquired for road from 211 Glenvar Rd is extinguished. Unable to reach agreement with 231 Glenvar Rd to acquire the additional SDZ (Specific Design Zone). PWA process to follow.</td>
</tr>
<tr>
<td>34L72</td>
<td>Penlink Toll Road</td>
<td>C.001404</td>
<td>Nov 10</td>
<td>Sep 20</td>
<td>Construction</td>
<td>90% of Wetki Access road physical works complete. Construction manager processing variation from developer. Due for physical works completion by the end of February 2018.</td>
</tr>
<tr>
<td>34L73</td>
<td>Park and Ride Silverdale - Stg 2</td>
<td>C.001739</td>
<td>Jul 11</td>
<td>Jul 20</td>
<td>Construction</td>
<td>The project’s approved scope includes construction of 484 car parks, busway station building, stormwater treatment pond, lighting and landscaping. There is opportunity to include 127 more carparks within same footprint subject to consents and additional budget approvals. The construction of the 484 car parks was completed and the car park opened to public from 18/12/2017. Five submissions have been received against the consent application for 127 car parks. The final detail design of the station is expected to arrive in mid-late December 2017 due to the delay in delivery from the consultant. AT intends to award the station physical works contract in late February 2018. The construction period will be 6 months.</td>
</tr>
</tbody>
</table>
### Network Management and Safety

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33932</td>
<td>Minor Cycling Improvements - Capex Programme</td>
<td>Jan 18</td>
<td>Feb/Mar 18</td>
<td>Procurement</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33934</td>
<td>Minor Improvements Programme CARRYOVER: Browns Bay Road Cycle Lane between Knights Road to Beach Road, Proposed on-road cycle lane to link to existing cycle lane. This would complete the cycle lane on Browns Bay Road/Beach Road from Argyle Road to East Coast Road.</td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>Procurement</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>33935</td>
<td>Minor Improvements Programme CARRYOVER: Browns Bay Road and Beach Road Pedestrian Crossing and Speed calming. To provide a protected refuge space to define safe walking path for pedestrians across a busy intersection.</td>
<td>Oct 18</td>
<td>Dec 18</td>
<td>Construction Completed</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>33938</td>
<td>Minor Improvements Programme West Hoe Road Orewa. Remove the left turn slip lane from West Hoe Road into Hibiscus Coast Highway and completely signalise the intersection.</td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>In Detail Design Phase</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33939</td>
<td>Safer Communities Programme Northcross SC Site 5: New Mid-block Crossing on Beach Road.</td>
<td>Oct 17</td>
<td>Jan 18</td>
<td>Construction Started</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33940</td>
<td>Safer Communities Programme Northcross SC Site 7: New Signals on Existing Slip Lane.</td>
<td>Oct 17</td>
<td>Jan 18</td>
<td>Construction Started</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33941</td>
<td>Safer Communities Programme Northcross SC Site 9: New Mid-block Crossing on Firth Road and New Splitter Refuge on Carlisle Road. New midblock crossing and new splitter refuge</td>
<td>Oct 17</td>
<td>Jan 18</td>
<td>Construction Started</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33942</td>
<td>Safer Communities Programme Northcross SC Site 10: New Mid-block Crossing on Carlisle Road.</td>
<td>Oct 17</td>
<td>Jan 18</td>
<td>Construction Started</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33943</td>
<td>Safer Communities Programme Northcross SC Site 12: New Mid-block Crossing.</td>
<td>Oct 17</td>
<td>Jan 18</td>
<td>Construction Started</td>
<td>On track for delivery</td>
<td></td>
</tr>
</tbody>
</table>
### Safer Communities Programme

<table>
<thead>
<tr>
<th>Item</th>
<th>Programme</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33944</td>
<td>Murrays Bay Safer Communities - Site 14A, Aoteaora Terrace – new clearway and kea crossing improvements outside the entrance to Murrays Bay Primary School. To address the congestion and safety issues outside the school gate during peak school travel times.</td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>Construction Completed</td>
<td></td>
</tr>
<tr>
<td>33945</td>
<td>Murrays Bay Safer Communities - Site 14B, Saddleback Road / Lyons Avenue intersection – new splitter refuge at the roundabout and connecting footpaths to the existing Bridge Club carpark. To provide an alternative drop off and pick up location for the nearby Murrays Bay School.</td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>Construction Completed</td>
<td></td>
</tr>
</tbody>
</table>

### Minor Improvements Programme

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33933</td>
<td>CARRYOVER: Orewa Town Centre, Zebra Crossings installation of raised pedestrian crossing</td>
<td>Nov 17</td>
<td>Jan 18</td>
<td>Procurement</td>
<td>On track for delivery</td>
<td></td>
</tr>
<tr>
<td>33935</td>
<td>Oteha Valley Rd Cut through island and pram crossing</td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>Procurement</td>
<td>Completed via reactive works brief.</td>
<td></td>
</tr>
</tbody>
</table>

### Road Safety Campaigns, Education and Events

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33931</td>
<td>Community and Road Safety Programme</td>
<td>Delivered a driver distraction checkpoint and education promotion in partnership with NZ Police. Delivered a motorcycle safety campaign on bus backs.</td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>Completed</td>
<td></td>
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</tbody>
</table>

### Route Safety Improvements

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33949</td>
<td>Laurence St speed calming implementation of speed cushions</td>
<td>Jul 17</td>
<td>Jun 18</td>
<td>In Detail Design Phase</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Walking Improvements

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33946</td>
<td>Moerui Avenue, Orewa town centre intersection installation of zebra crossing</td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>In Detail Design Phase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33951</td>
<td>Browns Bay Rd/Beach Rd pedestrian crossing and speed calming</td>
<td>Jul 18</td>
<td>Jun 19</td>
<td>Procurement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Programme | 3105 | Minor Improvements Programme
|           | 3310 | Minor Improvements Programme
|           | 3311 | Major Improvements Programme
|           | 3312 | Major Improvements Programme
|           | 3314 | Minor Improvements Programme
|           | 3315 | Major Improvements Programme

| Project | 2016 | Investigation Phase
|        | 2017 | Investigation Phase
|        | 2018 | In Detail Design Phase

<table>
<thead>
<tr>
<th>Route</th>
<th>2016</th>
<th>2017</th>
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<tr>
<th>Phase</th>
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<th>Year</th>
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<th>Progress</th>
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<th>2017</th>
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<tr>
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<tr>
<th>Key Opportunity</th>
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<tr>
<th>Key Stakeholder</th>
<th>2016</th>
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<table>
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<tr>
<th>Key Risk</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<table>
<thead>
<tr>
<th>Key Opportunity</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<table>
<thead>
<tr>
<th>Key Challenge</th>
<th>2016</th>
<th>2017</th>
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<table>
<thead>
<tr>
<th>Key Stakeholder</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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</table>
## Public Transport

### Ferry

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34193</td>
<td>Ferry Improvements</td>
<td></td>
<td>Jul 15</td>
<td></td>
<td>On-going</td>
<td></td>
</tr>
</tbody>
</table>

Works/activities completed in the last quarter: commencement of the review and development of a new Ferry Futures Strategy for incorporation into the Regional Public Transport Plan (RPTP); financial option analysis to provide a weekend service trial in the summer, which resulted in the proposed trial being placed on hold due to financial availability; establishment of a project group to investigate the partial redevelopment of the Downtown Ferry Terminal to support America’s Cup 36 Downtown works. Works/activities to be completed next quarter include: continuation of the review and development of a new Ferry Futures Strategy for incorporation into the RPTP; options to provide a weekend service trial in the summer to be revisited and the establishment of a robust working group to assess options; continued investigation the partial redevelopment of the Downtown Ferry Terminal to support America’s Cup 36 Downtown works.

### RCD North

#### Pavement Rehabilitation Programme 2017/18

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34155</td>
<td>Carlisle Road - Target Length (m) 460</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Programmed to start in February</td>
</tr>
<tr>
<td>34156</td>
<td>Centreway - Target Length (m) 351</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Programmed to start in January</td>
</tr>
<tr>
<td>34157</td>
<td>Oak Tree Avenue - Target Length (m) 420</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Complete</td>
</tr>
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### Strategy

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3467</td>
<td>Northern Busway Extension: Rosedale Station</td>
<td></td>
<td>Jan 03</td>
<td>Jul 17</td>
<td>Detailed Business Case in progress</td>
<td></td>
</tr>
</tbody>
</table>

A new Busway Station at Rosedale was announced by the Mayor in December. Work is underway with NZTA on design and consenting matters, to co-ordinate its delivery with the Northern Corridor Improvements project.
### Streetlighting

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrofit</td>
<td>LED Retrofit</td>
<td>Road Corridor Delivery</td>
<td>Jul 17</td>
<td>On-going</td>
<td>In progress</td>
<td>Local roads completion end June 2018, Main roads begin Oct/Nov 2018, New base station installed at Hobbs Bay August 2017</td>
</tr>
</tbody>
</table>
## Regional

### Assets and Maintenance

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3414</td>
<td>Double decker network mitigation works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mitigation works on identified risks for Double decker buses such as building verandas, street furniture &amp; signage, low hanging power/phone lines, service poles, overhanging trees, low bridge structures to allow the passage of double decker buses.</td>
<td>C.100553</td>
<td>Jul 14</td>
<td>Jun 24</td>
<td>Construction</td>
<td>Manukau Road route - Progressing well. Remuera Road - Finalising Project brief which will be sent to consultants for quoting.</td>
</tr>
<tr>
<td>3417</td>
<td>Bus Infrastructure Improvement Programme</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bus Infrastructure Improvements Programme FY2015s Programme to deliver bus related infrastructure improvements. Programme transferred from COO Sect:14. Orig COO Project CDD010:4 PT Bus Stop Improvements.</td>
<td>C.100744</td>
<td>Mar 16</td>
<td>Mar 18</td>
<td>Detailed Design</td>
<td>Central Advanced design still underway - additional sites have been awarded. Physical works for east sites completed. Central and North sites to be accelerated.</td>
</tr>
<tr>
<td>3418</td>
<td>Bus Lane Improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery of a network of bus and transit lanes throughout the Auckland Region.</td>
<td>C.100565</td>
<td>Feb 16</td>
<td>Jun 18</td>
<td>Detailed Design</td>
<td>Inner Link, Parnell Rd bus lane - going out for external consultation in February. Park Road bus lane - Design Underway.</td>
</tr>
</tbody>
</table>

### Major Capital

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3411</td>
<td>PT Safety Security &amp; Amenity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enhancing station safety, security and amenity. Current projects include electronic ticket gating at Henderson, Manurewa, Middlemore, Papatoetoe and Papakura in addition to the trial and installation of gap filler at Frutvale Road, Baldwin Ave and Sunnyvale stations.</td>
<td>C.100206</td>
<td>Jul 13</td>
<td>Jun 19</td>
<td>Construction</td>
<td>Manurewa ticket gates went operational in January 2018, with Papatoetoe and Middlemore to follow. Enabling works underway at Papatoetoe and design work on Papakura, Grafton, Ranui and Panmure gating in progress.</td>
</tr>
</tbody>
</table>
## Network Management and Safety

### Cycle-Share

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking and Cycling</td>
<td>Street Trading licence granted to ONZO Cycle-Share scheme on a trial</td>
<td>Dec17</td>
<td>Feb18</td>
<td></td>
<td>On-going</td>
<td>basis until the end of February 2018. The licence will then be reviewed.</td>
</tr>
<tr>
<td>Transport Planning</td>
<td>ONZO is providing data of usage to allow evaluation of the scheme.</td>
<td></td>
<td></td>
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### Cycling Safety and Promotional Programme

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycling Education</td>
<td>Delivered the Bike Safe Cycle Skills Education Programme in schools</td>
<td>Oct17</td>
<td>Dec17</td>
<td></td>
<td>Completed</td>
<td>across Auckland</td>
</tr>
<tr>
<td>and Events</td>
<td></td>
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### Travelwise Choices Travel Planning Programme

<table>
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<tr>
<th>Programme</th>
<th>Item</th>
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<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Travel NZ</td>
<td>More than 1,100 Aucklanders actively using the Smart Travel NZ app</td>
<td>Oct17</td>
<td>Dec17</td>
<td></td>
<td>On-going</td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
</tr>
<tr>
<td>Programme</td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>can utilise to find carpools with like-minded commuters travelling to</td>
</tr>
<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>and from their place of work and free to download from the Apple and</td>
</tr>
<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
<td></td>
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<td></td>
<td></td>
<td>Google Play stores. An ‘always-on’ campaign is being launched early</td>
</tr>
<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>October 2017 to end of June 2018 to promote carpools to Aucklanders</td>
</tr>
<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
<td></td>
<td></td>
<td></td>
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<td>on social media, Google Display ads, YouTube videos, AdSheil</td>
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<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
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<td></td>
<td>advertising in transit lane bus shelters and lightbox posters in</td>
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<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
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<td></td>
<td></td>
<td></td>
<td>Auckland car park buildings.</td>
</tr>
<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
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<td></td>
<td></td>
<td>On-going promotion to businesses and as part of the October 2017 to</td>
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<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
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<td></td>
<td></td>
<td>June 2018 campaign.</td>
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<tr>
<td></td>
<td>and website since its launch in May 2017, the app is a tool that users</td>
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</tbody>
</table>

| Smart Travel NZ                   | Priority carpool car parks implemented in Downtown and Victoria      | Oct17| Dec17 |        | On-going| Street Car Parks in September 2017. These carparks are being          |
| Programme                        | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | promoted to businesses and commuters carpooling to the CBD via        |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | social media, posters and business events and expos. Spaces are        |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | available to be leased to three or more people sharing a ride at a 10%  |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | discount off the existing reserved unallocated parking rate, these     |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | priority carparks are located in prime spots close to exits and lifts  |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | and leased on a ‘first come, first served’ basis.                   |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | On-going promotion to businesses and as part of the October 2017 to   |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         | June 2018 campaign.                                                   |
|                                  | Street Car Parks in September 2017. These carparks are being         |     |       |        |         |                                                                        |
### Parking Services

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3403</td>
<td>Pay by Plate parking</td>
<td>R.006163.01</td>
<td>May 17</td>
<td>Mar 18</td>
<td>Implementa</td>
<td>Public response to change from Pay and Display to Pay by Plate has been positive and the roll out has been smooth so far. Work is expected to be completed by late March 2018.</td>
</tr>
</tbody>
</table>

### Public Transport

#### Bus

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34008</td>
<td>Bus - Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Analysis of March 2017 data has been undertaken and, where necessary, additional capacity has been planned for corridors for 2018.</td>
<td></td>
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<tr>
<td>34109</td>
<td>Bus - Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>The new modular bus shelter designs are being implemented throughout the region with working being focused in line with the rollout of the New Network</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>34110</td>
<td>Bus - Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Double Decker clearance work is progressing along eight corridors ahead of the introduction of decker services in line with PTOM and New Network.</td>
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#### Network Development

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<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34111</td>
<td>New Network</td>
<td></td>
<td>Sep 17</td>
<td>Dec 17</td>
<td>On-going</td>
<td></td>
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<tr>
<td></td>
<td>Isthmus New Network communications and engagement planning is in progress.</td>
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#### Rail

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<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>34112</td>
<td>Rail Improvements</td>
<td></td>
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<tr>
<td></td>
<td>Train Patronage for the current Financial Year is currently on target.</td>
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</tr>
<tr>
<td>34113</td>
<td>Rail Improvements</td>
<td></td>
<td>Dec 17</td>
<td></td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In the last Quarter (October - December), we ran over 86,000 Train Services. Punctuality for the Quarter was 96.6% and Reliability 98.3%</td>
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</table>

**Wednesday, 31 January 2018**
<table>
<thead>
<tr>
<th>Item</th>
<th>Rail Improvements</th>
<th>Description</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3014</td>
<td>Rail Improvements</td>
<td>The Right Time departure KPI, introduced in July 2017 is currently tracking above the agreed threshold. The introduction of this KPI has also had a demonstrable benefit across the Network. (Right Time is defined as the number of services that depart between 0-59 seconds of the scheduled departure time).</td>
<td>Dec 17</td>
<td>Complete</td>
</tr>
<tr>
<td>3015</td>
<td>Rail Improvements</td>
<td>Customer Satisfaction decreased by 0.3% to 93.4% in the latest Customer Satisfaction survey. This slight decrease ends the previous seven quarterly increases that had been recorded by the Train Services team.</td>
<td>Dec 17</td>
<td>Complete</td>
</tr>
<tr>
<td>3016</td>
<td>Rail Improvements</td>
<td>31 SA/SD carriages sold to NZ based company (Completion due 30 November).</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>3017</td>
<td>Rail Improvements</td>
<td>Following an increase in vandalism on our Train Fleet, we have engaged an external consultancy to review the security arrangements at our Stabling facilities.</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>3018</td>
<td>Rail Improvements</td>
<td>Approval received for the purchase of 15 new EMU’s</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>3019</td>
<td>Rail Improvements</td>
<td>Our proposed Train Timetable, for introduction in July 2018, has been submitted to KiwiRail for modelling and further analysis. The submission includes: Improved Journey times across the Southern, Eastern &amp; Western Lines. An increase to 3 Trains per Hour, from 0700-1900, across the Southern, Eastern &amp; Western Lines at Weekends, and Public Holidays. Puhoi Shuttle services would continue to operate 3 Trains per Hour during the Morning and Afternoon peaks, with an increase to 2 Trains per Hour during inter-peak periods and at Weekend Later night services on Friday evening’s.</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>Item</td>
<td>Rail Improvements</td>
<td>Description</td>
<td>Date</td>
<td>Status</td>
</tr>
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<td>------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>-----------</td>
</tr>
<tr>
<td>3420</td>
<td>Rail Improvements</td>
<td>For the 2017 Christmas and New Year timetable we have increased the number of Services on offer, following last year’s success. Also, on the Southern, Eastern and Onehunga Lines, where there are limited Block of Lines, we are running later services on New Year’s Eve. From Wednesday 27th December, Block of Lines will be in place across a large part of the Auckland Metro Network, with a reduced or altered service pattern operating across a number of lines. In addition to longer routine maintenance windows, KiwiRail have a full programme of works that includes replacing Rails and installing new Sleepers at various locations across the Southern and Western Lines. This year’s Block of Line will also be used to advance a number of key projects: Sarawia Street Level Crossing closure. Paeraa Turnout replacement. Pukekohe Station upgrade. Automatic Pedestrian Level Crossing Gates (Glenview Road &amp; Metcalfe Road). Penrose Platform 3 Extension. NZTA Takanini Motorway widening project. Eastern Line: No Line Closures, and operates to the Holiday Timetable throughout. The last Eastern Line service will depart Britomart at 0214 on New Year’s morning. Western Line: Closed from 27th December to 7th January. Southern Line: Operates from Manukau – Newmarket – Manukau, from 27th December to 7th January. Onehunga Line: Operates Onehunga – Newmarket – Onehunga, from 27th December to 5th January. Closed on 6th &amp; 7th January.</td>
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<td></td>
<td></td>
<td></td>
<td>Dec 17</td>
<td>Complete</td>
</tr>
<tr>
<td>3421</td>
<td>Rail Improvements</td>
<td>CRL enabling works are continuing at Britomart. Work has commenced on the installation of temporary Train Crew accommodation at the end of Platform S.</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>3425</td>
<td>Rail Improvements</td>
<td>Train Station Public Information Displays (PID’s) have been successfully updated across the network, and will shortly be introduced to the EMU Fleet.</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>3426</td>
<td>Rail Improvements</td>
<td>WiFi has been installed at all AT Metro Train Stabling Yards, Wiri Depot and Manukau Station. This will enhance our ability to analyse Train performance data from the onboard systems, and will lead to further performance and reliability improvements.</td>
<td>Dec 17</td>
<td>Complete</td>
</tr>
<tr>
<td>3427</td>
<td>Rail Improvements</td>
<td>Additional Station Platform Shelters being introduced at a number of Stations across the Network.</td>
<td></td>
<td>On-going</td>
</tr>
<tr>
<td>3428</td>
<td>Rail Improvements</td>
<td>Further analysis is underway to determine the proposed Train Timetable for the introduction of CRL. This work would also include future Train Fleet, Stabling and Maintenance requirements.</td>
<td></td>
<td>On-going</td>
</tr>
</tbody>
</table>
### Rail/Bus

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail Improvements</td>
<td>A Network wide review of Trespass hot spots is underway, with a key objective of reducing the risk to members of the Public.</td>
<td></td>
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</tbody>
</table>

### Rail/Bus/Ferry

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transport Operating Model (PTOM)</td>
<td>Bus: Eastern PTOM agreements signed and the services were implemented on 10 December 2017. Central PTOM agreements are currently in process of signing. - NZ Bus have signed contract for 9 units - Pavolvich has signed their agreement for their one central unit. North Shore negotiations concluded for negotiated PTOM contracts and tenders announced. Contract execution progressing. - Transit has signed their one Northern Unit. - NZ Bus have signed their agreements for 3 units. - Bayes and Go Bus have signed their agreements. - Ritchies have signed agreements for their 6 units. - Birkenhead have signed agreement for one unit, with one still to be signed. Ferry: Due diligence discussions continued through December with the preferred tenderer, and will continue in early 2018. Written authorisation was received from NZTA to extend current contracts through to 31 July 2019 to coincide with potential new ferry PTOM contract commencement. This will be progressed to completion during January. An interim contract was entered by AT with Fullers for the Stanley Bay ferry from 2018 service commencement on 15 January 2018, following hard-back of the exempt service by Fullers.</td>
<td></td>
<td></td>
<td>Oct 14</td>
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</tbody>
</table>

### Rail/Pedestrian

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<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail Improvements</td>
<td>Pedestrian level crossings - A 3 year programme to install automatic pedestrian gate at every crossing in the Auckland Metro has started with work on the Western Line.</td>
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### Rail/Road

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail Improvements</td>
<td>Road level crossings &amp; Rail Overbridges - Working with AT Road to implement improvements to signage, medians, road markings, etc. to improve safety.</td>
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</table>
## Strategy

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>346058</td>
<td>Supporting Growth: Transport Networks for Growth</td>
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<tr>
<td></td>
<td>AT and NZTA commenced negotiations in November 2017 with the preferred proponents to deliver Supporting Growth Planning Alliance that will undertake business case and route protection for the Future Urban Zones transport network. The preferred proponents are AECOM and BeCa for planning and engineering services and Bell Gully and Buddle Findlay for legal services. The Alliance will be tasked with securing route protection for the network by 2021. Information on the supporting growth programme can be found at <a href="https://at.govt.nz/projects-roadworks/supporting-growth-delivering-transport-networks">https://at.govt.nz/projects-roadworks/supporting-growth-delivering-transport-networks</a>.</td>
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<tr>
<td>34609</td>
<td>North Shore Rapid Transit Network Study</td>
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<td></td>
<td>This work is being undertaken to provide an updated view on public transport requirements for achieving strategic growth and the most appropriate transport options to meet the needs of the North Shore. The Programme Business Case (PBC) was finalised in December but has yet to be approved. This PBC investigates appropriate transport options and outlines strategic staging relating to anticipated growth. The business case will seek funding for future work into the next steps for the strategic public transport network development: which in the first instance will include enhancements to the Northern Busway.</td>
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Wednesday, 31 January 2018
<table>
<thead>
<tr>
<th>Hibiscus and Bays</th>
<th>Travelwise status (i.e. active, inactive)</th>
<th>Total WSB routes</th>
<th>WSB event/route audit</th>
<th>Active mode promotion events (e.g. cycle follow up, WOW event, park and ride, walking promotion)</th>
<th>Speed event (e.g. SDAS, back to school)</th>
<th>Young drivers event (e.g. driver licencing training)</th>
<th>Safety at the school gate</th>
<th>Other safety promotion event (e.g. crossing training, roadsides, bollard talks)</th>
<th>PT promotion event (e.g. rail safe week)</th>
<th>Meetings/workshops (e.g. lead teacher, students, WSB volunteer)</th>
<th>Engineering info (where relevant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browns Bay School</td>
<td>Active</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Glamorgan School</td>
<td>Active</td>
<td>2</td>
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<tr>
<td>Kingsway School</td>
<td>Active</td>
<td>3</td>
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<tr>
<td>Long Bay School</td>
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<td>1</td>
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<tr>
<td>Mairangi Bay School</td>
<td>Active</td>
<td>3</td>
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<tr>
<td>Murrays Bay Intermediate</td>
<td>Active</td>
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<td></td>
<td></td>
<td></td>
<td>Engineering completed at East Coast Bays Bridge Club</td>
</tr>
<tr>
<td>Murrays Bay School</td>
<td>Active</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Northcross Intermediate</td>
<td>Active</td>
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<td>CP</td>
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<tr>
<td>Orewa School</td>
<td>Active</td>
<td>2</td>
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<td>CP</td>
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<tr>
<td>Red Beach School</td>
<td>Active</td>
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<td>October - December 2017</td>
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<tr>
<td>Sherwood School (Auckland)</td>
<td>Active</td>
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<tr>
<td>Silverdale School</td>
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<td>C</td>
<td>CP</td>
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<tr>
<td>St John's School (Mairangi Bay)</td>
<td>Active</td>
<td>3</td>
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<tr>
<td>Stanmore Bay School</td>
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<tr>
<td>Torbay School</td>
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<tr>
<td>Whangaparaoa School (Auckland)</td>
<td>Active</td>
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<td>CP</td>
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## Issues Raised by Elected Members to 6 February 2018

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</table>
| **1** | Mairangi Bay Town Centre  
Pavers in Mairangi Bay Town Centre. | In response to concerns raised by Member Cooper about the slip-resistance of the pavers in Mairangi Bay Town Centre, members were advised on 4 December 2017 that an area of pavers will be subject to a trial treatment process recommended by Horizon International, the suppliers of the pavers, to improve their skid resistance. The treatment involves a deep clean using Soy Eco degreaser, etching to increase the slip resistance and re-sanding with polymer sand. Horizon International indicates that this treatment has been used elsewhere on its Nutrik pavers and provides the best solution, as well as being the least intrusive. Footpath maintenance is required before the testing can be carried out, but the trial is expected to begin in mid-late February 2018. The results of this trial will determine any further treatment. |
| **2** | Bike Buses  
Query regarding bike buses. | At the Hibiscus and Bays Local Board meeting on 15 November 2017 Member Vicki Watson asked whether AT had considered the use of bike buses, to allow cyclists to take their bikes on board, as is common practice overseas. On 1 December 2017 members were advised that AT’s Metro team has considered a number of options in the past, such as installing bike racks and/or allowing bikes on-board buses, noting that bike racks are fitted to some buses operating on Waiheke Island. However, there are a number of reasons why AT does not permit customers to board buses with their bikes, including safety and the increase in journey time whilst customers load/unload their bikes. There are also practical reasons; the area occupied by bikes on-board buses would infringe or remove spaces from areas allocated to customers with mobility issues and the elderly, and there is a national requirement to provide priority seating areas for these customers. Though it has been considered in the past, there are currently no plans to introduce these services at this time, though AT intends to continue to introduce and improve existing bike facilities at key locations and interchanges on the wider PT network. |
| **3** | 504 – 538 Beach Road, Murrays Bay  
Request for NSAAT restrictions at 504 | Member Parfitt requested the installation of NSAAT restrictions on one side of the slip lane at 504 – 538 Beach Road, Murrays Bay. |
### Issues Raised by Elected Members to 6 February 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>32 Beulah Avenue, Rothesay Bay</td>
<td>Request for disabled parking outside 32 Beulah Avenue, Rothesay Bay. Member Parfitt asked on 6 December 2017 that a disabled parking space be provided in the western-most space of those on-street spaces marked outside the Rothesay Bay Community Hall, at 32 Beulah Avenue, Rothesay Bay. On 15 December 2017 East Coast Bays subdivision members were advised that the Auckland Parking Strategy is clear as to the circumstances under which AT will consider proposing a mobility parking restriction, with the full list available to view at <a href="https://at.govt.nz/about-us/transport-plans-strategies/parking-strategy">https://at.govt.nz/about-us/transport-plans-strategies/parking-strategy</a>. The important criteria to be considered are justifiable demand for mobility parking both in terms of mobility card holders and lack of availability in existing on-street parking spaces; provision of mobility parking where practical in angle parking to enhance safety and accessibility; the availability of an existing space within 200 metres; and whether the request relates to commercial and mixed use or residential areas. Beulah Avenue does not meet these requirements as it is in an area zoned as Residential Mixed Housing. While there is no existing restriction within 200m, this would be expected within a residential area. AT staff acknowledged that there may be demand from the users of the hall on Sundays, so the...</td>
</tr>
</tbody>
</table>

- 538 Beach Road, Murrays Bay, where there are access and visibility issues for the residents. On 7 December 2017 East Coast Bays subdivision members were advised that parking restrictions are only implemented where a significant safety or accessibility issue has been identified, and in streets that are classified as narrow roads. AT’s engineers carried out a site visit to the slip lane, noting that it is mostly used by residents and has relatively low traffic volumes so there is comparatively limited potential for vehicular conflict. Most of the slip lane is also wide enough to allow vehicles to park on both sides while retaining a through lane for vehicles to have access and they were therefore unable to justify any changes at this time. Parking in such a manner that blocks the road for other vehicles is illegal so, should vehicles park in such a way that the slip lane is blocked, AT’s Parking Compliance Department should be contacted at the time of the offence with the details of the vehicle(s) involved, and a request that enforcement action be taken. |
### Attachment C

**Issues Raised by Elected Members to 6 February 2018**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td>Mairangi Bay Traffic Calming</td>
<td>Request for traffic calming investigation reports for Mairangi Bay. Member Parfitt forwarded a request from a member of the public for copies of the investigation reports which informed the response to a previous request for a speed limit reduction on Beach Road, Mairangi Bay. On 11 January 2018 Members Parfitt, Fitzgerald and Cooper were provided with a copy of the speed and pedestrian counts undertaken.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Bute and Inverness Roads, Browns Bay</td>
<td>Request for pedestrian crossings on Bute and Inverness Roads, Browns Bay. Member Parfitt asked for an investigation into the provision of pedestrian crossing facilities on Bute Road, Browns Bay, in the vicinity of the RSA/Community Centre, and on Inverness Road, to improve pedestrian safety in light of the changed dynamics in Browns Bay since construction of the New World store on Anzac Road and new apartments. On 11 January 2018 East Coast Bays subdivision members were advised that, while there are insufficient pedestrian numbers to justify the installation of a zebra-type pedestrian crossing facility in accordance with NZTA’s guidelines, recent investigations indicate there are sufficient numbers for a pedestrian refuge island to be considered. This has therefore been added to AT’s Minor Improvements Programme for future consideration. The site did not rank highly enough to be progressed within the current programme and will therefore be considered again for the 2018/19 financial year. In addition to this project, AT is proposing to install raised zebra crossings on all four approaches at the roundabout of Beach Road and Bute Road, with consultation planned in February 2018 and construction during the 2018/19 financial year.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Laurence Street, Manly</td>
<td>Visibility for residents exiting 61 Laurence</td>
</tr>
</tbody>
</table>
## Issues Raised by Elected Members to 6 February 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Weranui Road, Waiauwa. Maintenance on Weranui Road, Waiauwa. The Office of Mark Mitchell MP raised concerns about the condition of Weranui Road, Waiauwa, also asking about the likelihood of the road being sealed. On 1 February 2018 the MP’s Office was advised that Weranui Road is currently listed as the 13th highest priority road on the Auckland Transport Seal Extension Prioritisation list for 2016/17 and that, unless traffic volumes increase substantially, it is unlikely that the available budget for sealing will allow it to be sealed within the next few years. With regards to the existing condition of Weranui Road, this has been brought to the attention of local Auckland Transport Area Engineers and a site visit will be carried out to assess the current condition and safety of the carriageway. Maintenance will be scheduled if and/or where required.</td>
</tr>
<tr>
<td>9</td>
<td>Gulf Harbour Ferries. Query regarding increases for monthly Gulf Harbour Ferry fares. Referring to recent fare increases, Member Caitlin Watson asked why AT had increased the monthly fares for Gulf Harbour ferry patrons after the last increase in 2017, especially when monthly fares on Pine Harbour, Half Moon Bay, West Harbour, Beach Haven and Hobsonville have not been increased, and there has been only a slight increase to inner harbour fares. Member Parfitt also asked whether there was a mechanism by which the local board could appeal the recent fare increases. On 2 February 2018 members were advised that AT is required to carry out an annual review of all public transport fares, as set out in the Regional Public Transport Plan, taking into account the operating cost increases (fuel and labour), cost of living, together with the investment needed to provide additional services and also to improve and upgrade its...</td>
</tr>
</tbody>
</table>

Exiting the property at 61 Laurence Street, Manly, be investigated. They were advised on 17 January 2018 that speed cushions slow vehicles down and make the road safer for all users; that crashes were unlikely to happen as cars will slow down as a result of the speed cushion; that due to the reduced speed, the severity and likelihood of any conflict would be reduced compared to the current situation; and that speed limit signs will be installed as part of the proposal, to raise awareness of the reduced speed environment.
Infrastructure (ferry terminals, train stations and bus stops). One of AT’s aims over the last few fare reviews has been to progressively achieve a consistent level of discount between the monthly passes. This has required adjusting pass prices that have traditionally been quite variable between different services due to operator-specific products (which have been withdrawn). The average level of usage of a Monthly Pass is 43 trips. When comparing the three Ferry Monthly Passes after the latest fare change in February, there is a difference in percentage discount received among the three passes of Inner - 27%, Mid - 22%, Outer - 33%. Outer Harbour ferry monthly pass users receive a 33% discount off the equivalent number of individual trips, which is higher than both the mid- and inner Harbour ferry passes, so longer distance ferry users do receive a greater discount when using a monthly pass. Gulf Harbour ferry users have the option to use the Outer Harbour Monthly Pass. The Pine Harbour ferry (the other outer harbour ferry service) does not have a monthly pass available to them, as the operator has chosen not to opt into the outer harbour pass at this stage. In response to Member Parfitt’s query as to whether there is a mechanism by which the local board could appeal the recent fare increases, they were advised that there is no mechanism.
Contestable grants for building capacity and youth leadership in Hibiscus and Bays

File No.: CP2018/00787

Te take mō te pūrongo / Purpose of the report
1. To approve a contestable grants process to support building capacity and youth leadership in the Hibiscus and Bays Local Board area.

Whakarāpopototanga matua / Executive summary
2. On 1 June 2017, the Hibiscus and Bays Local Board approved the Arts, Community and Events work programme 2017/2018 which included the work programme activity: build capacity, youth leadership (HB/2017/86).
3. The local board allocated $10,000 from its locally driven initiatives budget in 2017/2018, along with an additional $19,623 carried forward from 2016/2017, making the current total $29,623 for this activity.
4. This budget has been allocated to fund one community-led youth voice and leadership programme in each local board subdivision. Staff recommend a transparent contestable funding round for the allocation of funds. Youth funding criteria has been developed based on the local board work programme objectives.
5. A contestable funding round may present the risk of budget not being spent if there is a low application rate and the criteria is not met by any of the submissions. Staff will provide advice to applicants and guide them through the process.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:

a) approve a contestable grants process for the allocation of $29,623 to support building capacity and youth leadership in the area.

Horopaki / Context
6. The Arts, Community and Events (ACE) work programme 2017/2018 was approved in June 2017 and included the activity to build capacity and youth leadership.
7. The local board allocated $10,000 from its locally driven initiatives (LDI) budget and added an additional $19,623, carried forward from 2016/2017. This provides a total of $29,623 allocated to fund a community-led youth leadership programme in each local board subdivision: East Coast Bays and Hibiscus Coast.
8. Staff have received youth leadership programme proposals from two local providers, one from each subdivision. There are aspects of these proposals which satisfy the criteria however more work is required to meet the objectives of the local board’s ACE work programme. Further guidance will be provided to these groups as part of the contestable grant application process.

Tātaritanga me ngā tohutohu / Analysis and advice
9. Staff developed criteria based on the following objectives outlined in the work programme:
1) develop and support young people to ensure youth voices are heard and enable them to input into council and local board decision-making processes on issues that affect young people

2) utilise community relationships to understand and integrate Māori aspirations into the programme of local youth-led activities.

10. On 30 November 2017, staff presented three options at a local board workshop which have been refined following local board feedback (table 1).

Table 1 – Options to support building capacity and youth leadership

<table>
<thead>
<tr>
<th>Options</th>
<th>Alignment: objective 1</th>
<th>Alignment: objective 2</th>
<th>Risks</th>
</tr>
</thead>
</table>
| **Option 1:** fund identified youth providers who have submitted proposals or shown interest in delivering a youth leadership programme | No                      | No                      | • the proposals submitted do not meet the criteria based on the local board objectives and the work programme  
• this process is not equitable or transparent  
• no opportunity for new groups to be identified and apply for funding  
• the impact of funding only known youth providers could mean that the local board objectives are only partially met, unless further work was done with them |
| **Option 2 (preferred option):** create a transparent contestable grants process for the total allocation of funds | Yes                     | Yes                     | • applications submitted may not meet criteria outlined |
| **Option 3:** reallocate funds to other local board priorities.          | No                      | No                      | • there is a reputational risk to not invest in youth in 2017/2018 as budget allocated was not used in 2016/2017. |

11. Option 1 is not seen as a transparent and equitable process and would not provide the opportunity for all local groups to submit applications. Proposals received to date from two identified youth providers do not meet the criteria required to deliver successfully on the local board’s work programme for youth leadership.

12. Option 3 does not support achieving local board objectives to build capacity and youth leaderships therefore staff do not support this option.

13. Option 2, the preferred option, is the most transparent and equitable way of distributing the funds and will be an empowering experience for the community and providers. Criteria is based on the local board plan and work programme objectives and will need to be met before funding is allocated. This process will allow already identified and new youth providers to apply for funding.
Contestable grants for building capacity and youth leadership in Hibiscus and Bays

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

14. The local board is committed to supporting youth projects in both subdivisions, East Coast Bays and Hibiscus Coast, and is keen to increase youth voice and participation in their planning, as well as growing future leaders. A key initiative for the local board is to “encourage our youth to work with us; to have a voice and opportunities to learn, develop and become leaders”.

Tauākī whakaaweawe Māori / Māori impact statement

15. The local board work programme sets out that a community-led youth leadership programme should utilise community relationships to understand and integrate Māori aspirations into the programme of local youth-led activities.

16. The funding criteria stipulates that Māori aspirations need to be included in all applications.

17. Staff have actively engaged with local marae and will look to promote the contestable funding round to Māori organisations and entities.

Ngā ritenga ā-pūtea / Financial implications

18. The local board has allocated $29,623 for this activity, $10,000 from 2017/2018 and $19,623 carried forward from 2016/2017. The preferred option will seek to utilise all of this funding.

Ngā raru tūpono / Risks

19. A contestable funding round can lead to budget not being spent if there is a low application rate and the criteria not met by any of the submissions. Staff will work to reduce this risk through guidance and advice to applicants.

Ngā koringa ā-muri / Next steps

20. On receiving the local board decision, staff will commence with the contestable grant process.

21. The grant will be advertised by April 2018 and the application process to be completed before the end of the financial year. Staff will report back to the local board by September 2018.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiri McCutcheon – Specialist Advisor, Community Empowerment</td>
<td></td>
</tr>
<tr>
<td>Devon Murphy-Davids – Advisor, Community Empowerment</td>
<td></td>
</tr>
<tr>
<td>Graham Bodman - General Manager Arts, Community and Events</td>
<td></td>
</tr>
<tr>
<td>Lesley Jenkins - Relationship Manager</td>
<td></td>
</tr>
</tbody>
</table>
New Road Name Approval: Fletcher Residential Limited subdivision at the former Peninsula Golf Course, Red Beach

File No.: CP2018/00868

Te take mō te pūrongo / Purpose of the report
1. To seek approval for new road names in the Fletcher Residential Limited subdivision at the former Peninsula Golf Course, Red Beach.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:

a) approve the following new road names for the Fletcher Residential Limited subdivision at the former Peninsula Golf Course, Red Beach, in accordance with section 319(1)(j) of the Local Government Act 1974:

1. Kaparu Lane
2. Kuku Avenue
3. Koura Drive
4. Tawatawa Avenue
5. Tiromoana Drive
6. Nga Wai Lane
7. Surf View Crescent
8. Owen Chapman Drive
9. Fairgrey Lane

b) confirm that the following existing road names can be retained, with the subject roads to be extended as part of the approved development:

10. Taikura Avenue (existing name, extension of road).
11. Symes Avenue (existing name, extension of road).

Horopaki / Context
2. The applicant is Fletcher Residential Limited and the subdivision is at the former Peninsula Golf Course, Red Beach. Council resource consent references are R62905 and R65559.

3. Names have already been approved for stage one and names are now required for stages two to four of the development, being the balance of the land being subdivided.

4. Taikura Avenue is an existing road that is to be extended as part of the development. Symes Avenue was created and previously approved on an earlier stage of the development, and is now extended into the new subject stages. Confirmation is sought for these existing names to be retained.

Tātaritanga me ngā tohutohu / Analysis and advice
5. The proposed names follow three themes:
Māori names for fish and shellfish that are caught locally:
- Kaparu is the Māori name for John Dory caught locally
- Kuku is the Māori name for Blue Mussel
- Koura is the Māori name for Crayfish
- Tawatawa is the Māori name for Mackerel
- Tiromoana is Māori for view of the sea
- Nga Wai is Māori for all waters

European name with a seaside theme:
- Surf View Crescent

Commemorating Founding and Life Time members of the Peninsula Golf Club:
- Owen Chapman Carnival was started in 1957, and is now the longest running surf club day in Australasia. The purpose was to foster surf lifesaving competition amongst the four Auckland east coast clubs. The carnival is now the third largest surf event in New Zealand
- Graeme Fairgrey was a life member and former president of the Peninsula Golf Club.

6. Ngati Manuhiri has been consulted and has agreed with all the proposed names and made a request to modify the proposed ‘Te Wai’ to ‘Nga Wai’, which has been done.

7. The Land Information New Zealand (LINZ) database has confirmed the names are acceptable and no duplicates exist.

8. The proposed new names are deemed to meet the council’s road naming guidelines.

9. The roads types are all appropriate; Avenue, Drive (golfing reference), Crescent and Lane.

**Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views**

10. Auckland Council, by way of the Auckland Council Long-term Plan 2012-2022, allocated the responsibility for the naming of new roads, pursuant to section 319(1)(j) of the Local Government Act 1974, to local boards. A decision is sought from the Hibiscus and Bays Local Board in this report.

11. The decision sought for this report does not trigger any significant policy and is not considered to have any immediate impact on the community.

**Tauākī whakaaweawe Māori / Māori impact statement**

12. The applicant has corresponded with local iwi who have agreed with all of the proposed names. Ngati Manuhiri agreed with all the proposed names and also made a request to modify the proposed ‘Te Wai’ to ‘Nga Wai’, which has been done.

13. The decision sought from the Hibiscus and Bays Local Board on this report is linked to the Auckland Plan Outcome, “A Māori identity that is Auckland’s point of difference in the world”. The use of Māori names for roads, buildings and other public places is an opportunity to publicly demonstrate Māori identity.
Ngā ritoanga ā-pūtea / Financial implications
14. The cost of processing the approval of the proposed new road names is recoverable from the applicant in accordance with Auckland Council’s administrative charges.
15. The applicant has responsibility for ensuring that appropriate signage will be installed accordingly once approval is obtained for the new road names.

Ngā raru tūpono / Risks
16. There are no significant risks to council as road naming is a routine part of the subdivision development process, with consultation being a key part of the application, in line with the Auckland Council Road Naming Guidelines.

Ngā koringa ā-muri / Next steps
17. Approved road names are notified to LINZ who record them on their New Zealand wide land information database, which includes street addresses issued by councils nationwide. On completion of the subdivision, through meeting all the resource consent conditions, the roads can be legalised and new property titles issued.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1. Locality Map</td>
<td>59</td>
</tr>
<tr>
<td>B</td>
<td>2. Scheme Plan A</td>
<td>61</td>
</tr>
<tr>
<td>C</td>
<td>3. Scheme Plan B</td>
<td>63</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Frank Lovering – Senior Subdivision Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Ian Smallburn - General Manager Resource Consents  Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
New Road Name Approval: Fletcher Residential Limited subdivision at the former Peninsula Golf Course, Red Beach
New Road Name Approval: Fletcher Residential Limited subdivision at the former Peninsula Golf Course, Red Beach
New Road Name Approval: Fletcher Residential Limited subdivision at the former Peninsula Golf Course, Red Beach
Revising the local board Standing Orders

File No.: CP2017/26993

Te take mō te pūrongo / Purpose of the report
1. To consider and adopt revised Standing Orders for local board meetings.

Whakarāpopototanga matua / Executive summary
2. Standing Orders are the rules for conduct and procedure at meetings. They are used to help meetings run smoothly and in accordance with relevant legislation, to ensure the integrity of the decision-making process, and to help elected members and members of the public understand how they can participate.

3. The current local board Standing Orders were set by the Auckland Transition Agency on 27 October 2010. It is now timely to revise them to ensure they remain a clear, relevant and practical tool for local board meetings.

4. At its meeting on 28 May 2015, the Governing Body resolved to amend its Standing Orders on the basis of work undertaken by a political working party.

5. The revised Standing Orders have a simplified layout, are written in a plain language style, and contain a summary and process diagram at the front for ease of reference during a meeting.

6. A working group of Democracy Advisors has assessed each provision of the current (generic) local board Standing Orders against the corresponding revised governing body Standing Orders. For each local board standing order they considered whether to retain the current wording, use the revised Governing Body wording or to have a combination of the two.

7. A draft set of revised local board Standing Orders is set out in Attachment A for local boards' consideration. It is based on the recommendations of the Democracy Advisor working group and follows the revised Governing Body Standing Orders in terms of style.

8. The more significant suggested changes include new provisions for electronic attendance at meetings, dealing with conflicts due to the non-financial interests of members, processes for Governing Body and Māori input and enabling use of New Zealand Sign Language at meetings.

9. This report recommends that local boards consider and adopt the revised Standing Orders in Attachment A.

10. Any changes to a local board’s Standing Orders requires a majority vote of not less than 75 per cent of members present.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:

a) adopts the standing orders detailed in Attachment A to the agenda report, entitled “Auckland Council Standing Orders of the Local Board”, in replacement of its current standing orders.
Horopaki / Context

Background

11. Standing Orders are the rules for conduct and procedure at meetings. They are used to help meetings run smoothly and in accordance with relevant legislation, to ensure the integrity of the decision-making process, and to help elected members and members of the public understand how they can participate.

12. The Governing Body Standing Orders were compiled in 2010 by the Auckland Transition Agency from legacy council standing orders and the NZ Standards Model Standing Orders. Local Board Standing Orders were modelled on the Governing Body Standing Orders.

13. A political working party was set up in November 2013 to review the Governing Body’s Standing Orders. The working party’s findings were reported back to the Governing Body at its 28 May 2015 meeting (Attachment B).

14. Recent amendments to the Local Government Act 2002 (the Act) allowed additional changes to be considered by the working party. These changes included a provision to allow members to attend meetings via audio or audiovisual link.

15. At its 28 May 2015 meeting, the Governing Body adopted an amended set of Standing Orders which have a simplified layout, are written in a plain language style, and contain a summary and process diagram at the front for ease of reference during a meeting. It was resolved at this meeting to forward the report to all local boards, drawing their attention to the suggestion to provide for councillor participation at local board meetings in their Standing Orders.

16. Over the last 18 months, a working group of local board Democracy Advisors has assessed each provision of the current (generic) Local Board Standing Orders against the corresponding revised Governing Body Standing Orders. For each local board standing order they considered whether to retain the current wording, use the revised Governing Body wording or to have a combination of the two.

17. A revised set of Local Board Standing Orders has been developed as an outcome of this work (Attachment A) which is in accordance with the recommendations of the Democracy Advisor working group. The revised Local Board Standing Orders follow a similar format to the Governing Body Standing Orders with a simplified layout, a plain language style, and a summary and process diagram at the front for ease of reference during a meeting.

18. Key substantive changes from the current Local Board Standing Orders are summarised below. They aim to ensure the Local Board Standing Orders are up to date, fulfil Auckland Council’s legal obligations and are practical and useful for business meetings.

19. Many standing orders reflect provisions in legislation. In some cases the wording of the standing order may have been changed to a plain language style but the intention of the standing order remains the same. These standing orders are usually indicated by a reference underneath to the relevant clause in legislation. These standing orders may not be suspended.

Key changes

20. Key substantive suggested changes from the current Local Board Standing Orders are set out below.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Suggested changes</th>
<th>Purpose of suggested change</th>
<th>Reference in the revised LB Standing Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quorum</td>
<td>Provision for the Chairperson to extend the 30 minute waiting time for a quorum, <em>at the start</em> of a meeting, by another 10 minutes - where members are known to be travelling to the meeting but are delayed due to unusual weather or traffic congestion. Change in the waiting time for a quorum to be reestablished (where, <em>after a meeting starts</em>, member(s) leave and there is no longer a quorum) from 20 minutes to 10 minutes.</td>
<td>Assists smooth running of meeting and ensures consistency with GB Standing Orders</td>
<td>3.1.4 and 3.1.6</td>
</tr>
<tr>
<td>Record of a workshop</td>
<td>Deletion of the requirement for the chairperson to sign-off the record of a workshop. Record of workshop proceedings will be circulated.</td>
<td>Assists smooth running of meeting</td>
<td>12.1.4</td>
</tr>
</tbody>
</table>
| Public excluded business not to be disclosed | Clarification on situations where the duty of non-disclosure of information, at a meeting where the public were excluded, does not apply - namely where:  
• a meeting has resolved to make the information publically available  
• there are no grounds under the Local Government Official Information and Meetings Act 1987 for withholding the information when requested  
• the information is no longer confidential. | Clarification and ensures consistency with GB Standing Orders | 7.4.3 |
<p>| Languages | Amendments to allow New Zealand Sign Language (as well as English and Māori) to be used by members and in deputations, presentations and public forum. Two clear working days’ notice must be provided when an address is not in English (this is the same as the notice period required under the current local board Standing Orders and the governing body Standing Orders). The Governing Body input and Māori input sections also provide for addressing the meeting in New Zealand Sign Language, English or Māori. | Recognition of NZ Sign Language as an official language | 1.1.2, 5.1.5, 6.1.5, 7.6.1, 7.7.5 and 7.8.4. |
| Minutes | Clarification of what meeting minutes are to record. | Clarification | 8.1.2 |
| Agendas | Clarification that agendas can be sent electronically, and that names of local board and committee members are to be on each agenda. | Clarification | 2.4.1, 7.3.3 |
| Non-financial interests | Suggested new provision regarding procedure for dealing with non-financial interests of members. If a member considers that there is a conflict of interest for an item, they may not take part in the discussions about or vote on the relevant matter. | Helps ensure robust, legally defensible decisions and consistent with GB Standing Orders | 1.3.8 |</p>
<table>
<thead>
<tr>
<th>Item 17</th>
<th>Suggested amendment that a Notice of Motion that the local board or a committee has considered twice and rejected within the previous six months may be refused by the Chairperson. (There is no longer the option for a further notice - prior to the expiration of the original period of 6 months - where signed by a majority of all members.)</th>
<th>Assists smooth running of meetings and ensures consistency with GB Standing Orders</th>
<th>2.5.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural motions</td>
<td>Suggested new provision that the Chairperson has discretion about whether to allow any other procedural motion that is not contained in these Standing Orders.</td>
<td>Assists smooth running of meeting and ensures consistency with GB Standing Orders</td>
<td>1.7.12</td>
</tr>
<tr>
<td>Urgent items</td>
<td>Suggested change in title, from ‘Major items of business not on the agenda may be dealt with (extraordinary business)’ to ‘Urgent items of business not on the agenda may be dealt with (extraordinary business)’. This provision sets out when items not on an agenda may be considered. The suggested change in title aims to help clarify the types of issues that fall under this provision and better reflect the purpose of the provision. Text has also been added clarifying that extraordinary business may be brought before a meeting by a report of the Chief Executive or Chairperson. Where the matter is so urgent a written report is not practical, the report may be verbal.</td>
<td>Clarification</td>
<td>2.4.5 and Appendix D</td>
</tr>
<tr>
<td>Governing body input</td>
<td>A proposed section on Governing Body input sets out that a Governing Body member may provide input at meetings via speaking rights on items at the discretion of the chair and a report on the agenda for a Governing Body member to provide a general update on matters of interest to the board. This can include reporting on regional matters of interest to the local board or any matter the Governing Body member wishes to raise. This section aims to be more flexible than the current local board SO 3.9.14, by applying to Governing Body members in general rather than ward councillors for the local board area. Whilst the right for Governing Body members to speak as a deputation has also been retained, the Governing Body input section enables a more flexible/permissive option, given it does not require the authorisation of a governing body resolution. Use of the process for Governing Body deputations will be appropriate for more formal circumstances, where the Governing Body member is representing the views of the Governing Body as a whole. The suggested notice period is seven clear working days,</td>
<td>More permissive input provisions</td>
<td>Part 5</td>
</tr>
<tr>
<td>Item 17</td>
<td>to enable sufficient time for it to appear on the agenda. However, this is at the discretion of the Chairperson and can be shortened if necessary. The suggested speaking time is five minutes, in accordance with provisions in the Governing Body Standing Orders.</td>
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<tr>
<td>Order of business</td>
<td>Clarification that the order of business for an extraordinary meeting should be limited to items relevant to the purpose of the meeting. The Chairperson may allow governing body, Māori and public input that is relevant to the purpose of the meeting. The items listed in this section have been amended to fit with the order of business generated by Infocouncil.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References to working parties and briefings</td>
<td>These have been taken out, as these forums tend to be less formal and not covered by Standing Orders.</td>
<td></td>
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<tr>
<td>Public forum</td>
<td>Suggested changes clarifying that:</td>
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<tr>
<td></td>
<td>• public forum may not be required at the inaugural meeting, extraordinary meetings or a special consultative procedure</td>
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<tr>
<td></td>
<td>• members may not debate any matter raised during the public forum session that is not on the agenda for the meeting, or take any action in relation to it, other than through the usual procedures for extraordinary business if the matter is urgent. The meeting may refer the matter to a future meeting, or to another committee, or to the Chief Executive for investigation</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Māori or New Zealand Sign Language can be used at public forum, as long as two clear working days' notice is provided. Where practical, council will arrange for a translator to be present</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• the Chairperson may direct a speaker to a different committee and prohibit a speaker from speaking if he or she is offensive, repetitious or vexatious, or otherwise breaches these standing orders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspension of standing orders</td>
<td>A provision has been included for a member to move a motion to suspend standing orders as a procedural motion. The member must name the standing orders to be suspended and provide a reason for suspension. If seconded, the chairperson must put it without debate. At least 75 per cent of the members present and voting must vote in favour of the suspension, and the resolution must state the reason why the SO was suspended. It should be noted that some SOs reflect provisions in legislation so cannot be suspended. These are usually indicated by a reference underneath the SO to the relevant clause in legislation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notice to be seconded</td>
<td>A notice of motion delivered to the Chief Executive must be signed by another member of the meeting as a seconder – unless member is giving notice of motion to</td>
<td></td>
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</tr>
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Clarification and ensures consistency with GB Standing Orders 2.4.2 Relevance 2.5.2 Consistency with GB Standing Orders 1.7.11
**Item 17**

**Revising the local board Standing Orders**

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<tr>
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<th>Description</th>
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<tr>
<td>Chairperson discretion</td>
<td>The discretion of the Chairperson has been clarified and made as consistent as possible in Standing Orders relating to Governing Body input, Māori input, public forum and deputations.</td>
</tr>
<tr>
<td>Māori responsiveness</td>
<td>Suggested provisions for representatives of Māori organisations to provide input at local board or committee meetings via speaking rights during relevant items. The main purpose of the provisions is to recognise the special status of Māori and increase the council’s responsiveness to Māori. The provisions also provide more flexibility than the deputations process, which restricts the number of deputation members that may address the meeting. The suggested notice period is seven clear working days, to enable sufficient time for such an item to appear on the agenda. However, this is at the discretion of the chair and can be shortened if need be.</td>
</tr>
<tr>
<td>Working days / clear working days</td>
<td>The term &quot;clear working days&quot; has been used throughout the document, to refer to the number of working days prescribed for giving notice. It excludes the date of service of that notice and the date of the meeting itself. This is in accordance with legislation (Local Government Act 2002, Local Government Official Information and Meetings Act 1987 and the Interpretation Act).</td>
</tr>
<tr>
<td>Governing body input, Māori input, public forum, deputations</td>
<td>The provisions in these sections have been made as consistent as possible and, where appropriate, in accordance with the Governing Body Standing Orders. Legal advice has been followed regarding the subjects a speaker may not speak about and the questions which can be put to speakers.</td>
</tr>
<tr>
<td>New appendices</td>
<td>New appendices have been added, setting out who must leave the meeting when the public is excluded and how business is brought before a meeting. Provisions in the current local board Standing Orders relating to workshops have been placed in an appendix, given their exemption from Part seven of the Local Government Official Information and Meetings Act 1978.</td>
</tr>
<tr>
<td>Electronic attendance at business meetings</td>
<td>Recent changes to the Local Government Act 2002 now allow members to attend meetings by audio or audio-visual means in certain situations. There are a number of restrictions for this provision in the legislation including that relevant technology is available and of suitable quality, all those participating can hear each other and there is no reduction in accountability or accessibility of the member in relation to the meeting. Members attending meetings by electronic link may vote but are not counted as part of the quorum. The revised Standing Orders contain provisions to enable members to attend meetings by electronic link, where the member is representing the council at a place that makes their physical presence at the meeting impossible or allows members to attend meetings whilst away on council business, or during illness or other emergency.</td>
</tr>
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impracticable, to accommodate the member’s illness or infirmity or in emergencies.

This provision will only apply where the technology is available.

Membership of committees

In accordance with section 85 of the Local Government (Auckland Council) Act 2009, a clause has been included acknowledging that the Independent Māori Statutory Board must appoint a maximum of two people to sit as members of committees that deal with the management and stewardship of natural and physical resources.

Powers of delegation

Clause 36D of schedule 7 of the Local Government Act 2002 identifies who a local board may delegate decision-making to, and the powers a local board cannot delegate.

This clause does not include the power to delegate to other subordinate decision-making bodies or more than one member of a local board. Therefore references to subordinate decision-making bodies have been removed.

Key differences from the governing body standing orders

21. The revised Local Board Standing Orders contain some points of difference with the Governing Body Standing Orders. Key points of difference are in the areas of refreshment breaks, petitions, notices of motion, and public input.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

22. This report provides information and a revised set of Standing Orders for local board consideration and adoption.

Tauākī whakaaweawe Māori / Māori impact statement

23. The Local Board Standing Orders deal with meeting procedure. They provide for Māori to be spoken at business meetings and for deputations, presentations and petitions to be in Māori. They also enable:

- Māori to participate on local board committees, even if they are not members of the relevant local board. See current local board SO 2.9.2 which states: “members of a committee or subcommittee may, but need not be, elected members of the Local Board”. As such, non-members may be appointed to committees or subcommittees if they have relevant skills, attributes or knowledge.
- the suspension of Standing Orders, which can be useful to flexibly incorporate tikanga at meetings.

24. New suggested provisions relating to Māori in the revised Standing Orders include:

- a section on Māori input, to recognise the special status of Māori and encourage their input at local board meetings. This is in accordance with advice from Te Waka Angamua and work being undertaken by some local boards on a co-design process with mana whenua to improve Māori input into local board decision-making
- clarifying that the Independent Maori Statutory Board (IMSB) must appoint a maximum of two people to sit as members of committees that deal with the management and
stewardship of natural and physical resources (in accordance with the Local Government (Auckland Council) Act 2009, section 85)

- providing for Māori to be spoken at public forum, and by the Governing Body or Māori organisations providing input, as long as two clear working days’ notice is given of the intention to do so.

25. Including these provisions recognises the special status of Māori under Te Tiriti o Waitangi and Local Government Act 2002 requirements to provide opportunities and processes for Māori to contribute to decision-making processes.¹ It is also in accordance with the goals of council’s Māori Responsiveness Framework, Whiria Te Muka Tangata. In particular, to foster more positive and productive relationships between council and Māori, and contribute to Māori well-being by developing strong Māori communities.

Ngā koringa ā-muri / Next steps

26. Changes to Standing Orders requires a majority vote of not less than 75% of members present (s27(3) Schedule 7, Local Government Act 2002).

27. If approved, the revised Standing Orders will come in to effect immediately.

28. Copies of the revised Standing Orders will be provided to all local board members, where local boards choose to adopt changes.

Ngā tāpirihanga / Attachments

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Ngā kaihaina / Signatories

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<th>Authors</th>
<th>Blair Doherty - Kaipatiki Local Board Democracy Advisor</th>
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<tr>
<td>Authorisers</td>
<td>Carol McKenzie-Rex – General Manager, Local Board Services</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
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¹ Sections 14 and 81.
Auckland Council

Standing Orders of the Local Board

[Insert date] 2017
Summary of most common standing orders referred to during a meeting

Note: A summary omits detail. Please refer to the full standing orders.

Meeting procedures (1)

Chairperson’s role (1.2)
- Chair presides if present, unless vacates the chair
- Deputy presides in absence of chair
- If neither present, the meeting elects a chair
- Chair decides all questions not covered by standing orders
- Chair decides all points of order
- Members to be silent when chair rises
- Chair decides speaking order but must give precedence to:
  - points of order
  - closure or deferral motions
  - points of explanation
  - requests for chair’s indulgence
- Members may question staff, at chair’s discretion

Members conduct (1.3)
- Members must not:
  - be disrespectful
  - use offensive or malicious language
  - impute improper motives to other members or staff
- Chair may order a member to withdraw from the meeting if:
  - member refuses to obey the chair’s instruction to stop speaking, or
  - member refuses to obey the chair’s instruction to withdraw and apologise for offensive or malicious expression, or
  - member’s conduct is disorderly
- If disorder continues, chair may adjourn meeting; reconvened meeting to decide whether to proceed or adjourn
- Minutes record a resolution to hold a member in contempt
- A member may be physically removed

Conflicts of interest (1.3.7–1.3.8)
- Financial interest: member takes no part in discussion or voting; minutes record the declaration and abstention; member leaves the room, or at a minimum, the table
- Non-financial conflict of interest: member takes no part in discussion or voting; minutes record the declaration and abstention; member leaves the table but not required to leave the room

Qualified privilege (1.4)
- Defamatory matter in agenda or minutes is privileged unless publication motivated by ill will
- Similare oral statements at meeting

Rules of debate (1.5)
- Member can second a motion or amendment and reserve right to speak later in debate
- No irrelevant matters or tedious repetition – chair’s ruling final
- 3 consecutive speakers in support or opposition – chair may call for speaker to contrary - if none puts motion after right of reply
- If member immediately objects to words used, and requests minutes to record their objection, chair must order minutes to record objection
- Speeches not to be read, except with permission
- Time limits:
  - 10 minutes for motions
  - 5 minutes for replies
- Only speak once to a motion
- Mover of original motion has right of reply but may not introduce new matter; then motion is put
- Only one right of reply – if used at end of amendment it is exhausted
- Members can only speak to:
  - A matter before the meeting
  - A motion or amendment they are proposing

Motions and amendments (1.6)
- Terms:
  - Personal explanation with permission of chair
  - Explanation in previous speech in same debate with permission of chair

Procedural motions to close or adjourn debate (1.7)
- Terms:
  - Procedural motion: A motion may be either procedural or substantive; a procedural motion deals with a matter of procedure; the standing orders provide for members to raise specific procedural motions
- Can be moved by member who has not spoken in debate but must not interrupt
- Types that may be raised by members:
  - (a) motion to adjourn
  - (b) item of business be adjourned
  - (c) motion under debate be now put (closure motion)
  - (d) move directly to next item of business
  - (e) item of business be put on the table with no further discussion at that meeting
  - (f) item of business be referred to relevant committee
  - (g) motion to adjourn without debate if seconded
- Majority vote required for procedural motions to close or adjourn debate. If no further procedural motion within 15 minutes
- Motion may be accepted by chair after two speakers for and two speakers against, or chair considers it reasonable
- Motion may relate to amendment
  - If closure motion carried, mover of motion or amendment under debate has right of reply before it is put
  - When debate resumes on an adjourned item, previous speakers cannot speak again (other than mover)
  - Adjournment items are to be taken first at the commencement of business
Revising the local board Standing Orders
Motions and amendments – example of an amendment that is lost and an amendment that is carried

**Original motion**
Moved / seconded*

### Debate on original motion
Each member may:
- speak once
- propose or second an amendment when speaking*

### Amendment lost
Debate on original motion continues.
Those who have not spoken to the original motion may:
- speak once
- propose or second a further amendment when speaking*

**Original motion is amended**

### Debate on amendments
Amendment proposed
Moved / seconded*
Each member may speak once to the proposed amendment

**LOST**

### Amendment proposed
Moved / seconded*
Each member may speak once to the proposed amendment

**CARRIED**

### Mover of original motion – right of reply**

---

**Notes**
* A seconder may second a motion or amendment and reserve the right to speak.
** The original mover’s right of reply may be used during a debate on an amendment, without a further right of reply.
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#### 3.3 Electronic attendance

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1. Meeting procedures

1.1 General

1.1.1 Precedence of business

The minutes of the previous meeting must be confirmed first. Then the chairperson, or the local board or committee on a motion passed without debate, may give precedence to any business in the agenda.

1.1.2 Languages

A member may address the chairperson in English, Māori or New Zealand Sign Language.

However, when the local board or a committee's business is usually conducted in English, the member must give the chairperson at least two clear working days' notice that they intend to make an address in New Zealand Sign Language or in Māori. Providing at least two clear working days' notice to the chairperson also applies where normal business is conducted in Māori, and the member wishes to use New Zealand Sign Language or English.

Where practical, Auckland Council will arrange for a translator to be present at these meetings. The chairperson may also require a speech to be translated and printed in English, Māori or another language.

1.1.3 Duration of meetings and time limits

A meeting must not continue for more than six hours from when it starts (including any meal breaks), or after 10.30pm, unless the meeting resolves to continue.

If there is no such resolution, any business on the agenda that has not been dealt with must be adjourned to the next meeting or to an extraordinary meeting.

1.1.4 Requests for reports

Requests for new reports must be made by a resolution of the local board or the appropriate committee.

The chief executive may delay commissioning any reports that would involve significant cost or are beyond the scope of the local board or committee. Instead, the chief executive will report back to the next meeting of the local board or committee with an estimate of the cost involved, and seek a direction on whether the report should still be prepared.

1.2 Chairperson’s role

1.2.1 Local board chairperson to preside

The chairperson of the local board must preside at each meeting of the local board, unless they vacate the chair for all or part of a particular meeting.

If the chairperson is absent from a meeting, the deputy chairperson must act as chairperson. If a deputy chairperson has not been appointed, or if the deputy chairperson is also absent, the members of the local board who are present must elect a member to be chairperson at that meeting. That person may exercise the responsibilities, duties, and powers of the chairperson.

[id 25(1), (5) & (6), sch 7, LGA 2002]
1.2.2 **Committees**

The appointed chairperson of a committee must act as chairperson at all committee meetings, unless they vacate the chair for all or part of a particular meeting.

If the chairperson is absent from a meeting, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson at that meeting. That person may exercise the responsibilities, duties and powers of the chairperson.

\[d 26(2), (5) \& (6), sch 7, LGA 2002\]

1.2.3 **Mode of address for chairperson**

The person in the chair is to be addressed in such terms as denote the statutory office of that person, the choice of mode of address being as determined by that person.

1.2.4 **Chairperson to decide**

The chairperson is to decide all questions where these standing orders make no provision or insufficient provision, and all points of order (see Standing Order 1.6.5 for chairperson’s rulings on points of order).

Any member who refuses to obey a chairperson’s ruling or order must be held to be in contempt.

1.2.5 **Chairperson rising**

Whenever the chairperson rises during a debate, members must be seated and be silent so that they can hear the chairperson without interruption.

1.2.6 **Members’ right to speak**

The chairperson grants members the right to speak.

Members must address the chairperson when speaking. They may remain seated when speaking, and may not leave their place while speaking, unless they have the leave of the chairperson.

1.2.7 **Chairperson prioritises speakers**

When two or more members want to speak, the chairperson will name the member who may speak first, with the proviso that the other members who wanted to speak must have precedence when they intend to:

a) raise a point of order, including a request to obtain a time extension for the previous speaker (see Standing Order 1.8)

b) move a motion to close or adjourn the debate (see Standing Order 1.7)

c) make a point of explanation or request an indulgence of the chairperson (see standing orders 1.5.3 and 1.5.4).

1.2.8 **Questions to staff during debate**

During a debate at a local board or committee meeting, members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and are at their discretion.
1.3 **Members’ conduct**

1.3.1 **Disrespect**

No member of the local board or a committee may speak disrespectfully, or use offensive or malicious language at any meeting - including in reference to the local board or committee, any other member, or Auckland Council staff.

In addition, no member may imply that any other member or staff member has improper motives, or make offensive remarks about their private affairs.

1.3.2 **Retractions and apologies**

The chairperson may call upon a member or speaker to withdraw any offensive or malicious comments, and may require them to apologise. If the member refuses to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

1.3.3 **Calling to order**

When the chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

1.3.4 **Disorderly conduct**

The chairperson may require any member whose conduct is disorderly or who is creating a disturbance to leave the meeting immediately for a specified time.

If the disorder continues, the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

[Note: Also refer to Standing Order 1.3.6 Removal from meeting]

1.3.5 **Contempt to be recorded in minutes**

Where the meeting resolves to find a member in contempt, that resolution must be recorded in the minutes.

1.3.6 **Removal from meeting**

A member of the police, or staff of Auckland Council, may, at the request of the chairperson, remove or exclude a member from a meeting if that member is required to leave the meeting by a ruling made under the standing orders and that member:

a) refuses or fails to leave the meeting; or

b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.

[cl 16(2), sch 7 LGA 2002]

[Note: Also refer to Standing Order 1.3.4 Disorderly conduct]

1.3.7 **Financial Interests**

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.
No member may vote on, or take part in a discussion about, any matter in which they have a direct or indirect financial interest. Where practical, members with a financial interest should leave the meeting room for the duration of the discussion. If it is not practical to leave the room, at a minimum, members must leave the table for the duration of the discussion.

The minutes must record any declarations of financial interests, and the member’s abstention from the discussions and voting on the matter.

[66(1), Local Authorities (Members’ Interests) Act 1968]

1.3.8 Non-financial interests

Where a member declares a non-financial interest in any matter, the member may decide whether that matter constitutes a conflict.

If the member considers that there is a conflict, they may not take part in the discussions about or vote on that matter. The member must leave the table when the matter is considered, but does not need to leave the room.

The minutes must record the declaration and member’s subsequent abstention from discussion and voting.

1.4 Qualified privilege

1.4.1 Qualified privilege relating to agenda and minutes

Where all or part of a meeting of the local board or its committees is open to the public, and a member of the public is supplied with a copy of the agenda or any part of the minutes for that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged - unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

[52, LGOIMA 1987]

1.4.2 Qualified privilege relating to oral statements

Any oral statement made at any meeting of the local board or its committees, in accordance with the rules that have been adopted by that local board for the guidance and order of its proceedings, is privileged - unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

[53, LGOIMA 1987]

1.4.3 Qualified privilege additional to any other provisions

The privilege conferred by Standing Order 1.4.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any meeting.

[53, LGOIMA 1987]
1.5 Rules of debate

1.5.1 Time limits on speakers

The following time limits apply to members speaking at meetings:

a) movers of motions when speaking to the motion – 10 minutes
b) movers of motions when exercising their right of reply – five minutes
c) other members – not more than five minutes.

Time limits can be extended by a majority vote of the members present.

1.5.2 Member speaking more than once

A member may not speak more than once to a motion or amendment. This Standing Order does not apply to meetings of committees or subcommittees.

1.5.3 Personal explanation

Notwithstanding Standing Order 1.5.2 members may make a personal explanation with the permission of the chairperson, but such matters may not be debated.

1.5.4 Explanation of previous speech

Notwithstanding Standing Order 1.5.2, with the permission of the chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matters may not be debated.

1.5.5 Limitation on speakers

If three speakers have spoken consecutively in support of or in opposition to a motion or amendment, the chairperson may call for a speaker to the contrary.

If no such speaker is forthcoming, and after the mover has had the right of reply, the motion must be put.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of or against the motion or amendment being debated.

1.5.6 Reserving speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

1.5.7 Reading speeches

Members must not read speeches, except with the permission of the chairperson. They may, however, refresh their memory by referring to their notes.

1.5.8 Speaking only to relevant matters

Members may speak to any matter before the meeting, or on a motion or amendment they propose, or on a point of order arising out of debate, but not otherwise.

Members must confine their remarks strictly to the motion or amendment they are speaking to. They must not introduce irrelevant matters or repeat themselves needlessly.

The chairperson’s ruling on matters arising under this Standing Order is final and not open to challenge.
1.5.9 **Restating motion**

A member may ask the chairperson to restate the motion at any time during the debate, but may not interrupt a speaker.

1.5.10 **Reflections on resolutions**

In speaking in any debate, no member may unduly criticise the validity of any resolution of the local board or committee except by a notice of motion to amend or revoke the same.

1.5.11 **Objecting to words**

When a member objects to any words used by another member in speech, and requests the minutes record their objection, they must object when the words are used and not after any other member has spoken.

The chairperson must order the minutes to record the objection.

1.5.12 **Right of reply**

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not.

In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover’s right of reply can only be used once. It can be exercised either at the end of the debate on the original motion or at the end of the debate on a proposed amendment. The original mover’s right of reply is then exhausted, although they may still take part in the debate on any subsequent proposed amendments.

However, the original mover may reserve their right of reply and speak once to an original motion and once to each amendment without losing that right of reply.

In exercising a right of reply, no other member may speak:

a) after the mover has started their reply
b) after the mover has indicated that they want to forego this right
c) where the mover has spoken to an amendment to the original motion, and the chairperson has indicated that they intend to put the motion.

1.6 **Motions and amendments**

1.6.1 **General procedure for speaking and moving motions**

In relation to a debate at a local board meeting, each member may:

a) move or second one motion or amendment only
b) speak once to the original motion or substituted motion
c) speak once to each amendment.

This section does not apply to committees or subcommittees.

[Refer to diagram at front of these standing orders, and standing orders 1.6.7 Amendments to motions, 1.6.11 Lost amendments, 1.6.12 Where amendments carried]
1.6.2 **Requirement for a seconder**

All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the chairperson shall state the matter raised and propose it for discussion.

1.6.3 **Motions and amendments not seconded**

Motions and amendments which are proposed but not seconded are not in order and are not entered in the minutes.

1.6.4 **Motions in writing**

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

1.6.5 **Motions expressed in parts**

The chairperson or any member can require a motion that has been expressed in parts, to be decided part by part.

1.6.6 **Substituted motion by amendment**

Where a motion is subject to an amendment, the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal.

All members may speak to the substituted motion.

1.6.7 **Amendments to motions**

Only members who have not moved or seconded or spoken to the original (or substituted) motion may move or second an amendment to it. All members may speak to the amendment.

The exception is where the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In these circumstances, the original mover or seconder may also propose or second the suggested amendment.

1.6.8 **Amendments relevant**

Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

1.6.9 **Direct negatives not allowed**

Any amendment which amounts to a direct negative is not allowed. Direct negatives are amendments which, if carried, would have the same effect as negating the motion.

1.6.10 **Further amendments**

The meeting must dispose of an amendment before any further amendments can be proposed. However, members may notify the chairperson that they intend to move further amendments and the nature of their content.

1.6.11 **Lost amendments**

Where an amendment is lost, the meeting will resume the debate on the original (or substituted) motion. Any member who has not spoken to that motion may speak to it and may move or second a further amendment [Also note requirements in Standing Order 1.6.7 Amendments to motions].

Movers and seconders of previous amendments are regarded as having spoken to the motion only...
and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

1.6.12 Where amendment carried

Where an amendment is carried, the motion as amended becomes the substantive motion. Any member, other than previous movers or seconders in the debate and members who have spoken to the original (or substituted) motion, may then propose a further amendment. [Also note requirements in Standing Order 1.6.7 Amendments to motions].

1.6.13 Procedure until resolution

The procedures in Standing Orders 1.6.6 to 1.6.12 must be repeated until a resolution is adopted or defeated.

1.6.14 Withdrawal of motions and amendments

Once motions or amendments have been seconded and put to the meeting by the chairperson, they cannot be withdrawn without the consent of the majority of the members present and voting.

A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is withdrawn or lost.

1.6.15 No speakers after reply or motion has been put

A member may not speak to any motion once:
   a) the mover has started their right of reply in relation to the motion
   b) the chairperson has started putting the motion.

1.7 Procedural motions

1.7.1 Procedural motions to close or adjourn a debate

Any member who has not spoken in a debate may move one of the following procedural motions to close or adjourn a debate:
   a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)
   b) that the motion under debate should now be put (a closure motion)
   c) that the item being discussed should be adjourned to a specified time and place
   d) that the meeting should move directly to the next item, replacing the item under discussion
   e) that the item being discussed should lie on the table, and not be further discussed at that meeting
   f) that the item being discussed should be referred (or referred back) to the local board or relevant committee.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

1.7.2 Procedural motions take precedence

A procedural motion to close or adjourn a debate will take precedence over other business, other than points of order. If the procedural motion is seconded, the chairperson must put it to the vote immediately, without discussion or debate.
1.7.3 Voting on procedural motions to close or adjourn debate

Procedural motions to close or adjourn debate must be decided by a majority of all members who are present and voting.

If the motion is lost, no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

1.7.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned, the member who moved the adjournment may speak first in the debate. Members who have already spoken in the debate may not speak again.

1.7.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business is not replaced. Instead, the remaining business will be considered first at the next ordinary meeting, or at an extraordinary meeting called to consider any or all of the remaining business.

1.7.6 Referral or referred back to committee

Business referred, or referred back, to a specified committee is to be considered at the next meeting of that committee, unless otherwise specified.

1.7.7 Chairperson may accept closure motions

The chairperson may accept a closure motion if there have been no less than two speakers for and two speakers against the motion, or, if there are no such speakers, in the chairperson's opinion, it is reasonable to do so.

1.7.8 Closure motion to be put if no further speaker

Notwithstanding Standing Order 1.7.7 a closure motion shall be put if there is no further speaker in the debate.

1.7.9 Closure motion on amendment

When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

1.7.10 Right of reply following closure

If a closure motion is carried, the mover of the motion or amendment then under debate is entitled to the right of reply, and the motion or amendment under debate is then to be put.

1.7.11 Suspension of standing orders

A member may move a motion to suspend standing orders as a procedural motion. The member must name the standing orders to be suspended and provide a reason for suspension. If seconded, the chairperson must put it without debate. At least 75 per cent of the members present and voting must vote in favour of the suspension. The resolution must state the reason for the suspension. (Also see Standing Order 9.2.4)

1.7.12 Other types of procedural motions

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.
1.8 **Points of order**

1.8.1 **Members may raise points of order**

Any member may raise a point of order when they believe those standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

1.8.2 **Subjects for points of order**

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

a) disorder – bringing disorder to the attention of the chairperson

b) language – use of disrespectful, offensive or malicious language

c) irrelevance – the topic being discussed is not the matter currently before the meeting

d) misrepresentation – misrepresentation of any statement made by a member or Auckland Council staff

e) breach of standing order – the breach of any standing order

f) record words – a request that the minutes record the words objected to.

1.8.3 **Contradictions**

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

1.8.4 **Point of order during division**

No point of order may be raised during a division except by the permission of the chairperson.

1.8.5 **Decision of chairperson final**

The chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding.

The ruling of the chairperson upon any point of order is not open to any discussion and is final.

1.9 **Voting**

1.9.1 **Decisions by majority vote**

Unless the Local Government Act 2002 or these standing orders provide otherwise, any act or questions coming before the local board or its committees must be done or decided on by an open vote by the majority of the members who are present and voting.

*[s 24(1) & (3), sch 7, LGA 2002]*

1.9.2 **Chairperson has casting vote**

The chairperson or other person who is presiding at the meeting has a deliberative vote and, in cases where the votes are equal, has the casting vote.

*[s 24(4), sch 7, LGA 2002]*

1.9.3 **Members may abstain**

Any member may abstain from voting.
1.9.4 Method of voting

The method of voting must be one of the following:

a) the chairperson, in putting the motion, will call for an expression of opinion on the voices or take a show of hands. The chairperson then announces the result, which is conclusive, unless a member immediately questions the announcement, in which case the chairperson will call a division.

b) the chairperson or any member will call for a division instead of, or immediately after, receiving an opinion on the voices or taking a show of hands.

c) an electronic voting system, if available, will be used and the chairperson must declare the result displayed.

1.9.5 Divisions

When a division is called, the chief executive or their nominee must take down the names of the members voting for and against the motion and of those abstaining, and will hand the list to the chairperson to declare the result. The minutes must record the result of the division.

Where there is confusion or error in the original division, the chairperson may call a second division.

1.9.6 Restating the motion

The chairperson may, immediately prior to any division being taken, request staff supporting the meeting to restate the motion upon which the division is to be taken.

1.9.7 Members may have their votes recorded

If a member requests it, immediately following a vote, the minutes must record the member’s vote or abstention.

1.10 Revocation or alteration of resolutions

1.10.1 Revocation or alteration of resolutions

A notice of motion for the revocation or alteration of all or part of a previous resolution of the local board or a committee is to be given to the chief executive by the member intending to move such a motion.

a) Such notice must set out:

i. the resolution or part thereof which is proposed to be revoked or altered

ii. the meeting date when it was passed

iii. the motion (if any) that is intended to be moved in substitution thereof.

b) Such notice is to be given to the chief executive at least seven clear working days before the meeting at which it is proposed to consider such a motion, and must be signed by not less than one third of the members of the local board or the committee who made the previous resolution, including vacancies.

c) The chief executive or their nominee must then give members at least two clear working days’ notice in writing of the intended motion, and of the meeting at which it is proposed to move such motions.

1.10.2 Restrictions on actions under the affected resolution

Where a member has given a notice of motion to revoke or alter a previous resolution, no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.
Exceptions are where, in the opinion of the chairperson:

a) the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked

b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local board or the committee or sub-committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

1.10.3 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation, 75 per cent of the members present and voting must agree to the revocation or alteration.

1.10.4 Revocation or alteration by recommendation in report

The local board or one of its committees may, on a recommendation in a report by the chairperson or chief executive, or the report of any committee or subcommittee, revoke or alter all or part of a resolution passed by a previous meeting.

The chief executive must give at least two clear working days’ notice of any meeting that will consider such a proposal, accompanied by details of the proposal.

1.11 Voting systems for appointments

1.11.1 Provisions for election or appointment of chairperson and deputy chairperson of the local board and committees and representatives of the local board

In the case of elections or appointments to positions, the local board (or a committee, if so directed by the local board) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

System A

a) requires that a person is elected or appointed if they receive the votes of a majority of the members of the local board or committee present and voting

b) has the following characteristics:

i. there is a first round of voting for all candidates

ii. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded

iii. if no candidate is successful in the second round there is a third and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded

iv. in any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot

System B

a) requires that a person is elected or appointed if they receive more votes than any other candidate

b) has the following characteristics:

i. there is only one round of voting

ii. if two or more candidates tie for the most votes, the tie is resolved by lot.

[sl 25, sch 7, LGA 2002]
2. Holding meetings

2.1 Legal requirement to hold meetings and inaugural meeting

2.1.1 Legal requirement to hold meetings

The local board must hold meetings that are necessary for the good government of Auckland.

Meetings must be called and conducted in accordance with:

a) Schedule 7 of the Local Government Act 2002
b) Part VII of the Local Government Official Information and Meetings Act 1987
c) these standing orders.

[c/19(1)(3), sch 7, LGA 2002]

2.1.2 Inaugural meeting called by chief executive

The inaugural meeting of the local board following a triennial general election of members must be called by the chief executive or nominee as soon as practicable after the results of the election are known.

The chief executive must give the persons elected to the local board not less than seven days’ notice of the meeting. However if an emergency exists, the chief executive may give notice of the meeting as soon as practicable.

The chief executive (or, in the absence of the chief executive, a nominee) must chair the meeting until the incoming members have made and attested the declaration required under clause 14 of Schedule 7 of the Local Government Act 2002 and a chairperson has been elected.

[c/21(1)-(4), sch 7, LGA 2002]

2.1.3 Business to be conducted at inaugural meeting

The business that must be conducted at the inaugural meeting of the local board must include:

a) the making and attesting of the declarations required of the members under clause 14 of Schedule 7 of the Local Government Act 2002
b) the election of the chairperson of the local board
c) a general explanation, given or arranged by the chief executive, of:
   i. the Local Government Official Information and Meetings Act 1987
d) the fixing of the date and time of the first meeting of the local board, or the adoption of a schedule of meetings
e) the election of the deputy chairperson of the local board.

[c/21(5), sch 7, LGA 2002]
2.2 **Giving Notice**

2.2.1 **Notice for members**

The chief executive must give notice in writing to each member of the local board or its committees of the time and place of any meeting.

Notice must be given at least 14 days before the meeting, unless Auckland Council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

[\text{s} 19(4), \text{sch 7, LGA 2002}]

2.2.2 **Members’ addresses**

Local board members must give the chief executive a residential, business or other address within the Auckland Council area (and, if they wish, a fax number or email address), where notices and other materials relating to meetings and local board business can be sent.

2.2.3 **Meeting schedules**

Where the local board adopts a meeting schedule:

a) the schedule may cover any period that Auckland Council considers appropriate
b) the schedule may be amended
c) notification of the schedule, or an amendment to it, will constitute notification of every meeting on the schedule or the amendment.

[\text{s} 19(6), \text{sch 7, LGA 2002}]

2.2.4 **Meetings not invalid because notice not received**

Where a member did not receive notice of a meeting, or did not receive it in good time, the meeting is not invalid - unless the person responsible for giving notice is proved to have acted in bad faith or without reasonable care and the member concerned did not attend the meeting.

A member may waive the need to be given notice of a meeting.

[\text{s} 20, \text{sch 7, LGA 2002}]

2.2.5 **Cancellation of scheduled meetings**

If it is necessary to cancel a scheduled meeting, all reasonable effort shall be taken to notify members and the public as soon as practicable of the cancellation and of the reasons for the cancellation.

A scheduled meeting shall be cancelled by the chairperson of the local board or committee in consultation with the chief executive or their nominee.

2.3 **Extraordinary meetings**

2.3.1 **Extraordinary meetings may be called**

An extraordinary meeting may be called by:

a) a resolution of the local board or committee of the local board; or
b) a requisition in writing delivered to the chief executive and signed by:
   i. the chairperson; or
   ii. not less than one third of the total membership of the local board (including vacancies) or the appropriate committee.
The resolution or requisition must specify the time and place at which the meeting is to be held and the general nature of the business to be brought before the meeting.

[rd 22(1), sch 7, LGA 2002]

2.3.2 Notification of extraordinary meetings to members

The chief executive must give members at least three clear working days’ written notice of the time, place and general nature of the business of an extraordinary meeting. The notice period may be reduced where a resolution is made to this effect, but may not be less than 24 hours.

[rd 22(3), sch 7, LGA 2002]

2.3.3 Calling an extraordinary meeting at earlier time

The chairperson, or if they are unavailable, the chief executive, may call a meeting for an earlier time if this is necessary to deal with the business.

The person calling such a meeting (or another person on their behalf) must give each member and the chief executive notice of the time and place of the meeting and the matters in respect of which the meeting is being called, by whatever means is reasonable in the circumstances, at least 24 hours before the meeting.

[rd 22(2) & (4), sch 7, LGA 2002]

2.4 Agendas and meeting materials

2.4.1 Agenda to be sent to members

The chief executive must prepare an agenda for each meeting setting out the items the meeting will consider.

The chief executive must send the agenda to every member at least two clear working days before the day of the meeting, except where the meeting is an extraordinary meeting.

The chief executive may send the agenda, and other materials relating to the meeting or other Auckland Council business, to members by electronic means.

See Appendix D for further information about how business is placed on an agenda.

2.4.2 Order of business

A meeting will deal with business in the order given on the agenda, unless the meeting or the chairperson decides to give precedence to any business.

Committees and subcommittees do not have a default order of business. The usual order of business for ordinary meetings of the local board is as set out below:

Open section
1) Welcome
2) Apologies
3) Declarations of interest
4) Confirmation of minutes
5) Leave of absence
6) Acknowledgements
7) Petitions
8) Deputations
9) Public forum
10) Extraordinary business
11) Notices of motion
12) Reports
13) Governing body input
14) Chairpersons report
15) Members reports
16) Consideration of extraordinary business items

Public excluded section

17) Reports

Where there are no items of business for a particular category given in the order, it does not need to appear on the agenda.

The order of business for an inaugural or extraordinary meeting should be limited to items that are relevant to the purpose of the meeting. The chairperson may allow governing body, Māori and public input that is relevant to the purpose of the meeting.

2.4.3 Status of agenda

No one may take any matter on a meeting agenda to be Auckland Council policy until it has been adopted by the relevant decision-maker/decision-making body at Auckland Council.

2.4.4 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that they reasonably expect the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

[§46A and 48, LGOIMA 1987]

2.4.5 Urgent items not on the agenda may be dealt with (extraordinary business)

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

a) the local board or committee 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.

Extraordinary business may be brought before the meeting by a report from either the chief executive or the chairperson. Where the matter is so urgent that a written report is not practical, the report may be verbal.

[§46A(7), LGOIMA 1987]

2.4.6 Discussion on minor matters not on the agenda

A meeting may discuss an item that is not on the agenda, if it is a minor matter relating to the general business of Auckland Council and the chairperson (or presiding member) explains at the beginning of the public part of the meeting that the item will be discussed.
The meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

Whether or not a minor matter of extraordinary business may be discussed at a meeting is at the discretion of the chairperson.

[§46A(7) & (7A), LGOIMA 1987]

2.4.7 Chairperson’s report

The chairperson may, by way of report, bring any matter to the attention of a meeting of the local board or its committees that is within their role or function to consider.

2.5 Notices of motion

2.5.1 Notices of motion to be in writing

Notices of motion must:

a) be in writing signed by the mover
b) state the meeting at which it is proposed that the notice of motion be considered

c) be delivered to the chief executive or their nominee at least seven clear working days before such meeting.

[See also Standing Order 1.10.1]

2.5.2 Notice to be seconded

The notice of motion delivered to the chief executive must be signed by another member of the meeting as a seconder, unless Standing Order 1.10.1 applies.

2.5.3 Referral of notices of motion to committees

Any notice of motion referring to any matter ordinarily dealt with by a committee of the local board may be referred to that committee by the chief executive. Where such notices are so referred, the mover of the motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

2.5.4 Refusal of notice

The chairperson may direct the chief executive to refuse the notice if it is:

a) disrespectful, or contains offensive language or malicious statements
b) not related to the role or functions of the local board or the relevant committee
c) ambiguous, or states fact or opinion that cannot form part of an effective resolution, and the mover has declined to comply with requirements of the chief executive
d) concerned with matters that are already on the agenda.

The chief executive must let the member who is proposing the motion know the reason it has been refused.

[See also Standing Order 2.5.8 for rejections of repeat notices.]

2.5.5 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover, unless moved by another member authorised in writing by the mover to do so.

2.5.6 Alteration of notice of motion
A notice of motion may only be altered by the mover with the consent of the meeting.

2.5.7 When notices of motion lapse

Notices of motion not moved, or being called for by the chairperson, shall lapse.

2.5.8 Repeat notices

The chairperson may direct the chief executive to refuse any notice that they consider:

a) has substantially the same purpose and effect as one that the local board or a committee has rejected within the previous six months, unless one-third of all members (including vacancies) have signed the new notice

b) is to the same effect as a notice of motion that the local board or a committee has considered twice and rejected within the previous six months

c) is to the same effect as a notice of motion already adopted and that still stands.
3. Meeting quorums and attendance

3.1 Quorums

3.1.1 Definition of quorum for local board or joint committee meetings

The quorum at a meeting of the local board or joint committee consists of:

a) half of the members if the number of members (including vacancies) is even; or
b) a majority of members if the number of members (including vacancies) is odd.

[cl 23(3)(a) & 30A(6), sch 7, LGA 2002]

3.1.2 Definition of quorum for local board committee meetings

The quorum at a meeting of a committee or subcommittee:

a) is not fewer than two members of that committee or subcommittee (as determined by the local board that appoints the committee or the committee that appoints the subcommittee); and
b) in the case of a committee other than a subcommittee, must include at least one member of the local board.

[cl 23(3)(b), sch 7, LGA 2002]

3.1.3 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

[cl 23(1) & (2), sch 7, LGA 2002]

3.1.4 Meeting lapses where no quorum

A meeting must lapse and the chairperson vacate the chair if a quorum is not present within 30 minutes of the start of the meeting.

The chairperson may extend the time that the meeting will wait for a quorum by up to 10 minutes in situations where members are known to be travelling to the meeting, but are delayed due to unusual weather or traffic congestion.

Where a meeting lapses because there is no quorum, this will be recorded in the minutes, along with the names of the members who attended.

3.1.5 Business from lapsed meetings

Where a meeting lapses, the remaining business will be adjourned until the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

3.1.6 Lapses after meeting starts

The business of the meeting will be suspended where, after a meeting starts, a member or members leave and there is no longer a quorum. If the quorum is not made up within 10 minutes, the rest of the meeting must lapse and the chairperson vacates the chair.

Any remaining business on the agenda that has not been dealt with must be adjourned to the next meeting or to an extraordinary meeting.
3.2 Attendance

3.2.1 Right to attend meetings

Any member of the local board or its committees has the right to attend any local board or committee meeting, unless they are lawfully excluded.

[cl 19(2), sch 7, LGA 2002]

3.2.2 Granting leave of absence

The local board may grant leave of absence to a member from its meetings or those of its committees, upon application by the member.

The granting of a leave absence may be delegated to the chairperson of the local board to protect the privacy of the member applying.

Meeting minutes will record that a member has leave of absence for that meeting, but not the length of the leave.

3.2.3 Apologies at meetings

If a member has not obtained leave of absence, an apology may be tendered on behalf of the member and the apology may be accepted or declined by the local board or the relevant committee.

Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.

3.2.4 Recording apologies

The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. These shall be recorded in the minutes, including whether they were accepted or declined and the time of arrival and departure of all members.

3.2.5 Absence without leave

An extraordinary vacancy is created where any member is absent without leave of the local board from four consecutive meetings other than extraordinary meetings of the local board.

[cl 5, sch 7, LGA 2002]

3.3 Electronic attendance

3.3.1 Attendance by electronic link

Provided the conditions in these standing orders are met, members of the local board or its committees have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

[cl 25A(1) & 27(5)(a), sch 7, LGA 2002]

3.3.2 Member’s status – quorum and vote

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

However, if the meeting otherwise has a quorum, then the member attending by electronic link can vote on any matters raised at the meeting.

[cl 25A(4), sch 7, LGA 2002]
Conditions for attending by electronic link

The local board or its committees may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Situations where approval can be given are:

a) where the member is representing the council at a place that makes their physical presence at the meeting impossible or impracticable
b) to accommodate the member’s illness or infirmity
c) in emergencies.

The member who is seeking to attend by electronic link may not take part in the vote to give approval. The only exception is where there is an emergency, in which case the member seeking to attend by electronic link can take part in the vote.

[c1 25A(1) & 27(3)(b), sch 7, LGA 2002]

Request to attend by electronic link

Where possible, a member will give the chairperson of the local board or its committees and the chief executive at least two clear working days’ written notice, where they want to attend a meeting by electronic link. Where, because of illness or emergency, this is not possible, the member may give less notice.

Where such a request is made, the chief executive must take reasonable steps to enable the member to attend by electronic link. However, Auckland Council has no obligation to make the technology for an electronic link available.

If the member’s request cannot be accommodated, or there is a technical issue with the link, this will not invalidate any acts or proceedings of the local board or its committees.

[c1 25A(1), (5) & 27(5), sch 7, LGA 2002]

Chairperson’s duties

Where a member is attending a meeting by electronic link, the chairperson must ensure that:

a) the technology for the link is available and of suitable quality
b) procedures for using the technology in the meeting will ensure that:
   i. everyone participating in the meeting can hear each other
   ii. the member’s attendance by electronic link does not reduce their accountability or accessibility in relation to the meeting
   iii. the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met
   iv. the requirements in these standing orders are met.

[c1 25A(1) & (3), sch 7, LGA 2002]

Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where:

a) use of the link is increasing, or may unreasonably increase, the length of the meeting
b) the behaviour of the members using the link warrants it, including the style, degree and extent of interaction between them
c) it is distracting to the members who are physically present at the meeting
d) the quality of the link is no longer suitable.
3.3.7 Giving or showing a document

A person attending a meeting by electronic link may give or show a document by:

a) transmitting it electronically
b) using the electronic link
c) any other manner that the chairperson thinks fit.

[cl 25A(6), sch 7, LGA 2002]

3.3.8 Link failure

Where an electronic link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

[cl 25A(1), sch 7, LGA 2002]

3.3.9 Confidentiality

A member who is attending a meeting by electronic link must ensure that the meeting’s proceedings remain confidential during any times that the public are excluded. At such times, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.
4. Committees and subcommittees

4.1 General

4.1.1 Appointment of committees and subcommittees

The local board may appoint committees that it considers appropriate.

A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the local board.

[cd 30 (1) & (2), sch 7, LGA 2002]

4.1.2 Committees subject to direction of the local board

A committee is subject in all things to the control of the local board, and must carry out all general and special directions of the local board that relate to the committee/other body or its affairs.

A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee that relate to the subcommittee or its affairs.

Nothing in this standing order entitles the local board or committee to rescind or amend a decision made under a delegation, which authorises the making of a decision by a committee, or a subcommittee.

[cd 30(3), (4) & (6), sch 7, LGA 2002]

4.1.3 Discharge or reconstitution of committees or subcommittees

Unless expressly provided otherwise in an Act:

a) the local board may discharge or reconstitute a committee or subcommittee

b) a committee may discharge or reconstitute a subcommittee.

At the end of each term, a committee or subcommittee is (unless the local board resolves otherwise) deemed to be discharged on the coming into office of the members of the local board elected or appointed at or following the triennial general election.

[cd 30(5)&(7), sch 7, LGA 2002]

4.1.4 Proceedings not invalidated by vacancies or irregularities

An act or proceeding of the local board or committee, or of a person acting as a member of the local board or committee, is not invalidated by:

a) a vacancy in the membership of the local board or committee at the time of that act or proceeding;

b) the subsequent discovery of:

i. some defect in the election or appointment of the person acting as a member of the local board or committee;

ii. that that person was or is incapable of being a member.

[cd 29, sch 7, LGA 2002]

4.2 Membership of committees and subcommittees

4.2.1 Appointment or discharge of committee members and subcommittee members
The local board may appoint or discharge any member of a committee or a subcommittee. Unless directed otherwise by the local board, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

[cl 31(1) & (2), sch 7, LGA 2002]

4.2.2 Appointed members on committees and subcommittees

The members of a committee or subcommittee may, but need not be, elected members of the local board. The local board or committee may appoint to a committee or subcommittee a person who is not a member of the local board if, in the opinion of the local board or the committee, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee.

At least one member of a committee must be an elected member of the local board. Auckland Council staff acting in the course of their employment may not act as a member of any committee unless that committee is a subcommittee.

The Independent Māori Statutory Board must appoint a maximum of two people to sit as members of committees that deal with the management and stewardship of natural and physical resources.

[cl 31(3) & (4), sch 7, LGA 2002]
[85, Local Government (Auckland Council) Act 2009]

4.2.3 Minimum numbers on committees and subcommittees

The minimum number of members is three for a committee, and is two for a subcommittee.

[cl 31(6), sch 7, LGA 2002]

4.2.4 Chairperson ex-officio committee member

The chairperson of the local board may be appointed an ex-officio member of any committee other than a quasi-judicial committee.

4.2.5 Members attendance at all committee meetings

Except when a committee is performing a judicial or quasi-judicial function, any member of the local board may:

a) attend any meeting of any committee
b) put a question to the chairperson to elicit information
c) take part in the discussion of the committee meeting

A member of the local board, who is not a member of the committee, may not vote on any matter before the committee.

When a committee is performing any judicial or quasi-judicial function, a member of the local board who is not a member of the committee shall not be entitled to take any part in the proceedings by virtue of their office.

While a committee is deliberating its decision on any matter in the performance of any judicial or quasi-judicial function, no member of the local board shall be entitled to be present unless:

a) they are a member of the committee; and
b) where the committee is conducting an oral hearing of the matter on which it is deliberating, the member was present throughout the course of that hearing.

[cl 19(2), sch 7, LGA 2002]
4.3 Joint committees

4.3.1 Appointment of joint committee

The local board may appoint a joint committee with another local board, the governing body, another local authority, or other public body.

[cl 30(1) & 30A, sch 7, LGA 2002]

4.3.2 Status of joint committees

A joint committee is deemed to be both a committee of the local board and a committee of the other local board, governing body, local authority or other public body.

[cl 30A(5), sch 7, LGA 2002]

4.3.3 Powers and responsibilities of joint committees

Part 1 of Schedule 7 of the Local Government Act 2002 applies to a joint committee except that:

a) the powers to discharge any individual member and appoint another in their stead must be exercised by the local board or public body that made the appointment

b) the meeting quorum is as stated in Standing Order 3.1.1

c) the committee may appoint and remove its own chairperson or deputy chairperson.

[cl 30A(6), sch 7, LGA 2002]

4.4 Powers of delegation

4.4.1 Delegations to committees, members and staff

For the purposes of efficiency and effectiveness in the conduct of the local board’s business, the local board may delegate to a committee, subcommittee or member of the local board or Auckland Council staff any of its responsibilities, duties, and powers except:

a) the duty to identify and communicate the interests and preferences of the people in its local board area in relation to the content of the strategies, policies, plans, and bylaws of Auckland Council

b) the power to propose a bylaw or an amendment to a bylaw

c) the power to confirm a bylaw or modify a proposed bylaw

d) the power to propose the revocation of a bylaw

e) the duty to adopt the local board plan for its area

f) the duty to agree the local board agreement for its area with the governing body

g) the power to apply to the Local Government Commission for a binding determination in respect of a dispute between itself and the governing body

h) a responsibility, power or duty that the Local Government Act 2002 or any Act expressly provides may not be delegated.

However, this Standing Order does not restrict the power of the local board to delegate, to a committee or member of the local board or Auckland Council staff, the power to do anything precedent to the performance or exercise by the local board of a duty or power specified in a)-h) above (after consulting the committee or member or staff).

This clause applies to any responsibilities, duties, or powers delegated to the local board by the governing body subject to any conditions, limitations, or prohibitions imposed by the governing body when making the original delegation.
A committee or member of the local board or Auckland Council staff may delegate a responsibility, duty, or power delegated to it or them under this Standing Order to a subcommittee or person - subject to any conditions, limitations, or prohibitions imposed by the original delegation from the local board.

Note: This Standing Order does not apply to onward delegations by the local board of Auckland Transport matters (covered by Standing Order 4.4.2).

[cl 36D, sch 7, LGA 2002]

4.4.2 Onward delegation of Auckland Transport matters

The local board may delegate any responsibilities, duties, functions, or powers, which have been delegated to it by Auckland Transport, to a subcommittee or person. This is subject to any conditions, limitations or prohibitions imposed by Auckland Transport when making the original delegation.

Note: for the purposes of this Standing Order, subcommittee includes committee.

[is 54 (4) Local Government (Auckland Council) Act 2009]

4.4.3 Use of delegated powers

A committee, subcommittee or person to which or to whom any responsibility, duty or power is delegated may perform or exercise the responsibility, duty or power in the same way and with the same effect as it could have been performed or exercised by:

a) the local board, in the case of a delegation under Standing Order 4.4.1
b) the governing body, in the case of a delegation under Standing Order 4.4.2
c) Auckland Transport, in the case of a delegation under Standing Order 4.4.3.

No confirmation is required, from the local board, committee, subcommittee or individual that made the delegation, before performing or exercising the delegated responsibility, duty or power.
5. **Governing body input**

Note: the provisions in this section are separate from, and in addition to, provisions regarding deputations. See Standing Order 7.7.7. Where the governing body also has the right to speak under Standing Order 7.7.7, the provisions in this section must not be used to speak about the same matter.

5.1.1 **Governing body speaking rights**

A member of the governing body may provide input to the local board and its committees via speaking rights at items on the agenda, at the discretion of the chairperson.

5.1.2 **Governing body members update**

Provision will be made on the agenda for governing body members to update the board on regional matters of interest to the local board, or on any matter the governing body member wishes to raise with the local board.

5.1.3 **Chairperson’s discretion**

The chairperson may:

a) decline a request to speak where the request does not comply with these standing orders
b) refuse a request to speak if in their opinion there will be insufficient time to hear the governing body member because of the amount of business to be conducted at the meeting
c) waive requirements in these standing orders where they consider there are exceptional circumstances. In particular, the chairperson may accept an application to speak that is made less than seven clear working days before the meeting, where they consider the matter is urgent and of major public interest.
d) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter
e) prohibit a governing body member from speaking if they are offensive, repetitious or vexatious, or otherwise breach these standing orders.

5.1.4 **Subjects**

A speaker may not speak about a matter that:

a) has already been considered and decided
b) has a separate public hearings or consultation process attached to it
c) is subject to a quasi-judicial process
d) is outside the scope or functions of that local board or committee.

5.1.5 **Notice**

The governing body member must give the chief executive at least seven clear working days’ notice, before the date of the meeting, of their wish to provide input.

5.1.6 **Language for speeches**

The governing body member may address a meeting in English, Māori or New Zealand Sign Language. However, they should advise the chairperson of their intention to speak in a language other than English at least two clear working days before the meeting.

Where practical, Auckland Council will arrange for a translator to be present at the meeting. The chairperson may also order the speech and any accompanying documents to be translated and printed in English or Māori or another language.
5.1.7 Time allocated for input

A governing body member may speak for up to five minutes when speaking to items on the agenda and 10 minutes when speaking to a Governing Body members update report.
6. Māori input

6.1.1 Māori speaking rights

Representatives of Māori organisations or their nominees may provide input to the local board and its committees on items on the agenda at the time the item is being considered.

With the permission of the chairperson, members may ask questions of Māori representatives. Such questions are to be confined to obtaining information or clarification on matters raised by the speaker.

6.1.2 Chairperson’s discretion

The chairperson may:

a) decline a request to speak where the request does not comply with these standing orders
b) refuse a request to speak if in their opinion there will be insufficient time to hear the representative because of the amount of business to be conducted at the meeting
c) waive requirements in these standing orders where they consider there are exceptional circumstances. In particular, the chairperson may accept an application to speak that is made less than seven clear working days before the meeting, where they consider the matter is urgent and of major public interest

d) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter

e) prohibit a representative from speaking if they are offensive, repetitious or vexatious, or otherwise breach these standing orders.

6.1.3 Subjects

A speaker may not speak about a matter that:

a) has already been considered and decided
b) has a separate public hearing or consultation process attached to it
c) is subject to a quasi-judicial process
d) is outside of the scope or functions of that local board or committee.

6.1.4 Notice

Representatives of Māori organisations or their nominees must give the chief executive at least seven clear working days’ notice, before the date of the meeting, of their wish to speak at the meeting.

6.1.5 Language for speeches

The representative may address a meeting in English, Māori or New Zealand Sign Language. However, they should advise the chairperson of their intention to speak in a language other than English at least two clear working days before the meeting.

Where practical, Auckland Council will arrange for a translator to be present. The chairperson may also require a speech or document presented to be translated and printed in English, Māori or another language.

6.1.6 Time allocated for input

Representatives of Māori organisations or their nominees may speak for up to ten minutes.

Note: the provisions in this section are separate from, and in addition to, provisions regarding deputations, public forum and petitions.
7. Public attendance

7.1 Public access to meetings

7.1.1 Meetings normally to be open to the public

Except as otherwise provided by Part VII of the Local Government Official Information and Meetings Act 1987, every meeting of the local board or its committees shall be open to the public.

For the purposes of Part VII of the Local Government Official Information and Meetings Act 1987, bona fide members of the news media shall be treated as members of the public and shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.

[is 47 & 49(a) LGOIMA 1987]

7.2 Public notice

7.2.1 Public notification about meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of every month, together with the relevant dates, times and places of the meetings.

However, meetings to be held on or after the 21st day of the month may instead be publicly notified not more than 10 nor less than five clear working days before the day on which the meeting is to be held.

[is 45(1)&2), LGOIMA 1987]

7.2.2 Public notification additional requirements

The chief executive is to make any other arrangement for the notification of meetings, including extraordinary meetings, as the local board or the relevant committee may from time to time determine.

7.2.3 Public notification about extraordinary meetings

Where any extraordinary meeting of the local board or a committee is called, and notice of that meeting cannot be given in the manner required or permitted (by Standing Order 7.2.1 as appropriate), Auckland Council shall publicly notify or otherwise advertise that meeting and the general nature of business to be transacted at that meeting as soon as practicable before the meeting is to be held, as is reasonable in the circumstances.

[is 46(3) & (4), LGOIMA 1987]

7.2.4 Public notice of resolutions of extraordinary meetings

Auckland Council must publicly notify, as soon as practicable, any resolution passed at an extraordinary meeting, unless:

a) the meeting passed the resolution while the public was excluded; or

b) Auckland Council publicly notified the extraordinary meeting at least five clear working days before the day of the meeting.

Resolution in this context means any resolution on the matters for which the extraordinary meeting was held.

[is 51A, LGOIMA 1987]
7.2.5 **Meetings not publicly notified**

Where the local board or committee becomes aware that a meeting has not been publicly notified in accordance with Standing Orders 7.2.1 and 7.2.3, Auckland Council must give public notice that the meeting was not notified, the reasons why it was not notified and the general nature of any business transacted at the meeting, as soon as practicable.

A meeting does not become invalid merely because it was not publicly notified.

[s 46 (5) & (6), LGOIMA 1987]

7.3 **Public access to information**

7.3.1 **Information to be available to public**

All information provided to members at local board and committee meetings must be available to the public and news media, unless any item included in the agenda refers to any matter reasonably expected to be discussed with the public excluded.

[s 5 & 49 LGOIMA 1987]

7.3.2 **Availability of agendas and reports**

Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least two working days before every meeting, all agendas and associated reports circulated to members relating to that meeting.

The agendas:

a) shall be available for inspection at the public offices of Auckland Council (including service delivery centres) and the public libraries under Auckland Council’s control in the local board area

b) shall be accompanied by either:

i. the associated reports, or

ii. a notice specifying the places at which the associated reports may be inspected.

The associated reports shall be available for inspection at the public offices of Auckland Council in the local board area.

Any member of the public may take notes from any agenda or report that they inspect. They may also request a copy of all or part of an agenda or report, and upon paying the prescribed amount (if any) must be provided with a copy as soon as practicable.

Where a meeting is an extraordinary meeting called pursuant to a resolution of the local board or committee, the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.

[s 49A(1)-(6) LGOIMA 1987]

7.3.3 **List of committee members publicly available**

The members of the local board and each committee are to be named on the relevant agenda.
7.3.4 Matters discussed with public excluded

The chief executive may exclude, from the information that is made available to the public, any reports (or items from reports) that they reasonably expect the meeting to discuss while the public is excluded. The chief executive will indicate such excluded reports on the agenda.

[s 46A(8), 5 & 49(d), LGOIMA1997]

7.3.5 Agenda made available at meetings

Auckland Council will provide sufficient copies of the agenda at meetings for viewing by members of the public.

A fee may be charged for an agenda, if a member of the public wishes to take an agenda away with them.

[s 49, LGOIMA 1997]

7.3.6 Public entitled to inspect minutes

The public may, without charge, inspect and take notes from the minutes of any meeting or part of any meeting that the public was not excluded from.

The public may be given a copy of such minutes.

[s 51, LGOIMA1997]

7.3.7 Minutes for public excluded sessions

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, that the public was excluded from, as a request for official information under the Local Government Official Information and Meetings Act 1987.

[s 51(3), LGOIMA1997]

7.3.8 Reporting and recording meetings

For the purposes of Part VII of the Local Government Official Information and Meetings Act 1987, bona fide members of the news media shall be treated as members of the public.

Bona fide members of the news media/members of the public may attend any meeting, or part of a meeting, that is open to the public and report on the proceedings.

Any person who wants to record a meeting must notify the chairperson of their intention before the meeting starts, and record the meeting unobtrusively, without distracting members.

[s 49(a), LGOIMA1997]

7.4 Public exclusion

7.4.1 Motions and resolutions to exclude the public

The local board or committee may resolve to exclude the public from a meeting. The only grounds for exclusion are those specified in Section 48 of the Local Government Official Information and Meetings Act 1987 (see Appendix A).

Every motion to exclude the public must be put when the meeting is open to the public, and copies of the motion must be made available to any member of the public who is present.
If the motion is passed, the resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act 1987. The resolution must state the general subject of each matter to be excluded, the reason for passing the resolution in relation to that matter, and the grounds on which the resolution is based. The resolution will form part of the meeting’s minutes.

See Appendix B for further information about who may remain and who must leave.

[§ 48 & schedule 2A, LGOIMA1987]

7.4.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they have knowledge that will assist the meeting. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and how it will assist.

No such resolution is necessary in respect of the attendance of the chief executive and relevant staff during a public excluded session.

[§ 48 (5) & (6), LGOIMA1987]

7.4.3 Public excluded business not to be disclosed

No member or staff member may disclose to any person (other than another member or staff member) information that has been, or is to be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where:

a) a meeting has resolved to make the information publicly available.

b) there are no grounds under the Local Government Official Information and Meetings Act 1987 for withholding the information when requested.

c) the information is no longer confidential.

The local board or committee may provide for the release to the public of information, which the meeting considered while the public were excluded.

7.4.4 Standing orders

These standing orders will still apply to meetings, or parts of meetings, from which the public has been excluded.

7.5 Public order

7.5.1 Chairperson may require members of the public to leave meeting

The chairperson may require any member of the public to leave the meeting, where the chairperson believes on reasonable grounds that the behaviour of that member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain.

[§ 50, LGOIMA1987]
7.5.2 **Removal of members of public**

Any police officer or Auckland Council staff may, at the request of the chairperson, remove or exclude a member of the public from a meeting if they have been required to leave in accordance with Standing Order 7.5.1 and

a) refuses or fails to leave the meeting; or
b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.

[§ 50, LGOMA1987]

7.6 **Petitions**

7.6.1 **Petition in English, Māori or New Zealand Sign Language**

A written petition provided to the local board or any of its committees may be in English or Māori. Any presentation of the petition may be in English, Māori or New Zealand Sign Language.

Prior arrangement with the chairperson should be sought at least two clear working days before the meeting if the written and/or presentation of the petition is not in English. Where practical, Auckland Council will arrange for a translator to be present at the meeting. The chairperson may also order the speech and any accompanying documents to be translated and printed in English or Māori or another language.

7.6.2 **Form of petitions**

Every written petition presented to the local board or to any of its committees must comprise fewer than 50 words (not including signatories), and not be disrespectful nor use offensive language or include statements made with malice (see Standing Orders 1.4 regarding qualified privilege).

7.6.3 **Petition presented by petitioner**

A petitioner who presents a petition to the local board or a committee may speak for five minutes about the petition, unless the meeting resolves otherwise.

The chairperson must close the presentation of the petition if they believe the petitioner is being disrespectful, offensive or making malicious statements.

7.6.4 **Petition presented by member**

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to reading:

a) the petition
b) the petitioners’ statement
c) the number of signatures.
7.7 Deputations

7.7.1 Notice

Deputations may be received by the local board or any of its committees provided an application for admission, setting forth the subject, has been lodged with the chief executive at least seven clear working days before the date of the meeting concerned, and has been subsequently approved by the chairperson.

[Note: Standing Order 7.7.7 Deputations from the governing body or another local board]

7.7.2 Chairperson’s discretion

The chairperson may:

a) decline a request for a deputation where the request does not comply with these standing orders
b) refuse a request for a deputation if in their opinion there will be insufficient time to receive the deputation because of the amount of business to be conducted at the meeting or the number of other deputations
c) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter
d) refuse a request for a deputation where it is offensive, repetitious or vexatious.

[Also note Standing Order 7.7.4 on Urgency or major public interest]

7.7.3 Subjects

A speaker may not speak about a matter that:

a) has already been considered and decided
b) has a separate public hearings or consultation process attached to it
c) is subject to a quasi-judicial process
d) is outside of the scope or functions of that local board or committee.

7.7.4 Urgency or major public interest

Notwithstanding standing orders 7.7.1 and 7.7.2, where in the opinion of the chairperson the matter which is the subject of a deputation is one of urgency or major public interest the chairperson may determine that the deputation be received.

7.7.5 Deputations and presentations in English, Māori or New Zealand Sign Language

A deputation or presentation to the local board or any of its committees may be made in English or Māori or New Zealand Sign Language.

Prior arrangement with the chairperson should be sought at least two clear working days before the meeting if the address is not in English.

Where practical, Auckland Council will arrange for a translator to be present. The chairperson may also require a speech or document presented to be translated and printed in English, Māori or another language.

7.7.6 Procedures for deputations

Except with the approval of the local board or committee, not more than two members of a deputation may address the meeting.

After a presentation is received, members may put to the deputation any question pertinent to the subject heard, but no member may express an opinion upon, or discuss the subject, until the
deputation has completed making its submissions and answering questions (also see Standing Order 1.4.2 regarding qualified privilege).

The meeting may not make any resolution on issues raised during a deputation except to refer the matter to a future meeting, or to another committee, or to the chief executive for investigation.

[Note: s 76 – 81, LGA 2002, regarding decision-making]

7.7.7 Deputations from the governing body or other local board

A deputation from another local board or the governing body must be authorised by a resolution of that body and be about a matter affecting the other local board’s or governing body’s interests. The period of notice shall be two clear working days before the meeting date.

7.7.8 Termination of presentation if disrespectful

The chairperson may close a presentation in progress which is disrespectful or offensive, or where the chairperson has reason to believe that statements have been made with malice (also see Standing Order 1.4.2 regarding qualified privilege).

7.7.9 Time limit on presentation

Unless the meeting determines otherwise in any particular case, a limit of 10 minutes is placed on a speaker making a presentation, or if there are two members of the deputation addressing the meeting 10 minutes in total for the two speakers.

[Note: s 76 – 81, LGA 2002, regarding decision-making]

7.8 Public Forum

7.8.1 Time

A period of up to 30 minutes, or such other time as the local board or any of its committees may determine, will be set aside for a public forum at the commencement of meetings of the local board which are open to the public.

Each speaker during the public forum section of a meeting may speak for three minutes.

Standing orders may be suspended on a vote of not less than 75 per cent of those present to extend the period of public participation or the period any speaker is allowed to speak.

This Standing Order does not apply to inaugural meetings and, where not appropriate, extraordinary meetings or a special consultative procedure.

7.8.2 Subjects of public forum

The public forum is to be confined to those items falling within the scope or functions of that local board or committee. Speakers must not speak about a matter that is under judicial consideration or subject to a quasi-judicial process.

7.8.3 Questions of speakers during public forum

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

Members may not debate any matter raised during the public forum session that is not on the agenda for the meeting, or take any action in relation to it, other than through the usual procedures for
extraordinary business if the matter is urgent.

The meeting may not make any resolution on issues raised in public forum except to refer the matter to a future meeting, or to another committee, or to the chief executive for investigation.

[Note: s 76 – 81, LGA 2002, regarding decision-making]

7.8.4 Language for speeches

A member of the public may address a meeting in English, Māori or New Zealand Sign Language. However, the person should advise the chairperson of their intention to speak in a language other than English at least two clear working days before the meeting.

Where practical, Auckland Council will arrange for a translator to be present at the meeting. The chairperson may also order the speech and any accompanying documents to be translated and printed in English or Māori or another language.

7.8.5 Chairperson's discretion

The chairperson may:

a) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter

b) prohibit a speaker from speaking if they are offensive, repetitious or vexatious, or otherwise breach these standing orders.
8. Minutes of proceedings

8.1 Minutes

8.1.1 Minutes to be evidence of proceedings

The local board and its committees must keep minutes of their proceedings. These minutes, when duly entered and authenticated, will be prima facie evidence (i.e. a record) of the proceedings they relate to.

[sl 28, sch 7, LGA 2002]

8.1.2 Matters recorded in minutes

The chief executive must keep the minutes of meetings. The minutes must record:

a) the date, time and venue of the meeting
b) the names of the members present
c) the chairperson
d) any apologies accepted or declined and leave of absences
e) the arrival and departure times of members
f) any failure of a quorum
g) a list of the speakers who gave public, governing body and Māori input, and the subjects they covered
h) a list of speakers from each deputation and the subject of the deputation
i) a list of the items considered
j) the resolutions and amendments pertaining to those items, including those that were lost or were ruled out of order
k) the names of all movers, and seconders
l) any objections made to words used
m) all divisions taken and, if taken, a record of the result
n) the names and votes of any members requesting their votes or abstentions be recorded
o) any declarations of financial interest or non-financial conflicts of interest and any abstentions from the discussion and voting
p) the contempt, censure and removal of any members
q) any resolutions to exclude members of the public and the names of any people permitted to stay
r) the time that the meeting concludes or adjourns.

[sl 28, sch 7, LGA 2002; See Standing Orders 1.3.1, 1.3.5, 1.3.8, 3.1.4, 3.2.2, 3.2.4, 1.5.11, 1.9.2, 1.9.7, 1.3.17]

8.1.3 No discussion on minutes

No discussion may arise on the substance of minutes at any succeeding meeting, except as to their correctness.

8.1.4 Minutes of last meeting before election

The chief executive and the relevant chairpersons must authenticate the minutes of the last meeting of the local board and its committees before the next election of members.

8.2 Minute books

8.2.1 Inspection of minute books

The minute books of the local board and its committees must be kept by the chief executive and be

Attachment A
open to inspection in accordance with the Local Government Official Information and Meetings Act 1987 and the Local Government Act 2002 (see Standing Order 7.3.6 and 7.3.7).

[§ 51, LGOIMA 1997]
9. **General**

9.1 **Members must obey standing orders**

9.1.1 **Members must obey standing orders**

All members of the local board must obey these standing orders.

[(d 16(1), sch 7, LGA 2002)]

9.2 **Application of standing orders**

9.2.1 **Local board and committee meetings**

These standing orders apply to all meetings of the local board and its committees, unless stated otherwise. This includes meetings and sessions that the public are excluded from.

9.2.2 **Governing body meetings**

These standing orders do not apply to governing body meetings. The governing body has its own standing orders.

9.2.3 **Additional to or substitution of standing orders for quasi-judicial proceedings**

For quasi-judicial proceedings, the local board or a committee may adopt meeting procedures and practices additional to, or in substitution of, these standing orders for the conduct of the business to be transacted.

For example, committees appointed to hear applications under the Resource Management Act 1981 have powers under the Commissions of Inquiry Act 1908.

[(s 41, Resource Management Act 1981)]

9.2.4 **Temporary suspension of standing orders**

The local board or its committees may temporarily suspend one or more standing orders during a meeting by a vote of not less than 75 per cent of the members present and voting. The reason for the suspension and the specific order(s) suspended must be stated in the resolution of suspension. (Also see 1.7.11 regarding members moving a motion to suspend standing orders as a procedural motion.)

[(d 27(4), sch 7, LGA 2002)]

9.2.5 **Alteration of standing orders**

The local board may amend those standing orders or adopt new ones. A least 75 per cent of the members present must vote in favour of the amendment or adoption.

[(d 27(3), sch 7, LGA 2002)]
9.2.6 Exclusions for meetings at which no resolutions or decisions are made

Standing orders relating to decision-making and passing resolutions do not apply to any meeting of the local board, committee, subcommittee or other subordinate decision-making body of the local board at which no resolutions or decisions are made under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

9.3 Interpretation

The word ‘must’ used in these standing orders indicates that a practice is mandatory.

The word ‘may’ used in these standing orders indicates that a practice is optional.

The word ‘should’ indicates that a practice is advised or recommended.

In general, standing orders that refer to, or derive from, legislation have been paraphrased for readability.

9.4 Definitions

Agenda means the list of items for consideration at a meeting, together with reports and other attachments relating to those items.

Apology means an apology given by a member for their absence from a meeting, and includes apologies for lateness and early departure.

Auckland Council or the council means the Auckland Council established by section 6 of the Local Government (Auckland Council) Act 2009, which comprises the governing body and the local boards.

Casting vote means a second vote which can be exercised by the chairperson in order to break a tied vote.

Chairperson means the person who presides at a meeting.

Chief executive means the chief executive of Auckland Council appointed under section 42 of the Local Government Act 2002, irrespective of her designation, and includes, for the purposes of these standing orders, their nominee or any other staff authorised by Auckland Council.

Clear working days means the number of working days prescribed in the standing orders for giving notice. It excludes the date of service of that notice and the date of the meeting itself.

Committee includes, in relation to the local board:
   a) a committee comprising all the members of the local board
   b) a standing committee or special committee appointed by the local board
   c) a joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
   d) any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition

Contempt means being disobedient to, or disrespectful of, the chairperson of a meeting, or disrespectful to any members, officers or the public.

Deliberative vote means the ordinary vote of member (as compared to the casting vote of a chairperson).

Deputation means a request from any person or interested group in the community to make a presentation to the local board or any committee.

Elected Representative refers to elected members of the local board.
Electronic Link means an audio link or an audio-visual link.

Extraordinary meeting has the meaning defined in clause 22 of Schedule 7 of the Local Government Act 2002.

Governing body means the mayor and councillors of Auckland Council.

Leave of absence means leave granted to a member to be absent from a meeting or series of meetings of the local board or its committees upon application by the member.


Lie on the table, when used in a procedural motion, means the discussion on the motion under debate is closed but may be continued at an unspecified later time.

Local board means the Local Board of Auckland Council.

Mayor means the mayor of Auckland.

Meeting means:

a) any first or ordinary or extraordinary meeting of the local board

b) any meeting of any committee, standing committee, joint committee, special committee or subcommittee of the local board.

The provisions of these standing orders regarding public access and notification need not apply at any meeting of the local board, or committee of the local board, at which no resolutions or decisions are made.

Member means any person elected to the local board and/or appointed to any committee of the local board.

Minutes means the record of the proceedings of any meeting of the local board or one of its committees.

Motion means a formal proposal to a meeting, expressing a proposed decision. Once passed it becomes a resolution.

New Zealand Sign Language means the main language of the deaf community in New Zealand.

Order Paper means the agenda listing items for consideration at a meeting together with reports and other attachments relating to those items.

Point of order relates to the proper conduct (order) of the meeting.

Procedural motion means a motion relating to meeting procedure. Standing Order 1.7 provides for members to propose specific types of procedural motions.

Public in the case of the local board or a committee of the local board includes any person who is not a member of the local board or the relevant committee, or Auckland Council staff providing advice or support to the local board.
**Item 17**

**Public excluded information** means any information that can be excluded from the public for reasons meeting the provisions of the Local Government Official Information and Meetings Act 1987 and includes:

a) information that is currently before a public excluded session, is proposed to be considered at a public excluded session, or has previously been considered at a public excluded session (other than information subsequently released by Auckland Council as publicly available information); and

b) any minutes or portions of minutes of public excluded sessions, other than those subsequently released by Auckland Council as publicly available information.

**Public excluded session** refers to those meetings or parts of meetings from which the public is excluded as provided for in the Local Government Official Information and Meetings Act 1987.

**Public forum** means a time set aside at the start of a meeting where members of the public may address the local board or its committees.

**Publicly notified** means notified to members of the public by a notice printed in appropriate newspapers circulating in the Auckland region.

**Quasi-judicial function or proceedings** means a function or proceedings similar to those exercised by a court, involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument or the application of legal principles.

**Quorum** means the minimum number of members who need to be present to constitute a valid meeting.

**Resolution** is a motion that has been passed.

**Scheduled or ordinary meeting** means any meeting publicly notified by Auckland Council in accordance with sections 46(1) and (2) of the Local Government Official Information and Meetings Act 1987.

**Staff** includes all Auckland Council employees, contractors and officers.

**Substantive motion** means a motion of substance (as compared to procedure).

**Working day** means any day of the week other than:

a) a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign’s birthday, and Labour Day; and

b) if Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday; and

c) a day in the period commencing with 25 December in any year and ending with 15 January in the following year.

**Workshop** means an informal forum held primarily for information or discussion purposes, as the case may be, and at which no resolutions or decisions are made.
10. Appendix A

10.1 Grounds to exclude the public from meetings under the Local Government Official Information and Meetings Act 1987

A local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds.

A1 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:

(a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
(b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

(a) Protect the privacy of natural persons, including that of deceased natural persons; or
(b) Protect information where the making available of the information:

(i) Would disclose a trade secret; or
(ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
(c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori or to avoid the disclosure of the location of wahi tapu; or
(d) 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:

(i) 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; or
(ii) Would be likely otherwise to damage the public interest; or
(e) Avoid prejudice to measures protecting the health or safety of members of the public; or
(f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
(g) Maintain the effective conduct of public affairs through the protection of members, officers or employees of any local authority from improper pressure or harassment; or
(h) Maintain legal professional privilege; or
(i) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
(j) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
(k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded, unless in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable in the public interest that the public not be excluded.
A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would

(a) Be contrary to the provisions of a specified enactment; or
(b) Constitute contempt of Court or of the House of Representatives

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of the local authority named or specified in the First Schedule to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in

(a) Any proceedings before a local authority where

   (i)  A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings; or

   (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

(b) Any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.
11. Appendix B

11.1 Exclusion of the public – who needs to leave the meeting

11.1.1 Members of the public

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

11.1.2 Those who are not members of the public

General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the chairperson is final.

Members of the meeting

- The members of the meeting remain (all local board members if the meeting is a local board meeting; all members of the committee if the meeting is a committee meeting).
- However, standing orders advise that a local board member who has a financial conflict of interest should leave the room.
- All local board members have the right to attend any meeting of a committee and local board members who are not members of a committee may remain, subject to any limitations in standing orders.

Staff

- All staff supporting the meeting (administrative, senior management) remain.
- Other staff who need to because of their role may remain.

Other elected members

- Elected members from other local boards or the governing body who need to hear the matter being discussed in order to perform their role may remain. This will usually be if the matter affects, or is relevant to, a particular local board area or the region as a whole.

Council Controlled Organisations

- Representatives of a Council Controlled Organisation (CCO) can remain only if required to for discussion of a matter relevant to the CCO.
12. Appendix C

12.1 Workshops

12.1.1 Workshops exempt from provisions of Part VII (Local Government Meetings) of the Local Government Official Information and Meetings Act 1987

Only this part of the standing orders apply to workshops of the local board or its committees as these are held solely for information and discussion purposes with no ability for any resolutions or decisions to be made.

Section 45(2) of LGOMA 1987 (which is included in Part VII of that Act) provides that, for the avoidance of doubt, any meeting of the local board or of any committee or sub-committee of the local board, at which no resolutions or decisions are made is not a meeting for the purposes of this Part of this Act.

Given that workshops will not make any resolutions or decisions they are not subject to the requirements contained in Part VII of LGOMA 1987 (e.g. public access to the meetings, availability of agenda material to the public and notification of meetings etc.).

12.1.2 Authority to call a workshop

Workshops of the local board or its committees may only be called by:

a) the chairperson or by a resolution of the local board or committee, in the case of either a workshop of a local board or a committee
b) the relevant committee chairperson in the event of a workshop of a committee
c) the chief executive or their nominee.

12.1.3 Notice of workshop to members

Notice of the time and place of the workshop and of the matters in respect of which the workshop is being called shall be given, by whatever means is reasonable in the circumstances, to every member by the person responsible for calling the workshop at least 24 hours before the time appointed for the workshop.

12.1.4 Record of workshop

The proceedings of every workshop shall be recorded, including the following:

a) the names of the members attending
b) the general nature of the matters discussed during the workshop
c) the proceedings of the workshop.

The proceedings of every workshop shall be circulated to members of the local board or committee.

12.1.5 Chairing of workshops

Each workshop shall have a chairperson as follows:

a) in the event of a workshop of the local board the chairperson shall preside
b) in the event of a workshop of a committee, the relevant committee chairperson shall preside.

If the chairperson is absent from a workshop, the deputy chairperson must act as chairperson. If a deputy chairperson has not been appointed, or if the deputy chairperson is also absent, the members of the local board who are present must elect a member to be chairperson at that workshop. That person may exercise the responsibilities, duties, and powers of the chairperson.

The presiding member will decide how the workshop will be conducted.
13. Appendix D

13.1 How is business brought before a meeting?

Business may be brought before a meeting for decision through placing the following on an agenda:

- report of chief executive (Standing Order 2.4.2)
- report of chairperson (Standing Orders 2.4.2, 2.4.7)
- report of a committee (Standing Order 2.4.2)
- notice of motion from a member (Standing Order 2.5)

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as ‘extraordinary business’ (Standing Order 2.4.5) by:

- report of chief executive
- report of chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.
Standing Orders - Proposed changes

File No.: CP2014/27714

Purpose
1. To adopt a new set of Governing Body standing orders.

Executive Summary
2. A political working party was set up in November 2013 to review the Governing Body’s standing orders.
   • The working party assisted with guidelines for confidential information which were presented to the Governing Body in August 2014.
   • The working party has now considered issues relating to the standing orders and a workshop was held with councillors on 13 May 2015.
3. The replacement standing orders:
   • have a simplified layout
   • are written in a plain language style
   • contain a summary at the front for ease of reference during a meeting
   • collect all standing orders that are unique to committees in one place
   • give a chairperson limited discretion to extend the waiting time for a quorum
   • include provisions for members to attend meetings by audio or audiovisual means once the technology becomes available
   • extend the discretion of the chair to decline an application for public input
   • require a notice of motion to be seconded when it is lodged with the Chief Executive
   • clarify that, for extraordinary meetings, the agenda should be limited and public input is retained with the limitation that speakers may only address matters on the agenda
   • clarify the process for bringing urgent matters before a meeting
   • include a requirement for a refreshment break.
4. The working party considered the quorums of reporting committees and recommends a change to the Terms of Reference for Committees, to recognise all councillors who are not named members of a reporting committee as ex officio members, without voting rights but counting towards the quorum when present.
5. The working party recommends to local boards that they include in their standing orders a provision which is similar to the provision for local boards in the Governing Body standing orders so that councillors are given speaking rights at meetings of local boards, at the discretion of the chairpersons, on agenda items that are relevant to the Governing Body.
6. At the recent workshop, councillors indicated a difference of views on proposed changes to rules around repeat notices of motion. These proposals were not considered by the Working Party prior to the workshop and are set out as separate recommendations for discussion.
7. The proposed rules are intended to provide a higher threshold to re-litigating a matter once it has already been considered and decided. The changes are detailed in the body of the report.
8. A 75 per cent majority is required to amend standing orders.

Recommendation/s
That the Governing Body:

a) amend the standing order relating to repeat notices of motion so that:
   i) a seconder is required when the notice of motion is lodged
   ii) if rejected by the meeting, signatures of a majority are required if the same motion is submitted again within six months
   iii) the same motion cannot be submitted a third time within six months.

b) amend the standing order relating to repeat notices of motion to revoke previous resolutions so that:
   i) signatures of a majority are required when the notice of motion is lodged
   ii) if it is rejected, the same motion cannot be submitted a second time within six months.

c) revoke its current Standing Orders (adopted 1 November 2010 and revised 1 September 2011) and adopt the Standing Orders in attachment ‘A’, including amendments resulting from recommendations a) and b) above.

d) amend the Terms of Reference for Committees so that all councillors who are not named members of reporting committees are ex-officio members without voting rights, but counting towards the quorum when present, provided a minimum of two named members are present, noting that this is in addition to amendments made by the reports on Committee Terms of Reference and Chief Executive delegations.

e) forward this report to all local boards, drawing their attention to the suggestion to provide for councillors’ participation at local board meetings in their standing orders.

f) authorise the Manager Democracy Services to make changes to the standing orders of a minor nature, such as correcting typographical or grammatical errors, in consultation with the chair of the working party, Councillor Chris Darby.

Discussion

Working party

9. At its meeting on 7 November 2013, when it adopted its terms of reference for committees, the Governing Body resolved to appoint a working party comprising Councillors Casey, Darby and Webster to work with officers to review and report back on the standing orders relating to reporting committees and, with the participation of local boards, review standing orders generally.

10. Local Board members involved in the working party were David Collings (Chair of Howick Local Board), Shaie Chambers (Chair of Waiwera Local Board), Julie Fairy (Chair of Pukekohe Local Board) and Collin Davis (Deputy Chair of Pakaraka Local Board).

11. Issues relating to standing orders which were to be investigated by the working party included:
   - reporting committees to operate less formally
   - workshops to take place in association with committee meetings
   - ease of use and readability of the standing orders
   - issues of interest to local boards.

12. In addition to these issues, the working party has discussed and provided comment on:
   - guidelines for members’ access to confidential information (reported back to the Governing Body on 28 August 2014)
   - new provisions in legislation that allow members to be present at meetings by remote audio visual means (reported back in this report)
- quorum requirements for reporting committees
- other improvements to the standing orders.

Formality of reporting committees

13. The “reporting committees” are those committees which report back to a committee of the whole. They include the Arts Culture and Events Committee, Community Development and Safety Committee, Economic Development Committee, Environment Climate Change and Natural Heritage Committee, Infrastructure Committee, Parks Recreation and Sport Committee, Tenders and Procurement Committee and Unitary Plan Committee.

14. Formality in a meeting occurs when there are more rules. Informality occurs when there are fewer rules and so discussion is less constrained. There are some rules that must apply to all meetings. These include rules giving status to the chair such as the requirement that all speakers address the chair. Rules which add to formality but which can be relaxed include:
- speakers can only speak once
- speakers have a limited speaking time
- process for amending motions.

15. Relaxing these rules allows a meeting to have a general discussion, with any member speaking when they wish to contribute to the discussion, under the control of the chairperson. The meeting can make decisions without a formal procedure of moving and disposing of amendments.


17. The Working Party recommends that the full Standing Orders also apply to committees of the whole. This change has been made to the Standing Orders as the current ones relax the rule about speaking only once for all “committees”.

18. To promote informality at smaller committees, the working party recommends that the current rules, which remove the limitation of speaking only once, continue to apply to reporting committees and other committees, other than committees of the whole.

Workshops

19. The working party considered the options under existing standing orders for conducting workshops in conjunction with committee meetings. The following options allow a workshop to be held without creating a meeting on a separate day:
   1) hold a workshop immediately prior to the commencement of a formal meeting
   2) hold a workshop immediately following a formal meeting
   3) hold a workshop during the meeting by:
      a) adjourning the meeting, or
      b) not adjourning the meeting but suspending the standing orders, for example, on the rules of debate, and on motions and amendments; this allows members to speak more than once without time constraints and without rules around amending motions but still allowing voting.

20. The full Standing Orders do not apply to a workshop held outside the formal meeting or when the formal meeting is adjourned. Under existing Standing Orders the conduct of a workshop is determined by the presiding member. Since the formal meeting is not taking place, rules around quorums do not apply. Since resolutions are not being made, there is no requirement to provide for public attendance.

21. In option 3) b) the workshop is not a separate event before, after or during the meeting. The meeting continues, a quorum must be present, the meeting must be open to the public unless the public are legally excluded and the meeting may make resolutions. The rules relating to debate and making amendments are simply suspended to allow for informal discussion.
22. Given these options already exist under current Standing Orders, the working party does not recommend any changes to standing orders to allow for workshops taking place in conjunction with committee meetings.

23. A separate report on this agenda, relating to committee terms of reference, addresses workshops within the context of current committees and the meeting schedule.

24. The current Standing Orders were compiled in 2010 by the Auckland Transition Agency from legacy council standing orders and the NZ Model Standing Orders. It is appropriate to review them. Furthermore, the NZ Model Standing Orders are not easy to navigate to find answers to meeting issues that arise in real time.

25. The Working Party supports a change to the layout in order to:
   - remove material that is not relevant to the conduct of meetings
   - group standing orders in a logical layout that is easier to use
   - improve the wording to comply with plain language standards

26. The new layout puts standing orders that are most relevant at a meeting first:
   - meeting procedures
   - holding meetings
   - meeting quorums and attendance
   - committees
   - workshops
   - local boards
   - public
   - minutes
   - general

27. In addition, a two-page summary of key standing orders and flow chart are included in the front for ease of reference during a meeting.

Quorums

28. There have been times when, at the start of a meeting, a quorum of named members of a reporting committee was not present but there were other councillors in attendance who did not count towards the quorum. Councillors have expressed concern about the potential for such meetings to lapse, even though other councillors were present.

29. In the previous term, all councillors were deemed ex-officio members without voting rights of all “forums” (the equivalent of the current “Reporting Committees”), so that if present, such councillors would be counted towards the quorum.

30. The working party recommends that a similar provision is made for Reporting Committees so that, in addition to the named members of Reporting Committees, all other councillors are made ex-officio members without voting rights. If in attendance, the other councillors count towards the quorum provided there are no less than two named members with full voting rights present, one of which must be a councillor (this reflects the statutory minimum requirement for a quorum of a committee).

31. The quorums of committees are contained in the Terms of Reference of Committees, and the working party recommends these are amended to reflect these changes.

32. The working party also considered whether the chair could be given further powers in regard to the waiting time to form a quorum. Legislation requires a quorum to be present, but the Governing Body itself decides in its standing orders how long the meeting should wait for a quorum to form (currently 30 minutes). If the meeting lapses, the business is suspended until the next meeting unless the chair calls an earlier meeting.
33. The Working Party recommends that the chair should have the discretion to extend the waiting time to form a quorum where the chair has information that sufficient members to complete the quorum are approaching the meeting but are held up due to an unusual weather event or traffic congestion. This has been included in the standing orders (3.1.4).

Local Boards
34. The Governing Body’s current standing orders make two provisions for local boards:
   • speaking rights on an agenda item for the local board chairperson, or nominee, at the discretion of the meeting chairperson
   • local board input at the commencement of a meeting.

35. The working party considered whether these should be changed (for example, to remove the discretion of the chair so that speaking rights are automatic) and recommends they be retained.

36. The working party noted that various practices exist in relation to rights of councillors at local board meetings. The working party recommends to local boards that they incorporate a provision into their standing orders that mirrors the provision in the Governing Body standing orders so that councillors are given speaking rights at meetings of local boards, at the discretion of the chairpersons, on agenda items that are relevant to the Governing Body.

Attendance at meetings by audio or audio-visual means
37. The Local Government Act 2002 was amended in 2014 to provide for:
   • a member to attend a meeting by audio or audio-visual means
   • a person other than a member to attend a meeting by audio or audio-visual means (for example staff, COOs or members of the public addressing the meeting).

38. The new provision does not in itself require any council to provide technology. Furthermore, the Act makes the provision subject to:
   • the council’s standing orders allowing it to happen and setting out the conditions
   • the presiding member being satisfied that:
     o the technology is available and of suitable quality
     o all those participating can hear each other
     o this does not reduce the accountability or accessibility of the member in relation to the meeting
     o the requirements of LGOIMA are met.

39. The accountability and accessibility of a member would include the meeting and the minutes of the meeting being clear which items the member was in attendance for and which items the member was not in attendance for.

40. A member attending by audio or audio-visual means is not counted towards the quorum.

41. The working party supports making provision in standing orders so these have been included in the new standing orders. The provision would only apply once technology was available. The working party was assisted by draft standing orders prepared through LGNZ.

42. These draft standing orders are based on the following principles:
   • Attendance by audio or audio-visual means should only occur when a member is not able to physically attend because:
     o the member is representing the Council at a place which makes physical attendance impossible
     o the member is ill or infirm
     o there is an emergency (for example, the ability for members to meet without being physically present was an issue raised some years ago during planning for a pandemic).
Amendments

43. The current standing orders provide for a motion to be amended either by:
   • substitution of different wording with the agreement of the meeting, or by
   • an amendment which is moved, seconded, debated and put to the vote, prior to
     considering any further amendment.

44. The standing orders also provide for upcoming amendments to be foreshadowed (but they
    cannot be debated until the current proposed amendment is disposed of).

45. The working party considered simplifying the process for amendments but recommends
    retention of the current process (except for committees that are not committees of the whole
    as referred to above).

Committees

46. The current standing orders contain statements spread through the standing orders about
    rules applying or not applying to committees. These have been brought into one section on
    committees and apply to all committees other than committees of the whole, which the
    working party feels should comply with the full standing orders.

47. The particular provisions for committees other than committees of the whole are:
   • members may speak more than once and speeches are not timed
   • it is not necessary to formally debate each amendment and dispose of it before moving
     on to the next amendment; the meeting can pick the best words from all suggested
     amendments.

Public Input

48. The Working Party recommends minor changes to Public Input standing orders:
   • an application to speak must be received no later than one clear working day prior to the
     meeting (currently no later than two working days)
   • the discretion of the chair to decline a request is extended to include reasons that:
     o the request is inappropriate
     o the business of the meeting is such that it is necessary to reduce or remove speaking
       time for all members of the public.

49. The meeting must be advised of any request that has been declined and the reasons for
    declining it.

Notices of motion

50. Under standing orders, an ordinary motion made at a meeting must be seconded before it
    can be debated. The working party recommends that this rule should apply to a notice of
    motion before it is accepted for placing on an agenda. A notice of motion, when lodged with
    the Chief Executive, should be signed by both the mover and seconder (other than a
    notice of motion to revoke a previous decision which must be signed by not less than one
    third of the meeting).

51. The Standing Orders provide that if such a motion has been defeated it may be repeated
    two more times within six months (with the appropriate number of signatures). Given the
    workload of the Governing Body and its committees and the time it takes for debate when a
    meeting comprises 23 members, there should be provision for only one repeat within six
months and the required signatures should be a majority to show it is the will of the meeting to re-debate the matter.

### Ordinary notice of motion

<table>
<thead>
<tr>
<th>Current standing orders</th>
<th>Amended standing orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodged by proposer</td>
<td>Lodged by proposer with a seconder</td>
</tr>
<tr>
<td>If it is rejected by the meeting, the same motion can be put forward again within six months:</td>
<td>If it is rejected by the meeting, the same motion can be put forward again within six months:</td>
</tr>
<tr>
<td>(i) a second time with signatures of one-third</td>
<td>(i) only a second time, with signatures of a majority.</td>
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<tr>
<td>(ii) a third time with signatures of a majority.</td>
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### Notices of motion to revoke a previous resolution

52. The Standing Orders provide for the revocation of a previous decision by way of notice of motion with one third signatures. There is no express provision in Standing Orders for repeat notices of motion to revoke. Words have been added to the Standing Orders to make clear there is no provision for a repeat.

53. Because a notice of motion to revoke causes a meeting to debate a matter a second time, the requirement for signatures should be a majority to show that this is the will of the meeting. This is consistent with the proposal above for an ordinary notice of motion.

54. A previous decision can always be revisited by way of report from the chief executive or chairperson if there is genuine new information that needs to be considered.

### Notice of motion to revoke a previous resolution

<table>
<thead>
<tr>
<th>Current standing orders</th>
<th>Amended standing orders</th>
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</thead>
<tbody>
<tr>
<td>Lodged by proposer, having signatures of one-third.</td>
<td>Lodged by proposer having signatures of a majority.</td>
</tr>
<tr>
<td>Standing orders are silent on whether such a notice of motion could be repeated if it is rejected.</td>
<td>Clarify that the same notice of a motion to revoke a decision cannot be brought a second time within six months.</td>
</tr>
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### Extraordinary meetings

55. The working party considered whether the full procedural part of the agenda (acknowledgements, petitions, Local Board Input, Public Input) should be placed on agendas for extraordinary meetings. The current standing orders are not clear.

56. Extraordinary meetings, or other meetings that are not regular monthly meetings, are usually called to deal with a specific matter that cannot be deferred to the following regular monthly meeting.

57. The working party recommends retaining Local Board Input and Public Input on agendas for extraordinary meetings (or any other meeting that is not a regular monthly meeting):
   - at the discretion of the chair; and
   - only in regard to matters on the agenda.

### Procedural motions
58. Following discussion at the workshop, the ability of a member to move the suspension of standing orders has been added to the section on procedural motions. The motion, if seconded, is put without debate but a 75% majority is required.

59. The chairperson has discretion on whether to accept any other procedural motion, which is consistent with the general rule that the chairperson decides all matters for which there is insufficient provision in the Standing Orders.

Extraordinary / urgent business

60. The Standing Orders mirror the provision in the Local Government Official Information and Meetings Act 1987 to allow business to be dealt with that is not on the published agenda. The Standing Orders do not set out a process for raising such an item of business.

61. The Standing Orders generally provide for business to be brought before a meeting in one of the following ways:

(i) report from the Chief Executive
(ii) report from the chairperson
(iii) notice of motion of a member
(iv) report of a committee

62. A matter of extraordinary business will usually be out of time for a notice of motion or report from a committee. An item of extraordinary business will therefore be brought before the meeting by way of report from the Chief Executive or report of the Chairperson. If there is not enough time to prepare a written report, the report may be verbal.

63. A member may bring to the attention of the meeting through the chair a matter that has come to the member’s attention as needing urgent consideration.

64. An extraordinary matter which is simply a minor matter for discussion and not a matter of business that needs to be dealt with, will be at the discretion of the chair.

Refreshment breaks

65. A councillor has requested a requirement for a refreshment break be included in the standing orders.

66. Currently the standing orders set a maximum duration time of six hours (unless extended by resolution) but do not have any requirement for a refreshment break.

67. A requirement for a break after three hours has been added. The original request suggested two hours but this would not work with the current practice of commencing meetings at 9.30 am. A mandatory break at 11.30 am would likely have the effect of delaying a lunch break.

68. An option has also been added for a councillor who has attended back-to-back meetings continuously without a break for two hours to bring this to the chairperson’s attention.

Other changes

69. Auckland Council has commenced webcasting meetings of the Governing Body and Committees of the Whole. The Working Party was asked to comment on draft protocols for webcasting. These have also been endorsed by the Mayor and have been included in the Standing Orders as an appendix.

70. Guidelines for who attends public-excluded meetings have been added as an appendix.

71. A summary of how business is placed on an agenda has been added as an appendix.

Consideration

Local Board Views and Implications

72. This report deals primarily with the standing orders of the Governing Body. Local board representatives were included in the working party and local board issues were discussed. The key issues were those relating to Governing Body confidential information and meetings.
Revising the local board Standing Orders

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**(Maori Impact Statement)**

73. The standing orders deal with meeting procedure. They make provision for use of Te Reo. There are no proposed substantive changes that will impact on Māori.

**(Implementation Issues)**

74. Once the Governing Body has adopted these standing orders and approved the changes to the Terms of Reference, copies will be provided to all members of the Governing Body and its committees.

### Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
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<tr>
<td>A</td>
<td>Revised Standing Orders</td>
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### Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Warwick McNaughton - Principal Advisor - Democracy Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Marguerite Debet - Manager Democracy Services</td>
</tr>
<tr>
<td></td>
<td>Grant Taylor - Governance Director</td>
</tr>
<tr>
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<td>Stephen Town - Chief Executive</td>
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Standing Orders - Proposed changes

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Page 9
Hibiscus and Bays Local Board
21 February 2018

Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve

File No.: CP2018/00097

Te take mō te pūrongo / Purpose of the report
1. To acknowledge the urgent decision that was made on 21 December 2017:

   to grant landowner approval and a new community lease to Red Beach Surf Life-Saving Club Incorporated for the final stage of its clubhouse redevelopment at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach and

   to grant a new community lease to Red Beach Surf Life-Saving Club Incorporated for 870m² (more or less) of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.

Whakarāpopototanga matua / Executive summary
2. A request was received from council’s Principal Lease Advisor to consider a report under urgency for the following reasons:
   a) Red Beach Surf-lifesaving Club Incorporated (the surf club) will be the first to receive new funding for their clubhouse redevelopment of $400,000 from Surf 10:20, a collaboration between Auckland Council and Surf Lifesaving Northern Region. In addition, the surf club will receive $200,000 from Foundation North Trust following completion of all appropriate paperwork.
   b) Landowner consent and a new community lease was required in order for the documentation to be completed so that agreements can be signed by all parties. Only then can the surf club begin to draw down funds.
   c) The surf club were at the beginning of what was expected to be a very busy patrolling season due to early high temperatures and they were expecting high numbers on the beach. The surf club was in need of funds to make their building safe and operational but most importantly to make sure they could effectively and safely perform lifesaving duties along with any search and rescue callouts they may have to attend.
   d) At the time the surf club were at risk of failing these duties with the current state of the clubrooms; unable to open roller doors, side walls of building rotting away and windows falling out, ablution blocks in need of repair and replacement.
   e) The surf club had to engage the contracted builder to start work in order to make the site operational. The council approved builder was accruing the costs until the surf club received the anticipated funding. There was concern that if the process was delayed for months then the surf club may be unable to pay the builder; requiring the surf club to get bank loans in place which could cause the surf club financial hardship.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
   a) note the urgent decision made to:
      i. grant landowner approval and a new community lease to Red Beach Surf Life-
Item 18

Saving Club Incorporated for the final stage of its clubhouse redevelopment at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.

ii. To grant a new community lease to Red Beach Surf Life-Saving Club Incorporated for 870m² (more or less) of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.

Ngā tāpirihanga / Attachments

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<tbody>
<tr>
<td>Authorisers</td>
<td>Lesley Jenkins - Relationship Manager</td>
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URGENT DECISION OF THE
HIBISCUS AND BAYS LOCAL BOARD

Dated: 21 December 2017

SUBJECT: To request the Hibiscus and Bays Local Board consider and approve a report under urgency on:

Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve.

BACKGROUND:

1. A report on Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve is scheduled for the Hibiscus and Bays Local Board meeting on 21 February 2018.

2. The report seeks that the Hibiscus and Bays Local Board:
   - grant landowner consent to Red Beach Surf Life-Saving Club Incorporated for the final stage of its clubhouse redevelopment project at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach
   - grant a new community lease, expiring 31 December 2041, to Red Beach Surf Life-Saving Club Incorporated for approximately 870m² of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach

REASON FOR URGENCY

3. A request to consider the report under urgency is sought for the following reasons:

   - Red Beach Surf-lifesaving Club Incorporated (the surf club) will be the first to receive new funding for their clubhouse redevelopment of $400,000 from Surf 10:20, a collaboration between Auckland Council and Surf Lifesaving Northern Region. In addition, the surf club will receive $200,000 from Foundation North Trust following completion of all appropriate paperwork.

   - Landowner consent and a new community lease is required in order for the documentation to be completed so that agreements can be signed by all parties. Only then can the surf club begin to draw down funds.
The surf club are at the beginning of what is expected to be a very busy patrolling season due to early high temperatures and they are expecting high numbers on the beach. The surf club is in need of funds to make their building safe and operational but most importantly to make sure they can effectively and safely perform lifesaving duties along with any search and rescue callouts they may have to attend.

At present the surf club are at risk of failing these duties with the current state of the clubrooms; unable to open roller doors, side walls of bulging rotting away and windows falling out, ablution blocks in need of repair and replacement.

The surf club has had to engage the contracted builder to start work in order to make the site operational. The council approved builder is accruing the costs until the surf club gets the anticipated funding. There is concern that if the process is delayed for months then the surf club may be unable to pay the builder; requiring the surf club to get bank loans in place which could cause the surf club financial hardship.

DECISIONS:

That the Hibiscus and Bays Local Board:

a) grant landowner approval to Red Beach Surf Life-Saving Club Incorporated for the final stage of its clubhouse redevelopment at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach, in general accordance with the concept plans prepared by Jurado Architects dated 27 September 2017, as detailed in Attachment A

b) grant a new community lease to Red Beach Surf Life-Saving Club Incorporated for 870m² (more or less) of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach, legally described as Lot 17 Deposited Plan 19458 and contained in title NA38A/1305 (Attachment B) subject to the following terms and conditions:

i) term - 24 years less one day commencing 1 January 2018 with final expiry on 31 December 2041

ii) rent - $1.00 plus GST per annum if requested

iii) the contemporaneous surrender of the lease dated 1 May 1980, effective from 1 January 2018

iv) all other terms and conditions will be in accordance with the Reserves Act 1977 and Auckland Council Community Occupancy Guidelines 2012.
AUTHORISED FOR RELEASE

Michelle Sanderson
Acting Relationship Manager, Local Board Services

**Authorisation**

This decision is authorised by Members Parfitt and Fitzgerald, who have delegated authority to make, on behalf of the local board, urgent decisions on matters that cannot wait until the next scheduled ordinary meeting of the local board. Resolution number HB/2016/195.

<table>
<thead>
<tr>
<th>Julia Parfitt</th>
<th>Janet Fitzgerald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Deputy Chairperson</td>
</tr>
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</table>

Date: 21 December 2017

Note: This decision will be reported to the next Hibiscus and Bays Local Board Meeting on 21 February 2018.
Memo

21 December 2017

To: The Chair and Deputy Chair of Hibiscus and Bays Local Board
cc: Michele Sanderson, Acting Relationship Manager & Senior Local Board Advisor, Hibiscus & Bays Local Board Services
Leigh Redshaw, Strategic Investment Specialist, Parks, Sports and Recreation,

Priority: Urgent
From: Frances Ting, Manager Community Leases, Community Facilities

Subject: Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve

Purpose:

To seek approval from the Hibiscus and Bays Local Board to:

1. Grant landowner consent to Red Beach Surf Life-Saving Club Incorporated for the final stage of its clubhouse redevelopment project at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.
2. Grant a new community lease, expiring 31 December 2041, to Red Beach Surf Life-Saving Club Incorporated for approximately 870m² of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.

Reasons for urgency:

1. Red Beach Surf Life-Saving Club (RBSLC) initiated the three stage redevelopment of its facilities in 2006.
2. The final third stage of the redevelopment works include upgrading of the roof with pre-cast concrete fins to support a new roof and extended eaves on the northern side of the clubrooms; a new concrete stairway on the deck; two new gear shed doors; upgrade of the upper level toilets; improved access to the Flying Herons Room; and improved acoustics within the room. Landowner consent for these works is required to complete the project.
3. As part of the Surf Life Saving Northern Region Surf 10:20 project, Auckland Council has approved a grant of $1.9 million towards the redevelopment of Auckland based surf club facilities over a three year period (2016/2017 to 2018/2019 inclusive). A condition of the allocation of funding to individual clubs is that all leasing arrangements are accurate and reflect the current occupation of the land. Furthermore, any funds not drawn down at the end of the three year period will be subject to review.
4. The total cost of the final third stage is $595,889. An amount of $396,889 has been allocated to RBSLC from the total Auckland Council grant. The balance of the funding will be provided by Foundation North.
5. The current lease (issued in 1981, renewed 2001) to the club expires in 2021. Although consent to grant a new lease out to 31 December 2041 for an expanded footprint was signalled in 2009, for unknown reasons, the process for issuing the new lease was not finalised.
6. To ensure that the club is eligible for funding from Auckland Council and Foundation North, a resolution from the Hibiscus & Bays Local Board granting consent of the new lease, including the expanded footprint and landowner approval for the final stage of the development are required to formalise the lease.

Frances Ting
Manager Community Leases
Stakeholder & Land Advisory | Community Facilities
Auckland Central
Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve

Te take mō te pūrongo / Purpose of the report

1. To grant landowner consent to Red Beach Surf Life-Saving Club Incorporated for the final stage of its clubhouse redevelopment project at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.

2. To grant a new community lease to Red Beach Surf Life-Saving Club Incorporated for approximately 870m2 of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach.

Whakarāpopototanga matua / Executive summary

3. In 1980 the former Rodney District Council granted a lease for approximately 672m2 of land at the Red Beach Waterfront Reserve to the Red Beach Surf Life-Saving Club Incorporated. The lease commenced on 1 May 1980 for an initial term of 21 years with one right of renewal for a further 21 years effecting final expiry on 30 April 2021. The right of renewal was exercised and commenced on 1 May 2001.

4. The Red Beach Surf Life-Saving Club Incorporated planned a staged development of its clubhouse facility in 2006 proposing to make additions to the building and improve the existing facilities.

5. In August 2007, the former Rodney District Council approved a variation of the lease extending the term of the lease for a further 21 years amending the final expiry to 2042. For all intent and purpose, the extension was granted to enable the Red Beach Surf Life-Saving Club Incorporated to qualify for community loan schemes to fund the development of the clubhouse.

6. In February 2009, the former Rodney District Council undertook public notification of its intention to grant a new lease to the Red Beach Surf Life-Saving Club Incorporated including an increased lease area and a 33 year term commencing 1 January 2009 and expiring on 31 December 2041. No submissions were received. However, the new lease was not formalised and there is no evidence indicating that the former Rodney District Council formally resolved to grant the new lease. As such, the terms and conditions of the original 1980 lease remain operative.

7. The redevelopment of Red Beach Surf Life-Saving Club Incorporated’s clubhouse has been included into the Surf 10:20 project. The Surf 10:20 project is a partnership between Auckland Council and Surf Life Saving Northern Region Incorporated, the regional organisation that coordinates capital investment and the rebuild of Auckland surf lifesaving facilities. A condition of the Auckland Council funding is that all leasing arrangements are accurate and reflect the current occupation of the land. Furthermore, any funds not drawn down at the end of the three year period will be subject to review.

8. To regularise the lease and ensure that the Red Beach Surf Life-Saving Club Incorporated is eligible for funding, this report recommends that the Hibiscus and Bays Local Board grant landowner approval for the final stage of the development and grant a new lease in accordance with the terms and intent of the 2009 public notification.

9. The recommendations within this report align with the Hibiscus and Bays Local Board Plan 2017 outcome "Our community enjoys access to quality parks, reserves and facilities for leisure, sport and recreation and ‘Our people are involved and have a sense of pride in the look and feel of their local areas’."
Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

a) grant landowner approval to Red Beach Surf Life-Saving Club Incorporated for the final stage of its clubhouse redevelopment at Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach, in general accordance with the concept plans prepared by Jurado Architects dated 27 September 2017, as detailed in Attachment A.

b) grant a new community lease to Red Beach Surf Life-Saving Club Incorporated for 870m² (more or less) of land at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach, legally described as Lot 17 Deposited Plan 19458 and contained in title NA38A/1305 (Attachment B) subject to the following terms and conditions:

i. term - 24 years less one day commencing 1 January 2018 with final expiry on 31 December 2041.

ii. rent - $1.00 plus GST per annum if requested

iii. the contemporaneous surrender of the lease dated 1 May 1980, effective from 1 January 2018

iv. all other terms and conditions will be in accordance with the Reserves Act 1977 and Auckland Council Community Occupancy Guidelines 2012.

Horopaki / Context

10. This report considers the leasing issues with respect to the occupation of part of the Red Beach Waterfront Reserve by the Red Beach Surf Life-Saving Club Incorporated (the surf club).

11. The Hibiscus and Bays Local Board is the allocated authority relating to local, recreation, sport and community facilities, including community leasing matters.

Land

12. The land currently occupied by the surf club is located at the Red Beach Waterfront Reserve, 10 Ngapara Street, Red Beach. The land is legally described as Lot 17 Deposited Plan 19458, contained in title NA38A/1305 and is held by Auckland Council in fee simple as a classified recreation reserve subject to the Reserves Act 1977.

13. The existing clubhouse on the site is owned and maintained by the surf club.

Red Beach Surf Life-Saving Club Incorporated

14. The surf club was formed on 31 May 1953. By 1956 the surf club had obtained consent from the local authority to commence the building of its first clubhouse with the official opening in 1959. The original clubhouse was demolished in the early 1980’s when the club moved into its current building.

15. Red Beach Surf Life-Saving Club has more than 1,200 members including patrolling lifeguards, junior lifeguards, masters and squash club members (the club has two squash courts). The primary objective of the surf club is to foster growth and development of surf lifesaving and the surf club is an important part of the Red Beach community having provided its lifeguard patrolling services for over 60 years. Additionally, the surf club continues to provide vital community amenities through beach education, junior programmes, competitions and recreational and social events.
16. The surf club is affiliated to Surf Life Saving New Zealand Incorporated and its subsidiary Surf Life Saving Northern Region Incorporated. Surf Life Saving New Zealand is a charitable organisation with approximately 17,000 members and represents 74 surf lifesaving clubs across New Zealand. As a national organisation, Surf Life Saving New Zealand consults, administers and coordinates its programme delivery with surf lifesaving clubs into local regions through its regional organisations such as Surf Life Saving Northern Region.

**Surf 10:20 Project**

17. The Surf 10:20 Project is a joint partnership between Auckland Council and Surf Life Saving Northern Region. In collaboration with Auckland Council, Surf Life Saving Northern Region has entered into a funding agreement for its capital redevelopment programme, an initiative to coordinate capital investment and the rebuild of Auckland surf lifesaving facilities.

18. It is projected that redevelopment of surf lifesaving clubs will require an estimated $20 million over the next ten years. In June 2015, Auckland Council approved a grant of $1.9 million as an initial contribution to the Surf 10:20 project over a three year period (2016/17 through to 2018’19 inclusive). Funds not drawn down at the end of the three years will be subject to review and the status of the proposed development works reviewed.

19. Surf Life Saving Northern Region has included the redevelopment of Red Beach Surf Life-Saving Club's clubhouse into the Surf 10:20 project and its infrastructure development plans. Additional funding through the Foundation North Trust is also tied into the surf club’s redevelopment plans.

**Tātaritanga me ngā tohutohu / Analysis and advice**

**Landowner Consent - Clubhouse Development**

20. Red Beach Surf Life-Saving Club initiated the development work of its facilities in 2006 and was granted landowner consent for the extension of the clubhouse by the former Rodney District Council on 17 May 2006.

21. The development of the facility was proposed to be in stages with the initial development incorporating the addition of a new deck, gym and bunkroom area (Attachment C). Stage two of the development included alterations to the kitchen, bar, lounge and ground floor ablutions, in addition to the second squash court and viewing area.

22. In 2012 the surf club commenced the third stage of the rebuild project with the final developments being:
   - A utility/meeting room and ‘dry’ ablution facilities
   - A dining/conference area with gear storage below
   - Provision of a dedicated Lifeguard Patrol and associated ‘wet’ area
   - Re-cladding and general updating of club exterior
   - Kitchen facility upgrades

23. Council consented to the kitchen facility upgrade on 3 July 2015.

24. The current final stage of the development will encompass the upgrade of the roof with pre-cast concrete fins to support a new roof and extended eaves on the northern side of the clubrooms, a new concrete stairway on the deck, two new gear shed doors, upgrade of the upper level toilets, improved access to the Flying Herons Room and improved acoustics within the room (Attachment A).
25. The surf club has already obtained building consent and resource consent for the proposed works with completion of the project anticipated to be mid-April 2018.

Original Lease

26. In 1980, the former Rodney District Council granted a lease, subject to section 54(1)(c) of the Reserves Act 1977, to Red Beach Surf Life-Saving Club Incorporated for approximately 672m2 of land for the use as a surf lifesaving clubhouse, including the provision for squash courts. The lease commenced on 1 May 1980 for an initial term of 21 years with one right of renewal for a further 21 years.

27. On 30 July 2001, the lease was renewed for a further 21 years on the same terms and conditions as the original 1980 lease, with final expiry on 30 April 2021. The renewal incorrectly recorded the final expiry date as 31 April 2021.

28. A report dated 9 August 2007, to the Asset Management Committee of the former Rodney District Council requested a variation of the lease to extend the term to enable the surf club to qualify for community loan schemes to fund the development of the clubhouse (Attachment D).

29. The Asset Management Committee, at its meeting on 9 August 2007, approved the variation of the lease to the surf club and extended the lease term for a further 21 years, thereby amending the final expiry date to 2042 (Attachment E).

30. This extension effectively granted an additional 21 years to the renewed term of the lease, with the extension commencing only after the expiration date of the current term, this being 31 April 2021, to achieve the final expiration date of 2042. Therefore, the total term under the lease equated to 42 years, comprising the initial 21 years provided under the right of renewal and the additional 21 years approved by the former Rodney District Council in 2007. The resultant 42 year term exceeded the maximum 33 year term allowed under section 54(1)(c) of the Reserves Act 1977.

31. On the evidence available, particularly the report dated 9 August 2007 and noted in paragraph 28 above, it is submitted that the approval of the extended term may have intended to provide a further right of renewal, creating two rights of renewal for 21 years respectively, rather than a combined term of 42 years. To this extent, the two rights of renewal will conform with the maximum term allowed under section 54(1)(c) of the Reserves Act 1977 as each term is below the maximum allowed 33 year term.

Proposed New Lease

32. On 12 February 2009 a public notice advising of the intention to grant a new lease was published in the Rodney Times (Attachment F). The notice specified the surf club’s development plans and proposed to grant a new lease for an increased lease area, being approximately 870m2 to accommodate the surf club’s proposed development.

33. In addition, the proposed new lease was anticipated to be for a single term of 33 years commencing 1 January 2009 and expiring on 31 December 2041.

34. On 23 March 2009, the Property Services unit of the Rodney District Council wrote to the surf club advising that the public submission period pursuant to the public notice had closed and that no submissions in respect of the proposed new lease were received.

35. However, the new lease was never formalised nor is there evidence indicating that the former Rodney District Council granted the new lease or approved the surrender of the surf club’s operative lease.

36. As such, the original 1980 lease remains operative, with the defined lease area of 672m2 only reflective of the original clubhouse rather than the increased lease area incorporating the subsequent additions to the clubhouse building.
Options

Option 1 - grant land owner consent and a new lease

37. Under the operative lease, Auckland Council must provide land owner consent for any building or alteration. This report recommends that the Hibiscus and Bays Local Board grant land owner consent for the final stage of the clubhouse development to ensure compliance with the lease and previous landowner consents.

38. Additionally, to regularise the leasing matters noted in paragraphs 30 to 36, staff recommend that the Hibiscus and Bays Local Board grant a new lease to the surf club under the same terms proposed in the 2009 public notice, albeit with an amendment to the original term. The amendment will allow for the commencement date of 1 January 2018 but provide the same expiration date, being 31 December 2041, and will align to the term originally intended. Furthermore, the new lease will contain a provision for the surrender of the 1980 lease.

Option 2 – decline the land owner consent

39. If the local board does not grant land owner consent or the new lease, Red Beach Surf Life-saving Club cannot progress with its development plans and risks losing any funding tied to the development, including council funding. A condition of Auckland Council funding is that all leasing arrangements are accurate and reflect the current occupation of the land. Therefore, the operative lease will not be reflective of the current occupation by the surf club because the larger building will exceed the existing 672m² lease area and encroach on the adjacent land. This option is not recommended.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

40. A letter from the Hibiscus and Bays Local Board to Community Facilities dated 20 September 2013 confirmed that the Hibiscus and Bays Local Board supports the use of the land for the purposes of a surf lifesaving club into the foreseeable future (Attachment G).

41. The recommendations within this report support the Hibiscus and Bays Local Board Plan 2017 outcomes for:
   a) ‘Our community enjoys access to quality parks, reserves and facilities for leisure, sport and recreation’
   b) ‘Our people are involved and have a strong sense of pride in the look and feel of their local areas’.

Tauākī whakaaweawe Māori / Māori impact statement

42. Auckland Council is committed to meeting its responsibilities under Te Tiriti o Waitangi and its broader legal obligations to Māori. The council recognises these responsibilities are distinct from the Crown’s Treaty obligations. These commitments are articulated in the council’s key strategic planning documents the Auckland Plan, the Long-term Plan 2015-2025, the Auckland Unitary Plan and local board plans.

43. Support for Māori initiatives and outcomes are detailed in Te Taha Taktiini, Auckland Council’s Māori Responsiveness Framework. An aim of community leasing is to increase targeted support for Māori community development. Additionally it seeks to improve access to facilities for Māori living in the Hibiscus and Bays Local Board area.
Ngā ritenga ā-pūtea / Financial implications

44. There are no direct cost implications for Auckland Council.

Ngā raru tūpono / Risks

45. Should the leasing matters not be rectified, there is a significant risk that the club will not be eligible for any funding including funding from Auckland Council and the Foundation North Trust. This could have wider implications with the possibility of jeopardising the Surf 10:20 project and Auckland Council’s partnership with Surf Life Saving Northern Region. The lack of funding will also inhibit the surf club’s development, reduce the ability of the surf club carrying out its activities and erodes the safety and recreational benefits derived by the wider community.

46. In addition, maintaining the status quo will result in the lease not aligning with the current occupation of the land. Persisting with the smaller lease area will create an encroachment of the adjacent land which will need to be addressed. Any encroachment is also likely to be contrary to the operative lease and create a situation where the surf club will be in breach of the lease.

47. The substantial period of time between the 2009 public notification and the proposed grant of the lease is likely to create additional risk. The Reserves Act 1977 does not prescribe a time limit or set a time-bar between the public notification and actual granting of the lease. The purpose of public notification under the Act is to ensure that the public are consulted in circumstances where public land is disposed, albeit for a specified period of time under a lease.

48. On the evidence available, public notification has occurred and as such, may be considered to be in compliance with the Act. Additionally, the larger building has been part of the landscape since 2008. The Red Beach Surf Life-saving Club is important to the local community and provides vital services to the wider community.

Ngā koringa ā-muri / Next steps

49. Council’s land advisory and community leases staff will work with the surf club to finalise the landowner consent documentation and the deed of lease.

Ngā tāpirihanga / Attachments

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<tr>
<th>Authors</th>
<th>Yusuf Kahn – Senior Community Lease Advisor</th>
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<tr>
<td>Authors</td>
<td>Kim O’Neill – Head of Stakeholder and Land Advisory</td>
</tr>
<tr>
<td>Authorisers</td>
<td>Michelle Sanderson – Acting Relationship Manager</td>
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Hibiscus and Bays Local Board
21 February 2018

Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve

Attachment C

Item 18
Attachment B – Site Plan
GIS aerial view showing proposed lease area to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve being part of Lot 17 Deposited Plan 19458 comprising approximately 870m² (more or less) as indicatively shown hatched in red and marked “A” on the plan.
Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club Incorporated at Red Beach Waterfront Reserve
Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club
Incorporated at Red Beach Waterfront Reserve
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Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club
Incorporated at Red Beach Waterfront Reserve
ITEM NO: 14

REPORT

TO Assets Management Committee
ON 9 August 2007
FROM Mark Johannsen – Property Manager
APPROVED BY Paul Utting – Director Assets & Facilities
SIGNATURE

SUBJECT RED BEACH SURF LIFESAVING CLUB LEASE
FILE REF RC/150/1

PURPOSE OF REPORT:
☐ Information only ☐ Strategic decision ☐ Policy decision ☐ Statutory process
☐ Community issue ☐ Contract decision ☐ Delegation ☐ Appointment
☐ Administrative matter

IMPLICATIONS:

(i) Is this matter significant in terms of Council’s Policy on Significance? No

(ii) Implications in terms of Vision Rodney? No

(iii) Implications in terms of Long Term Plan/Annual Plan? No

(iv) Implications in terms of other Council Strategic documents or Council Policy? No

(v) Is a budget amendment required? No

(vi) Have the views of affected or interested persons been obtained and is any further public consultation required? Discussions with Surf Club.
FINANCIAL IMPLICATIONS:

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SUMMARY:

The Red Beach Surf Lifesaving Club (RBSLC) has requested that its current lease be extended in order that it qualify for community loan schemes.

Appendix 1 shows a plan of the leased area.

This report seeks approval to undertake the actions needed.

RECOMMENDATION:

That it be recommended to the Council:

That the Property Manager be delegated authority to enter into a variation of the current lease to the Red Beach Surf Lifesaving Club to extend the term of the lease for a further twenty one (21) years, thereby making the final expiry date in 2042.

1.0 Background

The RBSLC has requested an extension to its current lease in order that it qualifies for community loan schemes to enable alterations and additions to be made to the clubrooms.

The current lease has 14 years to run, terminating in 2021. The club was formed in 1953 and has leased the current site from 1958.

2.0 Issues

Details of the current lease are as follows:

- Commencement Date: 01 May 1960
- Term: 21 years with right of renewal for 21 years
- Final Expiry: 30 April 2021
- Annual Rental: $10 plus GST per annum (if demanded)
- Outgoings: Rates, taxes, utilities and fees
- Use: Clubhouse
- Land area: 072 square metres

3.0 Options

There are two options:

(i) To approve an extension to the lease;
(ii) To leave the status quo and renegotiate at the termination of the current lease.
FINANCIAL IMPLICATIONS:

<table>
<thead>
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<td>Ongoing operational cost implications</td>
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<td>Funding &amp; rating impact (whether resulting from capital expenditure or arising directly)</td>
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SUMMARY:

The Red Beach Surf Lifesaving Club (RBSCC) has requested that its current lease be extended in order that it qualify for community loan schemes.

Appendix 1 shows a plan of the leased area.

This report seeks approval to undertake the actions needed.

RECOMMENDATION:

That it be recommended to the Council:

That the Property Manager be delegated authority to enter into a variation of the current lease to the Red Beach Surf Lifesaving Club to extend the term of the lease for a further twenty one (21) years, thereby making the final expiry date in 2042.

1.0 Background

The RBSCC has requested an extension to its current lease in order that it qualifies for community loan schemes to enable alterations and additions to be made to the clubrooms.

The current lease has 14 years to run, terminating in 2021. The club was formed in 1953 and has leased the current site from 1966.

2.0 Issues

Details of the current lease are as follows:

- **Commencement Date:** 01 May 1980
- **Term:** 21 years with right of renewal for 21 years
- **Final Expiry:** 30 April 2021
- **Annual Rents:** $310 plus GST per annum (if demanded)
- **Outgoings:** Rates, taxes, utilities and fees
- **Use:** Clubhouse
- **Land area:** 672 square metres

3.0 Options

There are two options:

(i) To approve an extension to the lease;
(ii) To leave the status quo and renegotiate at the termination of the current lease.
4.0 Conclusion

Given the long association with the site, the community benefit and the likely longevity of this facility, it is recommended that an extension of 21 years be approved.
APPENDIX 1
Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club
Incorporated at Red Beach Waterfront Reserve
Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club

Incorporated at Red Beach Waterfront Reserve
Urgent Decision: Landowner consent and new community lease to Red Beach Surf Life-Saving Club
Incorporated at Red Beach Waterfront Reserve
20 September 2013

To Whom it May Concern

Red Beach Surf Life Saving Club Funding Application

It has been brought to the Hibiscus and Bays Local Board’s attention that further clarification is needed for the Red Beach Surf Life Saving Club’s funding application to the Lotteries Community Facility Fund. I am writing this letter to confirm:

a) that the Hibiscus and Bays Local Board is the delegated landowner authority; and

b) that the Hibiscus and Bays Local Board supports the use of the land for the purposes of a surf life saving club into the foreseeable future.

If you require any further information please do not hesitate to contact the Local Board Democracy Advisor, Vivienne Sullivan, on (09) 427 3317 or email vivienne.sullivan@aucklandcouncil.govt.nz.

Yours sincerely

Julia Parfitt
CHAIRPERSON
HIBISCUS AND BAYS LOCAL BOARD
Temporary encumbrances for residential properties at 8, 10 and 10A Penzance Road, Mairangi Bay

File No.: CP2017/26951

Te take mō te pūrongo / Purpose of the report
1. To establish temporary encumbrances on the titles of properties at 8, 10 and 10A Penzance Rd Mairangi Bay to extinguish existing access encroachments over a public reserve at R3 Newhaven Terrace.

Whakarāpopototanga matua / Executive summary
2. R3 Newhaven Terrace is a public accessway reserve. It is being used by residents of 8, 10 and 10A Penzance Road for vehicular access and parking without authority. This is an encroachment and requires redress.

3. Temporary encumbrances are considered the best means to extinguish the encroachment. The Hibiscus and Bays Local Board has indicated its support in applying encumbrances to the titles of the residential properties to encourage the owners to seek their own access to a legal road.

4. Generous encumbrance terms have been proposed by council officers to the property owners, including a 10 year term for compliance.

5. The greatest risk to council is in not addressing the issue, which could put council in breach of the Reserves Act 1977, which it administers. Other options include doing nothing, granting easements, prosecution, or selling the land. Of these, the only option other than encumbrances is to revoke the land status and sell the land to the residents and the church.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:

a) approves the establishment of temporary encumbrances on the titles of the properties at 8, 10 and 10A Penzance Road being Lot 86 DP 13311 and Flats 1 and 2 (DP 91918) on Lot 85 DP1 3311 for a period of 10 years

b) delegates establishment and administration of the temporary encumbrances on the titles of the properties at 8, 10 and 10A Penzance Road being Lot 86 DP 13311 and Flats 1 and 2 (DP 91918) on Lot 85 DP1 3311 to the Manager Land Advisory Services.

Horopaki / Context
6. The reserve located between Penzance Road and Hastings Road (R3 Newhaven Terrace) is a public access reserve. The reserve is a classified Accessway Reserve gazetted in 1944 (NZGZ 1944/184 and described as Lot 242 DP 13311). Its purpose is to allow public foot access between the two roads.

7. The reserve has been used as a private driveway for vehicular access and parking for a number of years by three private residential sites. The residential properties should have formed their own independent access to Penzance Road. Each site has feasible access, but
it has not yet been formed. There is no legal right for this use of the reserve and it is an ongoing encroachment.

8. There is no provision for council to allow un-authorised private benefit and access of a reserve. Similarly, the Reserves Act 1977 (the Act) does not allow reserves to be used for private residential benefit. The Act purposefully requires all use and access of reserves to be for public and community benefit. The required solution is for the residents to stop using the reserve.

9. In 2015, the Hibiscus and Bays Facilities and Reserves Committee supported an encumbrance as a means to encourage the residents to secure independent access to a legal road (resolution HIB/2015/3). Staff and local board members have worked with the residents to develop encumbrance conditions that will be effective in extinguishing the encroachments.

10. At a workshop on 8 November 2017 the final encumbrance structure, proposed conditions and rationale were explained and discussed with the local board.

11. Consistent with the 2015 Hibiscus and Bays Facilities and Reserves Committee decision, a 10 year temporary encumbrance is considered the best method to allow the owners sufficient time to establish independent legal access to Penzance Road.

**Proposed Encumbrance**

12. Encumbrances encourage or discourage certain actions. An effective encumbrance in this case will contain conditions to encourage the residents to cease private use of the reserve and establish their own access to Penzance Road.

13. During the term of the encumbrance a modest annual levy of $260.00 is proposed to be applied to residents for the administration of the encumbrance until the owners secure their own access.

14. The Mairangi Bay Presbytarian Church (the church) also uses the accessway without authorisation. It is being separately dealt with by a proposed encumbrance which will remove parking that inhibits pedestrian access, re-establish safer pedestrian access and contribute to reserve maintenance.

15. The church provides some valuable social and community services to the area that would ordinarily be provided and funded by council. It has a community delivery focus consistent with the Act. The principal distinction between the church and the private users is that the private users provide no service to the community or the reserve.

16. Given the different situations between the private residents and the church, it is reasonable to levy the resident’s continued private use of the reserve temporarily, and it is reasonable not to levy the church as long as it provides community outcomes.

**Proposed encumbrance conditions**

17. The encumbrances are proposed to be registered on each title for 10 years.

18. Recommended conditions of the encumbrance are:

   a) Termination of the encumbrance upon sale or redevelopment of any of the properties within the 10 year period (requiring the owner to establish independent access at sale or redevelopment).

   b) Termination of the encumbrance if Auckland Transport removes any of the car parking spaces on Penzance Road in front of the three properties (allowing space for vehicle crossings to the properties).

   c) Termination of the encumbrance when the owner secures permanent independent legal access to Penzance Road within the 10 year encumbrance period.

   d) Termination of the encumbrance after 10 years if independent legal access to Penzance Road has not been established by the title owners (putting the owners in a default position and being required to establish access).
e) Owners of 8, 10, and 10A Penzance Road each contribute 15 per cent (45 per cent in total) of any maintenance and repair costs of the sealed access over the reserve until they establish their own legal access to Penzance Road.

f) Owners of 8, 10, and 10A Penzance Road each pay an annual fee for encumbrance administration and the use of the reserve for their access. The recommended fee is $260 per annum per property.

g) Refund of the annual fee when the owner secures permanent legal access after the fee has been paid for that year (so that owners are not unfairly levied).

h) Termination of the encumbrance if Auckland Council reinstates the reserve to pedestrian access only, revokes or sells the land (allowing the residents to secure their own independent legal access to Penzance Road either on their property or by purchasing any parts of the reserve that may be offered for sale).

i) The owners of 8, 10, and 10A Penzance Road each pay a contribution towards council's costs of establishing the encumbrances.

Risks

19. There is a risk in not addressing the unconsented use of the reserve by vehicles. Reducing vehicle movements on the reserve will reduce that risk.

20. An encumbrance with an ‘end date’ ensures the required action occurs within a finite period and does not continue. A 10 year period is generous. No end date would, in effect, be a right of way forever, which is a disposal of an interest in the land and is a decision for the Governing Body.

21. No end date provides no incentive for the owners to act. Council could be seen to be failing to meet its obligations under the Act, which legally and operationally is not an option. An end date gives both parties finite certainty and clarity about purpose and expectations. There is a risk that an owner may do nothing within the 10 year period. Council would have to then use more severe compliance tools.

22. The residents will be using the reserve for private benefit until they establish independent access. It costs council to administer an encumbrance. It is appropriate to apply a modest annual fee for their private use of council land. A fee of $260 is a token but sufficient amount to provide incentive for the owners to secure their own access within 10 years. The levy is an amount that covers the cost of administration of the encumbrance.

23. Applying no fee for the encumbrance would send a mixed message that council is willing to allow reserve land to be used for private gain, contrary to the Act. This would set a precedent that could put council at risk should similar or more serious encroachment situations arise. Applying no fee signals that the land can be used for private benefit, for free and does not provide an incentive for the owner to secure their own access.

24. Council’s role as administrating body under the Act is to protect and manage reserves for public benefit. Local boards are, in part, the administering body. A first duty is to comply with the Act and to act on behalf of the reserve. The council has a duty to resolve the matter and the encumbrance tool is less severe than other options.

Other Options

25. Prosecution: Because the residents are using the reserve without authorisation, council could prosecute the owners. This is a harsh tool, would cost many thousands of dollars, and would not immediately resolve the situation. It is punitive and not a constructive option. It is not recommended.

26. Easements: The council could grant easements over the land or create a right of way. This option has already been considered and dismissed because it does not stop the vehicular use or lessen the risk to pedestrians. It also disposes of an interest in the land which reduces council’s options over its own land.
27. Do Nothing: The status quo is not an option as it carries organisational risk, would mean council is not managing the Act responsibly and does not deal with the issue of residents driving their vehicles onto and over the reserve.

28. Revoke the reserve classification and sell the land: This is an option if, after an assessment, the land was found not to be functioning well for its purpose, and there was an opportunity to better utilise the land. It carries a cost for the residents and council and can be a lengthy process requiring a Governing Body resolution to revoke the land’s status, a process of revocation including public notice and a potential hearing, and administrative and legal adjustments before the land can be sold:

   a) The adjoining residents and the church would be invited to purchase the land. The land could be purchased in joint or divided shares as a right of way and become access to a legal road.

   b) A non-negotiable requirement of council in the sale would be an easement to council for guaranteed separate and safe pedestrian access between Hastings and Penzance Roads. This would ensure the original purpose and function of the land remains.

   c) This option has merit if the council was willing to sell the land. It is a more complete solution.

29. The recommended option is that encumbrances be employed.

30. If the local board chooses not to accept the recommendation it could request an investigation into revocation and subsequent sale. It could also accept the encumbrance recommendation and undertake any investigation of other options separately.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

31. A decision to encumber a title can be made by the local board in fulfilment of its duties and obligations as an administering body under the Act.

32. The local board has previously resolved to support encumbrances as a means to resolve the issue (resolution HIB/2015/3). This report meets that resolution.

33. At a workshop on 8 November 2017 the Hibiscus and Bays Local Board were presented with information on the reasons for, structure of and suggested conditions for the encumbrances as well as other options.

34. The local board is an administering body under the Act charged with responsible management of reserves. It must comply with the Act and ensure others also comply.

Tauākī whakaaweawe Māori / Māori impact statement

35. The proposed actions are a matter of compliance between the board and residents, designed to redress historical encroachments.

36. The proposal does not trigger the council’s Significance and Engagement Policy or affect matters of customary rights or treaty settlements.

37. It is unlikely to affect current or future Māori participation or outcomes and no iwi engagement has taken place.
Ngā koringa ā-muri / Next steps

38. If encumbrances are approved by the local board, Land Advisory Services and legal staff will prepare the encumbrance documents with the residents so that they may be registered on their respective titles.

39. Staff will monitor progress annually, update the local board when residents secure legal access to Penzance Road and when encumbrances are lifted.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Allan Christensen - Senior Land Use Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Rod Sheridan - General Manager Community Facilities</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
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</table>
Te take mō te pūrongo / Purpose of the report
1. To provide an integrated quarterly performance report for quarter two, 1 October - 31 December 2017 against the 2017/2018 local board work programme.

Whakarāpopototanga matua / Executive summary
2. This report includes financial performance, progress against local board key performance indicators, progress against work programmes, key challenges the local board should be aware of and any risks to delivery against the 2017/2018 work programme.
3. Of significance this quarter, a site blessing was held on 19 December 2017 prior to works beginning on the offset mitigation project to enhance D’Oyly Reserve. On 20 December 2017 the new splash pad, a collaboration between Auckland Council and ANZ Bank, was officially opened at Stanmore Bay Pool and Leisure Centre.
4. Performance against the agreed 2017/2018 work programmes is tracking positively (Snapshot, Attachment A).
5. All operating departments with agreed work programmes have provided a quarterly update against their work programme delivery (Attachment B). The majority of activities are reported with a status of green (on track) or amber (some risk or issues, which are being managed). The following activities are reported with a status of red (behind delivery, significant risk):
   - ID 2045 East Coast Bays Rugby League Rooms – remove asbestos from bar ceiling
   - ID 2052 Orewa Library - renew library’s furniture, fittings and equipment
   - ID 2060 Emlyn Place Reserve – renew park retaining wall
   - ID 2061 Freyberg Park - renew parks toilet
   - ID 2062 Freyberg Park - renew retaining wall
   - ID 2065 Hibiscus and Bays – Implement actions from Greenways plan
   - ID 2075 Hibiscus and Bays – Actions from centre plans
   - ID 2081 Little Manly Beach Reserve - renew seawall
   - ID 2054 Browns Bay Beach Reserve - renew seawall
   - ID 2103 Tindalls Beach coastal structure renewals
   - ID 2943 Campbells Bay - renew coastal structures
   - ID 1385 East Coast Bays Rugby League Club
   - ID 1386 New Zealand Red Cross Inc

6. The overall financial performance for quarter two 2017/2018 is favourable compared to the budget. There are some points for the board to note:
   - Hibiscus and Bays Local Board has invested $2.9m in capital expenditure and $6.0m in net operating expenditure for the year to date at 31 December 2017.
   - Net cost of service is $582k favourable to budget for the year. The underspend in asset based services expenditure of $162k relates to projects in the Parks, Sports and Recreation activity.
   - From the local boards’ Locally Driven Initiatives funding, the majority of projects are underway and on track to be completed during the year. In the first 6 months, the
board allocated $170k from their community grants fund and has $370k remaining to allocate for the rest of the financial year.

- Revenue is favourable to budget for the year to date and is likely to be on or above target for the full financial year. This relates to various facilities across the local board area.
- Attachment C contains further detailed financial information

7. The key performance indicators show a trend that 79 percent will meet target by year end. The exceptions are explained in further detail in Attachment D.

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

a) receive the performance report for the financial quarter ending 31 December 2017.

Horopaki / Context

8. The Hibiscus and Bays Local Board approved 2017/2018 work programmes on 1 June 2017 for the following operating departments:

- Arts, Community and Events
- Parks, Sport and Recreation
- Libraries and Information
- Community Facilities: Build Maintain Renew
- Community Leases
- Infrastructure and Environmental Services
- Local Economic Development

9. The work programmes are aligned to the 2014 Hibiscus and Bays Local Board Plan.

Tātaritanga me ngā tohutohu / Analysis and advice

Key achievements for quarter two

10. The Hibiscus and Bays Local Board has a number of key achievements to report from the quarter two period, which include:

- The Weiti Festival, a partnership between the Kaipatiki Project, Te Herenga Waka o Orewa Marae and the Hibiscus and Bays Local Board was held on 4 November. Activities included a powhiri to welcome the public onto the marae, kapahaka performances, flax weaving, hula hoop workshops, face painting, giant bubble fun and various stalls with natural and sustainable goods vendors.

- The Hibiscus and Bays Art Awards were held at Mairangi Arts Centre on 9 November, attended by 200 people. An official welcome was provided by Te Herenga Waka o Orewa.
Key achievements for quarter two
11. The Hibiscus and Bays Local Board has a number of key achievements to report from the quarter two period, which include:

- The Weiti Festival, a partnership between the Kaipatiki Project, Te Herenga Waka o Orewa Marae and the Hibiscus and Bays Local Board was held on 4 November. Activities included a powhiri to welcome the public onto the marae, kapahaka performances, flax weaving, hula hoop workshops, face painting, giant bubble fun and various stalls with natural and sustainable goods vendors.

- The Hibiscus and Bays Art Awards were held at Mairangi Arts Centre on 9 November, attended by 200 people. An official welcome was provided by Te Herenga Waka o Orewa.

Key project updates from the 2017/2018 work programme
12. The following are progress updates against key projects identified in the Hibiscus and Bays Local Board Plan and/or Local Board Agreement:

- The local board completed Quick Response Round Two and Local Grant Round One, allocating $148,905 in grants to community groups.

- A funding agreement with Future Whangaparaoa was completed. A newly formatted work programme was developed and agreed with the Future Whangaparaoa trustees that aligns actions from the local board outcomes with Future Whangaparaoa outcomes. The three focus areas are: community capacity building; business employment and training support; town centre revitalisation (placemaking). The specialist advisor provided an update to the local board, illustrating how Future Whangaparaoa is an exemplar of the Community Empowerment Approach in action. This group embodies community-led models of collaboration and finding local solutions to identified local needs.

- Five youth scholarships were awarded to students at high schools in the local board area.

- Three grants totalling $20,000 have been paid out from the local board’s Event Partnership Fund.

Key performance indicators
12. Local board agreements include level of service statements and associated performance measures to guide and monitor the delivery of local services. This report provides information on the performance measure year-end outlook for Hibiscus and Bays Local Board’s measures, showing how it is tracking after the second quarter of FY18.

13. The year-end outlook is that 21 per cent of measures will not achieve target.

14. Currently all performance measures are being reviewed as part of the development of the 2018-2028 Long Term Plan.

15. For the first and second quarter the year-end outlook will be provided based on the results of 2016/17 or for any changes to the outlook based on results available. In the third quarter we will be in a better position to accurately project the year-end outlook for all measures. This is because the frequency of most measures is annual as data is collected through surveys. Attachment D contains further detailed KPI information.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views
16. This report informs the Hibiscus and Bays Local Board of the performance for the quarter ending 31 December 2017.

Tauākī whakaaweawe Māori / Māori impact statement
17. There are two specific activities within the 2017/2018 work programme with a direct Māori focus:
   - ID 613 Build Capacity/youth leadership - utilise community relationships to understand and integrate Māori aspirations into the programme of local youth-led activities.
   - ID 2661 Creating a Māori Identity - Identify opportunities for Māori naming (new names or dual naming) of parks and facilities and engage with Mana Whenua to consider new Māori place and recreation facility names in accordance with the Auckland Council Māori Language Policy 2016.

Financial performance
18. The overall financial performance for quarter two 2017/2018 is favourable compared to the budget. There are some points for the board to note:
   - Hibiscus and Bays Local Board has invested $2.9m in capital expenditure and $6.0m in net operating expenditure for the year to date at 31 December 2017.
   - Net cost of service is $582k favourable to budget for the year. The underspend in asset based services expenditure of $162k relates to projects in the Parks, Sports and Recreation activity.  
   - From the local boards’ Locally Driven Initiatives (LDI) funding, the majority of projects are underway and on track to be completed during the year. In the first 6 months, the board allocated $170k from their community grants fund and has $370k remaining to allocate for the rest of the financial year.
   - Revenue is favourable to budget for the year to date and is likely to be on or above target for the full financial year. This relates to various facilities across the local board area.
19. Attachment C contains further detailed financial information.

Ngā ritenga ā-pūtea / Financial implications
20. This report is for information only therefore has no financial implications.

Ngā raru tūpono / Risks
21. The following risks have been identified by operating departments where the progress and performance indicator has been reported as red – significantly behind budget/time or achievement of outcomes:
   - ID 2045 East Coast Bays Rugby League Rooms – remove asbestos from bar ceiling
     *Project has been cancelled due to new project demolishing asset. Current status: the project has been cancelled as the asset has been found to not be suitable for tenants. Next steps: council staff to write a formal memo to the local board advising current status of building.*
- ID 2052 Orewa Library - renew library's furniture, fittings and equipment
  Current status: this project has been cancelled. The furniture and equipment renewals will be aligned and delivered with the comprehensive renewal financial year 2020.

- ID 2060 Emlyn Place Reserve – renew park retaining wall
  This project has been merged with Hibiscus and Bays renew walkways and paths 2017-18 as the retaining wall is actually a small 200mm high piece of timber that is part of the track path way. Please refer to SharePoint ID 2073 for an update.

- ID 2061 Freyberg Park - renew parks toilet
  Project is cancelled due to new project that will demolish the toilets.

- ID 2062 Freyberg Park - renew retaining wall
  Project is cancelled due to asset being demolished

- ID 2065 Hibiscus and Bays – Implement actions from Greenways plan
  This is an error and a correction has been requested however the status has not been updated to reflect the new comments.

- ID 2075 Hibiscus and Bays – Actions from centre plans
  This is an error and a correction has been requested however the status has not been updated to reflect the new comments.

- ID 2081 Little Manly Beach Reserve - renew seawall
  Project record cancelled. Please refer to SharePoint ID 2080 for an update. Merged with Hibiscus Coast – renew seawalls

- ID 2054 Browns Bay Beach Reserve - renew seawall
  This project is cancelled as it has been classed as an operational project.

- ID 2103 Tindalls Beach coastal structure renewals
  This project record is cancelled and merged with Hibiscus Coast - renew seawalls. Please refer to SharePoint ID 2080 for an update/commentary.

- ID 2943 Campbells Bay - renew coastal structures
  This project record is cancelled and merged with Campbells Bay - renew coastal structures.

- ID 1385 East Coast Bays Rugby League Club
  An air quality assessment completed in October 2017 indicated the presence of fungi including toxic fungus (stachybotoys) and high levels of allergenic spores in parts of the building. Staff workshopped the matter with the local board at its workshop on 8 November 2017. Staff have also communicated with the club with respect to the possible closure of the building and termination of the lease.

- ID 1386 New Zealand Red Cross Inc
  The expression of interest process has been cancelled as the new lease is no longer required.

Ngā koringa ā-muri / Next steps
22. The local board will receive the next performance update following the end of quarter three, March 2018.
Ngā tāpirihanga / Attachments

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<td>C</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Michelle Sanderson – Senior Local Board Advisor</td>
<td>Louise Mason – General Manager Local Board Services</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
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</table>
Local Board Work Programme Snapshot 2017/2018 Q2

Hibiscus and Bays Work Programme Achievement

- R = Red indicates significant issues
- A = Amber warning: some risk or issues, being managed
- G = Green On track

Hibiscus and Bays Work Programme by Activity Status

- Parks, Sport and Recreation
- Local Economic Development: ATEED
- Libraries
- Infrastructure and Environmental Services
- Community Facilities: Community Leases
- Community Facilities: Build Maintain Renew
- Arts, Community and Events

Hibiscus and Bays Work Programme Activities by Outcome

- Connected communities with excellent transport choices
- A protected and enhanced environment
- A strong local economy with skilled jobs
- Safe and supported communities
- Easy access to recreation choices and open space
- A great place to live because we planned for growth
<table>
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<th>ID</th>
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<th>Activity Name</th>
<th>Activity Description</th>
<th>Timeframe</th>
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<th>Activity Status</th>
<th>RAG</th>
<th>Q2 Commentary</th>
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<tr>
<td>294</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>Centrestage operational funding- ABS Centrestage Theatre Operational Support Grant</td>
<td>Administer a funding agreement with Centrestage Theatre Trust for arts and culture facilities management.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$ 20,830</td>
<td>In progress</td>
<td>Green</td>
<td>Staff executed a FY2018 funding agreement with Centre Stage Theatre Company. In Q1 the theatre had a total of 1658 visitors with 750 participants across 77 programmes. Kingsway School and Orewa College both presented shows at Centrestage and the experience of performing in a theatre was a highlight for staff and students. Youth Theatre presented Singing in the Rain to large, enthusiastic audiences and a Beatles Revue was staged. Auditions were held for “Chitty Chitty Bang Bang”. A local church group staged a musical drama and Age Concern Rodney held a function for 100 people.</td>
</tr>
<tr>
<td>296</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>Estuary Arts Centre- ABS Estuary Arts Charitable Trust Operational Grant</td>
<td>Administer a funding agreement with Estuary Arts Charitable Trust for arts and culture facilities management.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$ 16,013</td>
<td>In progress</td>
<td>Green</td>
<td>Staff executed the FY2018 funding agreement with Estuary Arts Charitable Trust (EAC). In Q1 at EAC there was a total of 15,655 visitors with 2177 participants across 110 programmes. The Festival of Puppetry and the Art of Illusion featured four exhibitions; Matamata Puppets in Black Light, Puppets Modern and Old, Body Art Illusion and Sand Art Illusion. The annual members exhibition featured over 200 artists and was supported with prizes from local businesses. An informative artist panel discussion on creativity was led by EAC’s patron Gill Gottfield. The centre painted a piano for community use for Destination Orewa. Refer to substantive work programme line (296) for details.</td>
</tr>
<tr>
<td>297</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>Estuary Arts top up - LDI Estuary Arts Charitable Trust Operational Support Grant</td>
<td>Allocate additional funding for Estuary Arts Charitable Trust for arts and culture facilities management via the substantive ABS Operational Support Grant Funding Agreement.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>LDI: Opex</td>
<td>$ 50,000</td>
<td>In progress</td>
<td>Green</td>
<td>In Q2 Estuary Arts Centre (EAC) had a total of 13,450 visitors which included 2900 participants across 110 programmes. The very successful exhibition “Keeping Alive” focused on awareness of body image and challenged viewers, raised funds for the NZ Breast Cancer Foundation. EAC worked with Hibiscus Foresters and Bird to deliver a varied, interactive programme consisting of art activities, environmental talks and walks. The Youth Award winners from the 2016 Hibiscus and Bays Arts Awards held their exhibition and there were five ceramics classes in term 4 which catered to 82 students of all ages. In Q2 volunteers contributed 480 hours.</td>
</tr>
<tr>
<td>298</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>Mairangi Bay Arts Centre- ABS Mairangi Arts Centre Operational Support Grant</td>
<td>Administer a funding agreement with Mairangi Arts Centre for arts and culture facilities management.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$ 80,959</td>
<td>In progress</td>
<td>Green</td>
<td>Staff executed a FY2018 funding agreement with Mairangi Arts Centre. In Q1 Mairangi Arts had a total of 9,354 visitors and delivered 82 programme to 842 participants. Highlights included a Free Space event across three weeks with workshops from micro gardening to working with local clay being delivered. Three exhibitions included a secondary schools exhibition ‘Articulous’, mixed media works by young, emerging artists from Chill Out Brain and glassworks in Clear Vision. Exhibition openings attracted up to 103 attendees. A NZ Trio concert was staged at the centre and Satellite Art outreach classes commenced at Ana Bay Retirement Village.</td>
</tr>
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</table>

In Q2 Mairangi Arts had a total of 7453 visitors and delivered 56 programmes to 563 participants. Exhibition highlights included the National Printmakers Exhibition with 160 people attending the opening, Spectrum Heart, which showcased works by teens living on the autism spectrum disorder and The Hibiscus and Bays Art Awards with 300 attendees at the opening. Te Herenga Waka o Orewa opened the Awards evening with a korakon. Art classes continued to be delivered at Ana Bay Retirement Village and there is interest in the programme from ANU in terms of research and from Selwyn Village. Volunteers contributed 508 hours.
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<tr>
<td>320</td>
<td>CS: ACE; Community Empowerment</td>
<td>Quick and Local Contestable Community Grants</td>
<td>Funding to support local community groups through contestable grant funding. Budget: Community Grants $493,000. Note: the 2017/2018 budget figure shown for this activity line item includes an additional $47k deferral from 2016/2017. Note: Additional unspent grant of $10k from Event Partnership (Hib2017/212)</td>
<td>Q1;Q2;Q3;Q4</td>
<td>LDt: Opex</td>
<td>$550,000</td>
<td>In progress</td>
<td>Green</td>
<td>Hibiscus and Bays Local Board has completed Round One Quick Response allocating a total of $17,171, leaving a total of $475,829 for the remaining grant rounds. An additional $47k deferral from 2016/2017 was added to this activity line item in Q1.</td>
<td>In Q2, Hibiscus and Bays Local Board has completed Quick Response Round Two and Local Grant Round One, allocating $149,605. A total of $250,000 was also allocated from the community grants budget to fund costs for temporary signage and public notices for the alcohol ban on 2-3 December 2017. This leaves a total of $363,424 for the one remaining quick response and one local grant round.</td>
</tr>
<tr>
<td>611</td>
<td>CS: ACE; Community Empowerment</td>
<td>Build capacity: East Coast Bays project</td>
<td>Fund the East Coast Bays Community Project to: • Implement community initiatives that deliver on identified community needs • Build the capacity of local community groups and organisations.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>LDt: Opex</td>
<td>$71,000</td>
<td>In progress</td>
<td>Green</td>
<td>The specialist advisor and strategic broker met to review the previous work programme and discuss new opportunities to increase the capacity building focus in the 2017/2018 work programme in response to the completed East Coast needs assessment report. The funding agreement and schedule for the East Coast Bays Community Project will be completed in Q2. CGLU staff reviewed the governance training that is underway with the contractor, noting the positive impact it has already had for the participants. The final stages of the training will focus on strategic planning and clarity of roles within the organisation including the community coordinator and the community centre programme coordinator positions.</td>
<td>The funding agreement for East Coast Bays Community Project (ECBCP) incorporated was completed in Q2. The ECBCP’s committee presented an overview of their work at a local board deputation in Q2. SFT shared the progress of the development of the new work programme at a local board workshop in November 2017. To support the delivery of the East Coast Bays Community Project work programme, the committee has undertaken governance training. Council staff are monitoring and supporting the project coordinator to adapt the current work programme and emphasize developing community capacity to lead projects. Work programme actions have been identified and early planning initiated for the co-facilitation of community forums in Q3. These forums respond to the needs assessment recommendations from the report presented to the local board in Q1.</td>
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## Work Programme 2017/2018 Q2 Report

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<tr>
<td>612</td>
<td>CS: ACE: Community Empowerment</td>
<td>Community-led placemaking: Whangaparaoa</td>
<td>Fund Whangaparaoa 2030 Community-led placemaking project</td>
<td>Q1/Q2: G3-Q4</td>
<td>Opex</td>
<td>$105,483</td>
<td>In progress</td>
<td>Green</td>
<td>Staff and representatives from Future Whangaparaoa (previously known as Whangaparaoa 2030) meet monthly to share updates on the work programme and aligned council projects. Priority projects underway include the placemaking project outside the library. Led by the Investigation and Design team who will work with the group to deliver the technical design and build to council standard.</td>
<td>In Q2, the funding agreement with Future Whangaparaoa was completed, and a newly formatted work programme developed and agreed with the Future Whangaparaoa trustees that aligns actions from the local board outcomes with Future Whangaparaoa outcomes. The three focus areas are: community capacity building, business employment and training support, town centre revitalisation (placemaking). The specialist advisor provided an update to the local board, illustrating how Future Whangaparaoa is an exemplar of the Community Empowerment Approach in action. This group embodies community-led models of collaboration and finding local solutions to locally identified needs.</td>
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| 613 | CS: ACE: Community Empowerment | Build capacity: youth leadership | Fund one community-led youth leadership programme in each local board subdivision to: • develop and support young people to ensure youth voices are heard and enable them to input into council and local board decision-making processes on issues that affect young people • utilise community relationships to understand and integrate Māori aspirations into the programme of local youth-led activities. | Q1/Q2: G3-Q4 | Opex | $29,623 | In progress | Green | Initial meetings have been arranged with key youth providers to establish a youth leadership programme in the board's sub-divisions. A progress update will be provided to the local board in Q2. Note that an additional $19,623 deferment from 2016/2017 was added in Q1. | In Q2, staff met with three key local organisations working with young people, and the Te Heerenga Waka o Orewa, to discuss their interest in delivering youth leadership activities in 2017/2018. Each organisation expressed a level of interest and each also expressed the potential challenges with delivering in line with the local board direction. Staff presented options at a local board workshop to progress the approval of the use of this budget, including the recommended option to run an open application process across the board area. Further opportunities to discuss these options with the local board are being explored and a report will be provided to a business meeting in Q3. |
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<td>716</td>
<td>CS: ACE; Community Empowerment</td>
<td>Apply the empowered communities approach to connecting communities (NC)</td>
<td>Broker strategic collaborative relationships and resources within the community. This includes three key activity areas: engaging communities – reaching out to less accessible and diverse groups; focusing on capacity building and inclusion; enabling council – ensuring that groups have access to operational and technical expertise and identity and address barriers to community empowerment; reporting back – reporting to local board members on progress in activity areas one and two. Includes responding to the aspirations of more than two mataawakas, marae and Māori organisations.</td>
<td>Q1/Q2/Q3/Q4</td>
<td>LD: Opex</td>
<td>$5,000</td>
<td>In progress</td>
<td>Green</td>
<td>Strategic broker activities in Q1 included attended at community network meetings, maintaining contact with diverse community groups and specific project meetings.</td>
<td>The strategic broker met with representatives from key stakeholder groups (Hibiscus Community House Chairperson, Te Helenga O Crewe marae, the Estuary Arts manager and chairperson, and with Destination Crewe) to exchange relevant updates. The broker shared information on community grants, governance and management tools.</td>
</tr>
<tr>
<td>768</td>
<td>CS: ACE; Community Empowerment</td>
<td>Hibiscus and Bays and East Coast Bays Needs Assessment - Community Feedback and Action Plan</td>
<td>- Fund community workshops with local service providers and community organisations to; • review the findings of the needs assessments in Hibiscus Bays and in the East Coast Bays • identify key priority areas for action • identify community – led projects and activities that promote intergenerational connections and participation • fund community-led initiatives that deliver on the agreed action plan.</td>
<td>Not scheduled</td>
<td>LD: Opex</td>
<td>$45,000</td>
<td>In progress</td>
<td>Green</td>
<td>CEU staff shared the summary of the East Coast needs assessment report with the East Coast Bays Project (ECBPP) Community Coordinator, who will identify alignment with their work programme. Staff are in early discussions with ECBPP to take on the host role in community workshops and networks to better engage communities in responding to the identified needs. CEU staff met with local board services staff to discuss options for administering youth scholarships. Scholarships will open in Q2. Age-friendly: In Q2, CEU staff will workshop this with the local board members to share experiences from other areas and understand desired outcomes.</td>
<td>In Q2, five youth scholarships were awarded to the local high schools in the local board area. In Q2, staff sought clarity from the local board on the outcomes they were seeking for the Age Friendly status programme. Opportunities for developing age-friendly programmes will be incorporated in community forums in Q3 and Q4. In Q3, further scope of this sector will occur, with learning from other local board areas that have similar schemes considered and the local board appraised of the findings. Community forums in the East Coast Bays will be held Q3 in collaboration with the East Coast Bays Community Project.</td>
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<tr>
<td>362</td>
<td>CS: ACE: Community Places</td>
<td>Funding Agreement - The Bays Community Centre and St Anne's Hall</td>
<td>A two-year term agreement with East Coast Bays Community Project Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at The Bays Community Centre and St Anne's Hall for the years 2017-2019, commencing 1 July 2017 and terminating on 30 June 2019. Operational funding amount to be adjusted annually in accordance with Auckland Council’s agreed inflationary mechanism once confirmed.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABB: Opex</td>
<td>$ 36,926</td>
<td>In progress</td>
<td>Green</td>
<td>During Q1 payment was made on year one of a two-year funding agreement for East Coast Bays Community Centre. Key highlights from the centre this quarter include the ‘Art for Mataiki’ which was an outstanding success, delivered in collaboration with many groups. The exhibition was held in the foyer of the Local Board office. It has brought in new people to the centre, offered artists somewhere to exhibit, in some cases for the first time and it was a great celebration of multicultural New Zealand. Planning for the regional hu will commence in quarter 2.</td>
<td>The biannual community centre, houses and hubs hu was held on 31 November 2017 at Western Springs Garden Hall. Staff from Bayview Community Centre attended. The hu provided updates on local board plans, Long Term Plan work and funding agreements. Guest speaker Carol Nichols covered legal environment changes, volunteer accountability and committee dynamics. Six hu were held across the region to test the vision “More successful and sustainable Community Led places”. Attendees included community-led committee members and employees, community trustee holders and community groups. The sessions uncovered what works well in the current operational and funding models, areas for improvement, useful resources, and encouraged progressive thinking for developing future practice. There will be an opportunity in Q3 for community members to join a working group and be part of a council/community team that inputs into a “Roadmap that enables more Community Led Places.” Highlights from this quarter include having a lunch to celebrate the new East Coast Bays Community Project committee, the refresh of rooms with paint and professional development. It was also a busy quarter with advanced voting, International Day for Older People, the North Shore Orodri Show, art exhibitions and craft Markets, Bays Community Centre and St Anne’s Hall’s annual presentation to be scheduled in Q3.</td>
</tr>
<tr>
<td>358</td>
<td>CS: ACE: Community Places</td>
<td>Venue Hire Service Delivery - HB</td>
<td>Provide and manage venues for hire and the activities and opportunities they offer by: - managing the customer centric booking and access process - aligning activity to local board priorities through management of the fees and charges framework. These include activities contributing to community outcomes offered by not-for-profit and community groups and whether the activity is of religious ministry.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Staff identified the need and value of understanding hiree satisfaction and experiences. Staff developed a survey on customer experience with council-managed venues which will be sent out monthly to casual and regular hires in Q2. Visitor numbers are steady compared to last year.</td>
<td>During Q2 recently hiiree surveys were sent out to all casual hires and a selection of regular. Staff will be able to share results in Q3. Q2 statistics are based on the first five months of FY18 and one month estimate. Visitor numbers are steady compared to last year.</td>
</tr>
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Hibiscus and Bays Local Board
### Work Programme 2017/2018 Q2 Report

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<tr>
<td>392</td>
<td>CS: ACE: Community Places</td>
<td>Community Venues MB participation increase</td>
<td>Develop a network-wide marketing strategy to increase participation within community venues in the local board area based on relevant and current research.</td>
<td>Q1:Q2; Q3:Q4</td>
<td>Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Staff considered insights from research undertaken on non-users of venues for hire across the network. Key opportunities for further investigation include: - Capitalise on strengths in positioning – family friendly, local and convenient, affordable - Improve the condition and amenity of venues to meet expectations - Develop our offer and tailor to meet distinct interests - Provide event package options - Improve viability of centre activities that will enable participation - Develop a digital solution to promote both venues and activities - Drive repeat business, share experiences, satisfaction and reach new customers. Staff will develop an improvement plan in Q2 and Q3.</td>
<td>During Q2, staff continued to work through key research insights and developing actions against these. Staff held two workshops with internal stakeholders to identify and confirm the main business objectives “to create greater reach and relevance for Aucklanders so they feel connected locally”. Six main focus areas remain as: - Capitalise on strengths in positioning – family friendly, local and convenient, affordable - Improve the condition and amenity to meet expectations - Develop our offer and tailor to meet distinct interests - Provide package options for hirees - Develop a digital solution to promote both venues and activities - Drive repeat business, share experiences, satisfaction and reach new customers. Action planning will continue in Q3.</td>
</tr>
<tr>
<td>1926</td>
<td>CS: ACE: Community Places</td>
<td>Year 2 of 3 year term: Licence to Occupy and Manage - The Bays Community Centre and St Anne’s Hall</td>
<td>East Coast Bays Community Project incorporated to occupy and manage for operation. The Bays Community Centre and St Anne’s Hall for the years 2016-2019, commenced 1 July 2016 and terminating 30 June 2019</td>
<td>Not scheduled</td>
<td>Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>East Coast Bays Community Project is on year 2 of a 3 year Licence to Occupy and Manage agreement for the East Coast Bays Community Centre. No Milestones required this year.</td>
<td>East Coast Bays Community Project is on year 2 of a 3 year Licence to Occupy and Manage agreement for the East Coast Bays Community Centre. No milestones required this year.</td>
</tr>
<tr>
<td>1982</td>
<td>CS: ACE: Community Places</td>
<td>Operational Model for Orewa Community Centre</td>
<td>Proposed change of operating model to community led for the Orewa Community Centre. (Includes $50k carry forward funds from 2016/2017 along with allocated funds for 2017/2018)</td>
<td>Q1:Q2; Q3:Q4</td>
<td>Opex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Amber</td>
<td>On the 3 August staff met with the Local Board to discuss current operating model and future options for delivery of service. On the 29 September staff attended the Local Board business meeting where a community led model was endorsed and additional LOI was allocated. In Q2 staff will commence the planning and public engagement as part of the expression of interest phase.</td>
<td>Delay in reporting to take into account sock&amp;MDT work staff are undertaking on indicators for success in community led management. There has been a slight delay to the proposed timeline due to staff undertaking work on indicators for success in community led management. So full work was held across the region to test the vision “More successful and sustainable Community Led places”. Attendee stakeholders included community-led committee members and employees, community leader holders and interested community groups. The purpose of these sessions was to uncover what works well in the current operational and funding models; where there is room for improvement, identify useful resources, and think outside the square for developing future practice. Following on from these full there will be an opportunity in Q3 for community members to join a working group and be part of a council/community team that inputs into a “Roadmap that enables more Community Led Places”. Staff also attended the Orewa Community Network meeting to begin the engagement to discuss the Orewa Community Centre and have more community meetings planned for February 2018. The outcomes from this will be used to form the selection criteria to bring to the local board for approval in Q3.</td>
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<td>207</td>
<td>CS: ACE: Community Places</td>
<td>Hire fee subsidy - HB</td>
<td>Administer further fee subsidy of hire fee to specific groups funded by LDI</td>
<td>Q1;Q2;Q3;Q4</td>
<td>LD: Opex</td>
<td>$ 7,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff administered the additional subsidised rates as approved by the board.</td>
<td>Staff administered the additional subsidised rates as approved by the board.</td>
</tr>
<tr>
<td>188</td>
<td>CS: ACE: Events</td>
<td>Anzac Services - Hibiscus and Bays</td>
<td>Support and/or deliver Anzac services and parades within the local board area</td>
<td>Q4</td>
<td>LD: Opex</td>
<td>$ 15,000</td>
<td>Approved</td>
<td>Green</td>
<td>Scheduled for Q4. Planning will commence in Q2.</td>
<td>Staff commenced planning in Q2 for delivery in Q4.</td>
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<tr>
<td>189</td>
<td>CS: ACE: Events</td>
<td>Citizenship Ceremonies - Hibiscus and Bays</td>
<td>Deliver an annual programme of citizenship ceremonies in conjunction with the Department of Internal Affairs</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$ 15,963</td>
<td>In progress</td>
<td>Green</td>
<td>Staff delivered combined Northern Cluster citizenship ceremonies on two occasions during Q1 with 463 people becoming new citizens.</td>
<td>Staff delivered a combined Northern Cluster citizenship ceremonies on two occasions during Q2 with 413 people becoming new citizens.</td>
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<tr>
<td>170</td>
<td>CS: ACE: Events</td>
<td>Local Civic Events - Hibiscus and Bays</td>
<td>Deliver and/or support civic events within the local board area. The activities the local board may wish to include are: - New Neighbourhood Park in Long Bay - Volunteers Night</td>
<td>Q1;Q2;Q3;Q4</td>
<td>LD: Opex</td>
<td>$ 20,000</td>
<td>Approved</td>
<td>Green</td>
<td>No local civic events were delivered in Q1. Stanmore Bay Splash Pad opening was held on 20 December 2017 more than 80 participants.</td>
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<td>171</td>
<td>CS: ACE Events</td>
<td>Event Partnership Fund - Hibiscus and Bays</td>
<td>Funding to support community events through a non-contestable process. This is an opportunity for the local board to work in partnership with local event organisers by providing core funding for up to three years to selected events. - Sir Peter Blake Regatta (Torbay Sailing Club) $5,000 - Orewa Christmas Parade (Main Street Orewa) $5,000 - Orewa trading as Destination Orewa (Beach) $10,000 - Browns Bay Christmas Parade (Browns Bay Business Association) $15,000 - Mairangi Bay Christmas Parade (Mairangi Bay Business Association) $5,000 - East Coast Bays Community Project (ECBCP) Events $17,000 - Torbay Christmas Parade (Torbay Business Association) $5,000 - Whangaparaoa Soapbox Derby (The Charitable Trust of the Rotary Club of Whangaparaoa) $10,000 - Signature events - Sandcastle, Arts &amp; Baskets (Destination Orewa) $17,000 Total = $79,000</td>
<td>Q2/Q3</td>
<td>LTD: Opex</td>
<td>$79,000</td>
<td>In progress</td>
<td>Green</td>
<td>Four grants totalling $49,000 have been paid out in Q1. Reporting back to the local board on these grants will occur in Q4. Whangaparaoa Soapbox Derby have confirmed that they will continue next year and we are currently waiting to hear who the new delivery organisation will be.</td>
<td>Three grants totalling $20,000 have been paid out in Q2. The $10,000 grant to the Whangaparaoa Soapbox Derby will not be allocated this year and the board resolved in December to allocate this funding to the Local Grants and Quick Response Fund. This has been done and the additional funding will now be allocated through future rounds before 30 June 2018. Reporting back to the local board on these grants will occur in Q4.</td>
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<td>172</td>
<td>CS: ACE; Events</td>
<td>Delivered Events - Hibiscus and Bays</td>
<td>Programme and deliver two regional Movies in Parks series events, one in each subdivision. Funding allocated to this programme may not be sufficient to support two movies as additional funding may be required to increase security at movies to provide an acceptable level of support to counter the increasing youth drinking culture issues at North Shore based events which ran into the evening.</td>
<td>Q3</td>
<td>LDI: Opex</td>
<td>$ 24,000</td>
<td>In progress</td>
<td>Green</td>
<td>Planning for the Movies in Parks series is on track. Manarangi Bay Park has been booked for Friday 19 January. Centreway Park has been booked on Saturday 3 February (Western Reserves was unavailable due to a previous booking). The public screening licence for “La La Land” (Manarangi Bay) has been approved. The application for Wonder Woman 2017 (Hibiscus) is currently pending, approval/rejection is due mid-October. Regional sponsorship will be confirmed in October. Regional marketing will commence in November with specific event advertising starting three weeks prior to each event.</td>
<td>Planning for Movies in Parks is on track with pre-entertainment booked, operational plans completed and event permits issued for Manarangi Bay Park for Friday 19 January, and Centreway Park for Saturday 3 February. Public screening licences for “La La Land” (Manarangi) and “Wonder Woman” (Centreway) have been approved. Regional marketing has commenced with local specific advertising starting three weeks prior to each event. Movies in Parks is zero waste, smoke and alcohol free. Series sponsors are nib health cover, To Wonangi o Akearena, NZ Home Loans, MenuLog, Pop n Good and More FM.</td>
</tr>
<tr>
<td>2976</td>
<td>CF: Project Delivery</td>
<td>Flexman to Te Anau Reserve - renew walkway</td>
<td>Renew existing paths. This project is carried forward from the 2016/2017 work programme, previous ID 2097.</td>
<td>Q1; Q2; Q3; Q4</td>
<td>AB: Capex</td>
<td>$ 306,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: advised a consent not required - path is a permitted activity. Next steps: prepare tender documentation.</td>
<td>Current status: advised a consent not required - path is a permitted activity. Next steps: tender awarded. Contractor to start in February 2018.</td>
</tr>
<tr>
<td>2020</td>
<td>CF: Investigation and Design</td>
<td>Deep Creek &amp; Waikere area</td>
<td>Prepare an ecological management plan: Stage 1 - Feasibility and Options Assessment</td>
<td>Q1; Q2; Q3; Q4</td>
<td>AB8: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Council staff have met with Deep Creek Restoration group members, as part of consultation process. Investigation and Design have initiated professional services engagement to assist with resource consent application.</td>
<td>Strategic assessment completed by community services. Project is supported by the local board and local iwi. Consultant is working with the group to provide the consent planning services required to progress this project.</td>
</tr>
<tr>
<td>2044</td>
<td>CF: Investigation and Design</td>
<td>12 Hibiscus Coast Highway</td>
<td>Demolish and rebuild the building. Former occupant: Nippon Judo Club</td>
<td>Q2; Q3; Q4</td>
<td>AB8: Capex</td>
<td>$ 300,000</td>
<td>Approved</td>
<td>Green-On Track</td>
<td>Current status: the Service/Asset Planning team will be workshop this project with the local board in October 2017.</td>
<td>Current status: the service and asset planning team will be carrying out an options analysis project. Next steps: to be determined from the outcome of the project.</td>
</tr>
<tr>
<td>2045</td>
<td>CF: Investigation and Design</td>
<td>East Coast Bays Rugby League</td>
<td>Asbestos test positive in ceiling above bar</td>
<td>Q2; Q3; Q4</td>
<td>AB8: Capex</td>
<td>$ 25,000</td>
<td>Cancelled</td>
<td>Red-Critical</td>
<td>Current status: project has been cancelled due new project demolishing asset.</td>
<td>Risk/issues Project has been cancelled due to new project demolishing asset.</td>
</tr>
</tbody>
</table>

**Attachment B**

**Item 20**
### Work Programme 2017/2018 Q2 Report

<table>
<thead>
<tr>
<th>ID</th>
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<tr>
<td>2047</td>
<td>CF: Investigation and Design</td>
<td>Masio Arts Centre - replace switchboard and renew heating</td>
<td>The current heating in main gallery is beyond its repairable lifetime and it is no longer economic to repair. New heating is required. Switchboard is to be upgraded for enhanced heating capacity.</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capital</td>
<td>$75,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: we have received feedback that the lease is silent on the replacement obligations of tenant installed equipment. However, where a tenant has, with the permission of the landlord, installed equipment, it will be the tenant’s responsibility to bear the cost of repair, maintenance and replacement of such equipment. As such, the tenant is responsible for the replacement costs of the heating, ventilation, and air conditioning equipment. Correspondence confirms that the tenant gained external funding for the initial installation. At this stage, only a business case to replace the electrical distribution board has been created, approved by management. Next steps: execute and deliver the project. Replace the electrical distribution board.</td>
<td>Current status: we are in the process of obtaining alternative pricing by mid February 2018. Next steps: evaluate alternative pricing and appoint the appropriate supplier.</td>
</tr>
<tr>
<td>2048</td>
<td>CF: Investigation and Design</td>
<td>Orewa Community Centre - renew fire safety system</td>
<td>Renew fire safety system in centre</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capital</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: we have received a quote from the preferred supplier at the end of August. Next steps: agree on a suitable installation date with venue hire.</td>
<td></td>
</tr>
<tr>
<td>2049</td>
<td>CF: Investigation and Design</td>
<td>Orewa Community Centre - renew main hall heating system</td>
<td>Renew the main hall heating system</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capital</td>
<td>$88,200</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: a quote is expected mid October for this project. Confirm that the quote is market related. Next steps: align with supplier and confirm a suitable date for installation with venue hire.</td>
<td></td>
</tr>
<tr>
<td>2050</td>
<td>CF: Investigation and Design</td>
<td>Orewa Community Centre - replace light fittings</td>
<td>Replacement of current light fittings to LED in the small hall, foyer, toilets, main hall, supper room</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capital</td>
<td>$44,100</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: confirm requirements and compile detailed specifications. Next steps: request quotations.</td>
<td></td>
</tr>
<tr>
<td>2051</td>
<td>CF: Investigation and Design</td>
<td>East Coast Bays Community Centre - building - renew and redesign facility</td>
<td>Working with Community Places, Local Board Services, and facility users to design and renew facility. Renewal should include: new glazing, replace carpet, install auto glass door at main entrance, repaint walls and ceilings, refresh doors and frames, replace flooring, renew heating in Sherwood and Inverness rooms and community space upstairs, replace main kitchen upstairs including blinds and heating, and improved/extended space for Plunket.</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capital</td>
<td>$20,000</td>
<td>Approved</td>
<td>Green - On Track</td>
<td>Current status: investigating renovation and redesign options with community leases, corporate property and local board services. Next steps: confirm redesign and business case.</td>
<td>Current status: investigating renovation and redesign options with community leases and local board services/corporate property. Next steps: confirm redesign and complete the business case.</td>
</tr>
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## Work Programme 2017/2018 Q2 Report

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<tr>
<td>2052</td>
<td>CF: Investigation and Design</td>
<td>Orewa Library - renew library’s furniture, fittings and equipment</td>
<td>Renew Orewa Library furniture, fittings and equipment</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capex</td>
<td>$91,400</td>
<td>Deferred</td>
<td>Red</td>
<td>Current status: the roof of the library is currently leaking so it will be likely that this project will be deferred until this has been remedied. Next steps: confirm if this project will be deferred until the roof project has been completed.</td>
<td></td>
</tr>
<tr>
<td>2053</td>
<td>CF: Investigation and Design</td>
<td>East Coast Bays Leisure Centre - Kaiui Kids - renew playground soft matting</td>
<td>Risk identified as kids are burning their feet on the current matting. To be replaced to ensure the facility is fit for purpose</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capex</td>
<td>$30,000</td>
<td>Completed</td>
<td>Green - On Track</td>
<td>Project completed October 2017</td>
<td></td>
</tr>
<tr>
<td>2050</td>
<td>CF: Investigation and Design</td>
<td>Emlyn Place Reserve - renew park retaining wall</td>
<td>Renew retaining wall.</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capex</td>
<td>$2,000</td>
<td>Cancelled</td>
<td>Red</td>
<td>Current status: project record has been cancelled. This retaining wall is actually a small 200mm high piece of timber that is part of the track path way and is being delivered under Hibiscus and Bays - renew walkways and paths 2017-18. Risk/Issues: project has been merged with Hibiscus and Bays renew walkways and paths 2017-18 as the retaining wall is actually a small 200mm high piece of timber that is part of the track path way and is being delivered under Hibiscus and Bays - renew walkways and paths 2017-18. Please refer to SharePoint ID 2073 for an update.</td>
<td></td>
</tr>
<tr>
<td>2061</td>
<td>CF: Investigation and Design</td>
<td>Freyberg Park - renew parks toilet</td>
<td>Renew the toilets in Freyberg Park</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capex</td>
<td>$28,000</td>
<td>Cancelled</td>
<td>Red - Critical</td>
<td>Current status: project record has been cancelled. This retaining wall is actually a small 200mm high piece of timber that is part of the track path way and is being delivered under Hibiscus and Bays - renew walkways and paths 2017-18. Risk/Issues: project has been merged with Hibiscus and Bays renew walkways and paths 2017-18 as the retaining wall is actually a small 200mm high piece of timber that is part of the track path way and is being delivered under Hibiscus and Bays - renew walkways and paths 2017-18.</td>
<td></td>
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<tr>
<td>2062</td>
<td>CF: Investigation and Design</td>
<td>Freyberg Park - renew retaining wall</td>
<td>Renew retaining wall.</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capex</td>
<td>$5,000</td>
<td>Cancelled</td>
<td>Red - Critical</td>
<td>Current status: a quote has been requested from the contractor. Next steps: commence works.</td>
<td></td>
</tr>
<tr>
<td>2063</td>
<td>CF: Investigation and Design</td>
<td>Freyberg Park - renew sports field</td>
<td>Renew sports field.</td>
<td>Q2/Q3/Q4</td>
<td>ABS: Capex</td>
<td>$10,000</td>
<td>Approved</td>
<td>Green - On Track</td>
<td>Current status: prepare and submit professional services scope for the renewal of field one. Risk/Issues: prepare and submit professional services scope for the renewal of field one. Physical works will not commence until after Sunnymanck upgrades have been completed to minimise disruption on the number of fields available at the local board area.</td>
<td></td>
</tr>
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</table>

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**Attachment B**

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**Item 20**
## Work Programme 2017/2018 Q2 Report

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<tr>
<td>2066</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - actions from Greenways plan</td>
<td>Implement actions from greenways plan</td>
<td>Not scheduled</td>
<td>LD: Capex</td>
<td>$ 200,000</td>
<td>In progress</td>
<td>Red</td>
<td>Current status: the scoping of design works is underway as per the priorities noted in the Greenways Plan and reviewed by Auckland Council Landscape Design team. Next step: progress concept design stage, with engagement of engineering specialists where required. Book a forward workshop with the local board to present back initial findings.</td>
<td>Risk/Issues: This is a duplicate record. Please refer to Sharepoint ID: 2074 (Hibiscus and Bays – produce concept designs from greenways plan priorities) for an update.</td>
</tr>
<tr>
<td>2068</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - renewal of Waiwera Beach toilets and Hurly Road toilets</td>
<td>Renewal of the Waiwera Beach toilets and Hurly Road toilets</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 50,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: investigation and assessment of future work requirements is underway pre movement to planning. Current status: quotes for professional services from external consultants are due for submission late December 2017. Next steps: engage professional services for design.</td>
<td>Current status: Scoping of design works is well underway as per the priorities noted in the Greenways Plan and reviewed by Auckland Council Landscape Design team. Next step: progress concept design investigation, with engagement of further specialists where required. Current status: quotes for professional services from external consultants are due for submission late December 2017. Next steps: engage professional services for design.</td>
</tr>
<tr>
<td>2069</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - renewal of Waiwera Beach toilets and Hurly Road toilets</td>
<td>Renewal of the Waiwera Beach toilets and Hurly Road toilets</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 30,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: investigation and assessment of future work requirements is underway pre movement to planning. Current status: quotes for professional services from external consultants are due for submission late December 2017. Next steps: engage professional services for design.</td>
<td>Current status: Scoping of design works is well underway as per the priorities noted in the Greenways Plan and reviewed by Auckland Council Landscape Design team. Next step: progress concept design investigation, with engagement of further specialists where required. Current status: quotes for professional services from external consultants are due for submission late December 2017. Next steps: engage professional services for design.</td>
</tr>
<tr>
<td>2070</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - renewal of Waiwera Beach toilets and Hurly Road toilets</td>
<td>Renewal of the Waiwera Beach toilets and Hurly Road toilets</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 45,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: investigation and assessment of future work requirements is underway pre movement to planning. Current status: quotes for professional services from external consultants are due for submission late December 2017. Next steps: engage professional services for design.</td>
<td>Current status: project is currently being tendered - tenders close end of November 2017. Next steps: confirm pricing is market related and appoint contractor. The work will commence during summer 2018.</td>
</tr>
<tr>
<td>2071</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - renewal of Waiwera Beach toilets and Hurly Road toilets</td>
<td>Renewal of the Waiwera Beach toilets and Hurly Road toilets</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 30,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: the procurement sourcing process has been started. Waiting sign-off. Current status: the procurement process is underway for professional services for the play spaces including scoping of the Waiwera Reserve basketball court. Public consultation via a mail survey has commenced and the surveys are due back prior to 8 January 2018. Next steps: assess the options and confirm design requirements.</td>
<td>Current status: the procurement process is underway for professional services for the play spaces including scoping of the Waiwera Reserve basketball court. Public consultation via a mail survey has commenced and the surveys are due back prior to 8 January 2018. Next steps: assess the options and confirm design requirements.</td>
</tr>
<tr>
<td>2072</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - renewal of Waiwera Beach toilets and Hurly Road toilets</td>
<td>Renewal of the Waiwera Beach toilets and Hurly Road toilets</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 30,000</td>
<td>Approved</td>
<td>Green-On Track</td>
<td>Current status: investigation and assessment of future work requirements is underway pre movement to planning. Current status: the correct location for the carpark has now been located and confirmed. Location and details of the carpark have been given to design consultants for quotation. Next steps: the procurement process for professional design services will soon be proceeding.</td>
<td>Current status: the correct location for the carpark has now been located and confirmed. Location and details of the carpark have been given to design consultants for quotation. Next steps: the procurement process for professional design services will soon be proceeding.</td>
</tr>
<tr>
<td>2073</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - renewal of Waiwera Beach toilets and Hurly Road toilets</td>
<td>Renewal of the Waiwera Beach toilets and Hurly Road toilets</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 80,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: Browns Bay Village Green - currently being scoped by a consultant. Lucy Foster - currently being scoped by a consultant. Next steps: submit business case for approval and engage physical works. Current status: Browns Bay Village Green - currently being scoped by a consultant. Lucy Foster - currently being scoped by a consultant. Next steps: submit business case for approval and engage physical works.</td>
<td>Current status: Browns Bay Village Green - currently being scoped by a consultant. Lucy Foster - currently being scoped by a consultant. Next steps: submit business case for approval and engage physical works.</td>
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<tr>
<td>2074</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - Produce concept designs/plan priorities</td>
<td>Create seven concept designs</td>
<td>Q2:Q3:Q4</td>
<td>LDI: Opex</td>
<td>$85,757</td>
<td>In progress</td>
<td>Green On Track</td>
<td>Current status: confirmation of scope for each greenway is underway. Next steps: investigation and design team is reviewing the priorities noted. Engagement of specialists if required for design work.</td>
<td>Current status: scope of design works is well underway and being reviewed by the Auckland Council Landscape Design team. Next steps: progress concept design stage, with engagement of engineering specialties where required. Required: present at workshop with the local board to present back initial findings to date 1 February 2018.</td>
</tr>
<tr>
<td>2075</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - Actions from centre plans</td>
<td>Concept plans and consultation for centre plan priorities</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$105,000</td>
<td>In progress</td>
<td>Red</td>
<td>Current status: Investigation and design to be initiated.</td>
<td>Current status: Scope of design works is well underway and being reviewed by the Auckland Council Landscape Design team. Next Steps: Progress concept investigation, with engagement of further specialists where required.</td>
</tr>
<tr>
<td>2076</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - Actions from Silverdale Centre Plan</td>
<td>Execute work resulting from the concept designs expanded from the centre plan</td>
<td>Q2:Q3:Q4</td>
<td>LDI: Capex</td>
<td>$100,000</td>
<td>In progress</td>
<td>Green On Track</td>
<td>Current status: Review of the centre plan and project scoping is underway. Next step: meet with the local board services staffs to expand the project brief and confirm project outcomes, ahead of a workshop with the local board to present initial findings.</td>
<td>Current status: Review of centre plan and project scoping completed after meeting with local board services staff. Developing project brief, engaging professional design services for further discussion/design workshop. Next step: plan for workshop with the local board to present findings in April.</td>
</tr>
<tr>
<td>2077</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - Actions from Browns Bay Centre Plan</td>
<td>Execute work resulting from the concept designs expanded from the centre plan</td>
<td>Q2:Q3:Q4</td>
<td>LDI: Capex</td>
<td>$100,000</td>
<td>In progress</td>
<td>Green On Track</td>
<td>Current status: Review of the centre plan and project scoping is underway. Next step: meet with the local board services staffs to expand the project brief and confirm project outcomes, ahead of a workshop with the local board to present initial findings.</td>
<td>Current status: Review of the centre plan and project scoping completed. Professional design services have been engaged. Next steps: prepare for workshop with the local board to present findings in March/April.</td>
</tr>
<tr>
<td>2078</td>
<td>CF: Investigation and Design</td>
<td>Hibiscus and Bays - Actions from Browns Bay Centre Plan</td>
<td>Execute work resulting from the concept designs expanded from the centre plan</td>
<td>Q2:Q3:Q4</td>
<td>LDI: Capex</td>
<td>$100,000</td>
<td>In progress</td>
<td>Green On Track</td>
<td>Current status: Review of the centre plan and project scoping is underway. Next step: meet with the local board services staffs to expand the project brief and confirm project outcomes, ahead of a workshop with the local board to present initial findings.</td>
<td>Current status: council staff have met with the Whangaparaoa 2030 group and the local board advisors to review the design undertaken. Review of concept design by investigation and Design team is underway. Next step: design is being updated now. Meeting to be arranged with Whangaparaoa 2030 group to sign off changes. Following this attendance of a workshop (booked for 1 February 2018) with the local board for the final sign-off of design.</td>
</tr>
<tr>
<td>2079</td>
<td>CF: Investigation and Design</td>
<td>Whangaparaoa 2030 Outside Library Placemaking project</td>
<td>Execute work resulting from concept designs</td>
<td>Q2:Q3:Q4</td>
<td>LDI: Capex</td>
<td>$92,036</td>
<td>In progress</td>
<td>Green On Track</td>
<td>Current status: Council staff have met with the Whangaparaoa 2030 group and the local board advisors to review the design undertaken. Review of concept design by Investigation and Design team is underway. Next step: design is being updated now. Meeting to be arranged with Whangaparaoa 2030 group to sign off changes. Following this attendance of a workshop (booked for 1 February 2018) with the local board for the final sign-off of design.</td>
<td>Current status: council staff have met with the Whangaparaoa 2030 group and the local board advisors to review the design undertaken. Review of concept design by Investigation and Design team is underway. Next step: design is being updated now. Meeting to be arranged with Whangaparaoa 2030 group to sign off changes. Following this attendance of a workshop (booked for 1 February 2018) with the local board for the final sign-off of design.</td>
</tr>
<tr>
<td>2081</td>
<td>CF: Investigation and Design</td>
<td>Little Manly Beach Reserve - Renew seawall</td>
<td>Renew seawall.</td>
<td>Q2:Q3:Q4</td>
<td>ASIS: Capex</td>
<td>$10,000</td>
<td>Cancelled</td>
<td>Red</td>
<td>Current status: Handover from project delivery to investigation and design. Next step: work with Auckland Council Coastal Management Services to identify condition and if current failing structures are still required. Community consultation will be required.</td>
<td>Risk/Issues: Project record cancelled. Please refer to SharePoint for an update.</td>
</tr>
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<td>2088</td>
<td>CF: Investigation and Design</td>
<td>Metro Park East - install cricket practice nets</td>
<td>Install cricket practice nets. This is a continuation from the 2016/2017 programme (previous ID 3577) 228 Millwater Parkway, Stanmore Bay</td>
<td>Q2;Q3;Q4</td>
<td>Growth</td>
<td>$100,000</td>
<td>In progress</td>
<td>Amber</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2093</td>
<td>CF: Investigation and Design</td>
<td>Red Beach Park - develop toilets for sport fields</td>
<td>Toilets for sport fields</td>
<td>Q2;Q3;Q4</td>
<td>Growth</td>
<td>$140,000</td>
<td>In progress</td>
<td>Green</td>
<td>-</td>
<td>Professional services contract has been awarded to assess two possible locations. Present options to local board for consultation prior to Christmas.</td>
</tr>
<tr>
<td>2094</td>
<td>CF: Investigation and Design</td>
<td>Block Bay Beach Reserve - renew retaining wall</td>
<td>Renew reserve retaining wall</td>
<td>Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$10,000</td>
<td>Approved</td>
<td>Green</td>
<td>-</td>
<td>Current status: develop design specifications.</td>
</tr>
<tr>
<td>2095</td>
<td>CF: Investigation and Design</td>
<td>St. Vincents Reserve - renew car park</td>
<td>Renew reserve car park</td>
<td>Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$15,000</td>
<td>Approved</td>
<td>Green</td>
<td>-</td>
<td>Current status: currently writing business case for this asset. Site specifications being added to a business case. Next steps: planning phase.</td>
</tr>
<tr>
<td>2096</td>
<td>CF: Investigation and Design</td>
<td>Silverdale Reserve - renew park retaining wall</td>
<td>Hibiscus and Bays - renewal of various park courts and structures: Minor renewals construction FY17, design and consenting of major renewals FY17, construction FY18 Maygrove Reserve Retaining Wall Renewal, Maygrove petanque court/Fitzwilliam Drive Reserve, Churchill Reserve, Maiwai Bay Park, Browns Bay Beach Reserve - park structures - scooping Reserve reserve retaining wall</td>
<td>Q1</td>
<td>ABSS: Capex</td>
<td>$45,000</td>
<td>Complete</td>
<td>Green</td>
<td>-</td>
<td>Current status: This component of the project was completed. Project was merged with Hibiscus and Bays Court and Structure renewals. Please refer to SharePoint ID 2096 for an update commentary.</td>
</tr>
<tr>
<td>2099</td>
<td>CF: Investigation and Design</td>
<td>Stanmore Bay Park - renew seawall</td>
<td>Renew park seawall</td>
<td>Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$30,000</td>
<td>Approved</td>
<td>Amber</td>
<td>-</td>
<td>Current status: handover from project delivery to investigation and design. Next steps: working with Auckland Council Coastal Management Services to identify if current failing structures are still required. Community consultation will be required.</td>
</tr>
<tr>
<td>2102</td>
<td>CF: Investigation and Design</td>
<td>The Esplanade - Manly Beachfront (East) - renew toilet</td>
<td>Renew beachfront toilet</td>
<td>Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$10,000</td>
<td>Approved</td>
<td>Green</td>
<td>-</td>
<td>Current status: investigation and assessment of future work requirements is underway pre movement to planning.</td>
</tr>
</tbody>
</table>

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**Hibiscus and Bays Local Board**

**Auckland Council's Quarterly Performance Report: Hibiscus and Bays Local Board for quarter two, 1 October - 31 December 2017**

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## Work Programme 2017/2018 Q2 Report

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<tr>
<td>2854</td>
<td>CF: Investigation and Design</td>
<td>Wade Landing Reserve - develop accessway</td>
<td>Develop a new accessway at Wade Landing Reserve, this is a legal requirement to install a right of way access to a private property.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 130,000</td>
<td>Proposed</td>
<td>Amber - At Risk</td>
<td>Current status: initial site investigation work and archaeological assessments have commenced. Next steps: initial engagement with Te Herenga Waka O Orewa is planned. A procurement process will be initiated for the appointment of an engineer to undertake the design of the access way.</td>
<td>Risk/Issues: Schedule, scope and issues identified as at risk. Negotiations with Te Herenga Waka O Orewa and the property developer are underway, but progressing slower than anticipated. Alternative options are being investigated that may provide a better outcome for the community and be more cost effective. Investigating alternative options is in addition to the original scope. The developer requested compensation for the perceived loss of value to the property if the alternative access way route was confirmed. Legal advice has been sought and a response provided to the developer. The proposal will not be considered until the developer is the legal landowner (estimated date for sale and purchase agreement December 2017). Current status: a review of options and design solutions is in progress. Next steps: an engineer will be appointed for the design of the access way.</td>
</tr>
<tr>
<td>3004</td>
<td>CF: Investigation and Design</td>
<td>Gulf Harbour Reserve - develop toilet</td>
<td>Installation of toilet block at Gulf Harbour. This project is carried forward from the 2016/2017 work programme, previous ID 3377.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 30,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: assess current constraints and opportunities, professional services has been awarded to external contractor. Feasibility and options report due in November.</td>
<td>Current status: professional services have been awarded. The local board has approved options. Next steps: lodge resource and building consent.</td>
</tr>
<tr>
<td>3059</td>
<td>CF: Investigation and Design</td>
<td>Long Bay Reserve - develop playground</td>
<td>Development of a large playground, paths, landscaping, a viewing platform and toilet facility. Led by the developer Todd Property and will be handed over to Council on completion. This project is carried forward from the 2016/2017 work programme, previous ID 3375.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 980,983</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: the play space area of the reserve is currently under construction. Next steps: construction of footpaths and seating within the reserve is planned over the next month. Works have been delayed due to the weather.</td>
<td>Current status: construction of the play space area of the reserve is mid way through construction. Next steps: construction of footpaths and seating within the reserve is planned over the next month. Works have been delayed due to the weather.</td>
</tr>
<tr>
<td>3290</td>
<td>CF: Investigation and Design</td>
<td>Stanmore Bay pool and leisure centre comprehensive renewal</td>
<td>This project is carried forward from the 2016/2017 work programme</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 250,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Project start date April 2014. Reserve have visited site 12 September 2017 to create paint specifications for the exterior cladding and the internal pool hall. Now starting to receive quotations from painting contractors. Project completed</td>
<td>Current status: exterior and interior pool hall painting quotations have been received. Next steps: hand over to project delivery team for delivery.</td>
</tr>
<tr>
<td>3300</td>
<td>CF: Investigation and Design</td>
<td>Stanmore Bay Reserve - restore floating vegetation</td>
<td>Restore floating vegetation</td>
<td>Q1</td>
<td>LDi: Capex</td>
<td>$ 10,000</td>
<td>Complete d</td>
<td>Green - On Track</td>
<td>Project completed by Healthy Waters</td>
<td>Project completed by Healthy Waters</td>
</tr>
<tr>
<td>3374</td>
<td>CF: Investigation and Design</td>
<td>Metro Park - develop hockey field</td>
<td>Grant for hockey field - ongoing</td>
<td>Q3:Q4</td>
<td>Growth</td>
<td>$ 1,800,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: Hockey turf being built and set to be open and operational in the early 2018. Next steps: To finalise with hibiscus hockey on remedial plan.</td>
<td>Current status: hockey turf being built and set to be open and operational in the early 2018. Next steps: finalise opening date and other supporting infrastructure including toilet block and car park.</td>
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<tr>
<td>1030</td>
<td>CF: Operations</td>
<td>Hibiscus and Bays Maintenance Contracts</td>
<td>Q1;Q2;Q3/Q4</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>The new full facilities contract started on 1 July 2017. The contractor has been proactive in edging pathways, maintaining playgrounds and mowing sports fields. The relatively high rainfall (e.g. July 129-142 per cent of norm) has presented some challenges, including preparing for the summer sports season. There has also been some on-going challenges with security gates and litter bins, which staff are focusing on resolving. No significant operational building issues. Arboriculture: The beginning of the first quarter saw mobilisation of new contracts. A priority was ensuring requests for service were effectively managed, particularly after heavy emergency response. Replacement tree planting was completed over July/August. Annual inspections of street and park trees have commenced which will inform proactive programmes of tree maintenance. Ecological Restoration: A key focus of the first quarter has been the commencement of site assessments and the preparation of restoration plans for sites of ecological high value, working with other council departments and understanding volunteer activity on sites.</td>
<td></td>
</tr>
<tr>
<td>2054</td>
<td>CF: Project Delivery</td>
<td>Browns Bay Beach Reserve - renewal seawall</td>
<td>Q1;Q2;Q3/Q4</td>
<td>ABB: Capex</td>
<td>$ 100,000</td>
<td>Cancelled</td>
<td>Red-Critical</td>
<td>Current status: assess the coastal permit implications; investigate options. Next steps: prepare the options report.</td>
<td>Risk/Issues: This project is cancelled as it has been classified as an operational project. Next steps: project is planned to be cancelled as an operational project.</td>
</tr>
<tr>
<td>2055</td>
<td>CF: Project Delivery</td>
<td>Browns Bay Skate Park and Drainage Renewal</td>
<td>Q1;Q2;Q3/Q4</td>
<td>ABB: Capex</td>
<td>$ 250,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: the landscape design and consultation for the adjacent area is under way. Next steps: additional community feedback is planned in early summer 2017. Construction is planned for winter 2018.</td>
<td>Current status: landscape design and consultation for the adjacent area is under way. Additional community feedback is planned in early summer 2017. Construction is planned for winter 2018.</td>
</tr>
<tr>
<td>2056</td>
<td>CF: Project Delivery</td>
<td>Centennial Park - renew walkway and furniture</td>
<td>Q1;Q2;Q3/Q4</td>
<td>ABB: Capex</td>
<td>$ 300,000</td>
<td>In progress</td>
<td>Green-On Track</td>
<td>Current status: the design is now complete. Tender is underway for all tracks, structures and furniture except for the Remembrance Avenue track. Next steps: construction is planned to start summer 2017/18. Remembrance Avenue track renewal is awaiting Healthy Waters resolving storm water issues; construction start is yet to be determined</td>
<td>Current status: design is complete. Tender is underway for all tracks, structures and furniture except for the Remembrance Avenue Track. Next steps: construction is planned to start summer 2017/18. Remembrance Avenue Track renewal is awaiting Healthy Waters resolving storm water issues; construction start is yet to be determined.</td>
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<td>2056</td>
<td>CF: Project Delivery</td>
<td>Hibiscus and Bays - actions from signage audit</td>
<td>Deliver recommendations from signage audit to Parks and Reserves throughout the Hibiscus and Bays Local Board. This project is carried-over from the 2016/17 programme (previous ID 2762).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LDI: Capex</td>
<td>$125,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: assessing review report. Next steps: prepare and present plan to upgrade signage within budget constraints. Report to the local board in December.</td>
<td>Current status: assessing review report. Next steps: we have undertaken a tour of the sites proposed for the first stage roll-out – Oneteva Reserve, Stanmore Bay, Ashley Reserve, Browns Bay Beach, Freyberg Park/Shirwood Reserve. Another meeting is required to addres some of the site specific issues (multiple and various signs to be either not replaced or grouped together in one format sign) and reduce the amount of detailed decision making for the local board (if any). We are to meet with the consultants again January 2018 to take this to the next stage, which will allow an informed report/presentation to the local board.</td>
</tr>
<tr>
<td>2057</td>
<td>CF: Project Delivery</td>
<td>Hibiscus and Bays - playground improvements</td>
<td>Playground improvements or small upgrades that will enhance the use of playgrounds throughout the Hibiscus and Bays Local Board. This project is carried-over from the 2016/17 programme (previous ID 2762).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LDI: Capex</td>
<td>$155,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: the design is complete. Equipment and shade options were presented to the Hibiscus and Bays Local Board in August. Next steps: community consultation and tendering. Construction is planned for autumn 2018.</td>
<td>Current status: feedback from the holiday period has been received and is being collated. Next steps: presentation of feedback with local board is planned for March 2018. Consultation and tendering: construction is planned for autumn 2018.</td>
</tr>
<tr>
<td>2058</td>
<td>CF: Project Delivery</td>
<td>Hibiscus Coast - review seawalls</td>
<td>Arkies Bay, Matakakia Bay, and Wade River Bays Reserve - renewal of falling coastal protection structures and other front assets. This project is a continuation of the 2017/2018 programme (previous ID 3000). This project is carried-over from the 2016/17 programme (previous ID 3203).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$75,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: further evaluation is being undertaken on the scope of these works. Next steps: assess existing assets, coastal processes and appropriate planning mechanisms and physical responses to inform way forward.</td>
<td>Current status: the Auckland Council Coastal and Geotechnical Services team are now assessing existing assets and coastal processes. Next steps: community consultation will be required.</td>
</tr>
<tr>
<td>2059</td>
<td>CF: Project Delivery</td>
<td>Long Bay Reserve 5 - develop park</td>
<td>Local park development including internal paths, seating, signage and landscaping. This project is carried-over from the 2016/17 programme (previous ID 3203).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$80,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: planting of the reserve is now complete. An infrastructure funding agreement between the developer and council is being drafted, prior to the transfer of the reserve to council ownership. Next steps: the developer will hand over the completed reserve to council.</td>
<td>Current status: planting of the reserve is complete. An Infrastructure Funding Agreement between the developer and council is being drafted, prior to the transfer of the reserve to council ownership. Next steps: the developer will hand over the completed reserve to council.</td>
</tr>
<tr>
<td>2060</td>
<td>CF: Project Delivery</td>
<td>Long Bay Reserve 6 - develop park</td>
<td>Local park development including internal paths, seating, signage and landscaping. This project is carried-over from the 2016/17 programme (previous ID 3376).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$350,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: earthworks for the development of the reserve have commenced, however completion of this work is delayed until spring when the ground conditions are more favourable. Next steps: a concept design for the reserve will be prepared when the earthworks are complete.</td>
<td>Current status: earthworks for the development of the reserve have commenced. Next steps: a concept design for the reserve will be prepared when the earthworks are complete.</td>
</tr>
<tr>
<td>2061</td>
<td>CF: Project Delivery</td>
<td>Long Bay Reserve 7 - develop park</td>
<td>Local park development including internal paths, seating, signage and landscaping. This project is carried-over from the 2016/17 programme (previous ID 3369).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$350,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: earthworks for the development of the reserve have commenced, however completion of this work is delayed until spring when the ground conditions are more favourable. Next steps: a concept design for the reserve will be prepared when the earthworks are complete.</td>
<td>Current status: earthworks for the development of the reserve have commenced. Next steps: a concept design for the reserve will be prepared when the earthworks are complete.</td>
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<td>2085</td>
<td>CF: Project Delivery</td>
<td>Long Bay Reserve 8 - develop park</td>
<td>Local park development including internal paths, seating, signage and landscaping. This project is carried-over from the 2016/17 programme (previous ID 3371).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 80,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: planting for the reserve has been finalised. An infrastructure funding agreement between the developer and council is being drafted prior to the transfer of the reserve to council ownership. Next steps: the developer will hand over the completed reserve to council.</td>
<td>Current status: an infrastructure funding agreement between the developer and council is being drafted prior to the transfer of the reserve to council ownership. Next steps: the developer to hand over the completed reserve to council.</td>
</tr>
<tr>
<td>2086</td>
<td>CF: Project Delivery</td>
<td>Metro Park (Millwater Parkway) - concept plan for netball and hockey complex</td>
<td>Developing concept plan for netball and hockey complex. This project is carried-over from the 2016/17 programme (previous ID 3856). 228 Millwater Parkway, Stanmore Bay</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 50,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: master plan refresh has been completed. Project being led by Parks, Sports and Recreation at this point in time. Meeting with Netball NZ and Parks, Sports and Recreation was held on 31 August 2017. Next steps: engage consultant to commence concept for car park and netball courts.</td>
<td>Current status: engage consultant that will provide concept plan for car park and netball courts. Next steps: netball and tennis engagement.</td>
</tr>
<tr>
<td>2089</td>
<td>CF: Project Delivery</td>
<td>Metro Park East Stage 1 - develop walkways connections</td>
<td>In accordance with the reserve management plan, this project will commence delivery of a connected walkways network, including associated landscaping. This project is carried-over from the 2016/17 programme (previous ID 3374). 228 Millwater Parkway, Stanmore Bay</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 160,538</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: construction has commenced. Next steps: completion due after the final Hockey Trust tart is installed, which is proposed for late summer 2018.</td>
<td>Current status: sixty per cent of the walkways have now been constructed and are open for public use. Soil reinstatement along the sides of the walkways is underway. The remainder of the walkways construction is due to start after the Christmas break holidays. Next steps: complete final 40 per cent of the walkways and reinstate ground along the sides.</td>
</tr>
<tr>
<td>2090</td>
<td>CF: Project Delivery</td>
<td>Metro Park West - develop new park</td>
<td>New general park development. This is a continuation from the 2016/17 programme (previous ID 3372). SH10/20 Project Various Sites</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 560,000</td>
<td>Approved</td>
<td>Amber - At Risk</td>
<td>Current status: design research and initial site investigation work is currently being progressed over the months of August and September. Next steps: two alternative concept designs will be completed for internal review. These designs will be shared with the local board prior to engaging with the community.</td>
<td>The scope of the project has been reduced to exclude public consultation, completion of the final concept design and the resource consent application. This is to avoid creating an expectation within the community that the project construction phase will be funded. Current status: two alternative concept design options have been completed. A cost estimate review is in progress. Next steps: concept designs will be presented to the local board in February/March 2018. Future funding for the project is to be confirmed.</td>
</tr>
<tr>
<td>2091</td>
<td>CF: Project Delivery</td>
<td>One area Track renewal</td>
<td>Long Bay Beach Road paths and stairs renewals. This project is carried-over from the 2016/17 programme (previous ID 2014).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 100,000</td>
<td>Completed</td>
<td>Green - On Track</td>
<td>Current status: contractor started 26 June. Next steps: completion late October.</td>
<td>Project completed October 2017.</td>
</tr>
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<td>2097</td>
<td>CF: Project Delivery</td>
<td>Silverdale War Memorial No3 sand field renewal</td>
<td>Silverdale War Memorial Park sand field renewal. This project is carried-over from the 2016/17 programme (previous ID 3215).</td>
<td>Q1, Q2, Q3, Q4</td>
<td>AB: Capex</td>
<td>$ 350,000</td>
<td>In progress</td>
<td>Current status: design completed. Detailed design and tender documentation preparation under way. Next steps: tender, award and start physical works in October.</td>
<td>Current status: tender awarded. Next steps: work postponed to August/September 2018 start due to access issues through the car park which is being used for Park/Run/Read parking.</td>
</tr>
<tr>
<td>2098</td>
<td>CF: Project Delivery</td>
<td>South Avenue Reserve walkway &amp; structure renewal</td>
<td>South Avenue Reserve walkway and structure renewal. This project is carried-over from the 2016/17 programme (previous ID 4024).</td>
<td>Q1, Q2, Q3, Q4</td>
<td>AB: Capex</td>
<td>$ 195,000</td>
<td>In progress</td>
<td>Current status: design, consultation and consenting is complete. Tendering is underway. Next steps: construction is planned for summer 2018.</td>
<td>Current status: contract has been awarded. Construction to begin late February 2018. Next steps: programme for completion June 2018.</td>
</tr>
<tr>
<td>2100</td>
<td>CF: Project Delivery</td>
<td>Stanmore Bay Park 3 sand field renewal</td>
<td>Stanmore Bay Park sand and sport field renewal. This project is carried-over from the 2016/17 programme (previous ID 3216).</td>
<td>Q1, Q2, Q3, Q4</td>
<td>AB: Capex</td>
<td>$ 450,000</td>
<td>In progress</td>
<td>Current status: design is complete. Consent has been lodged. Next steps: tender construction of lights in summer 2018 and the sand field in financial year 2018/2019.</td>
<td>Current status: design is complete. Consent has been lodged. Next steps: tender construction of lights in summer 2018 and the sand field in financial year 2018/19, awaiting Vector design upgrade by supply.</td>
</tr>
<tr>
<td>2101</td>
<td>CF: Project Delivery</td>
<td>Sun Smart Projects in playgrounds</td>
<td>Develop sun smart projects in key playgrounds throughout the Hibiscus and Bays local board area. This project is carried-over from the 2016/17 programme (previous ID 2790).</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LD: Capex</td>
<td>$ 150,000</td>
<td>In progress</td>
<td>Current status: design is complete. Equipment and shade options have been presented to the Hibiscus and Bays Local Board in August. Next steps: community consultation, consenting and tendering; construction is planned for autumn 2018.</td>
<td>Current status: design is complete. Equipment and shade options have been presented to the local board in August. Consultation signs will be in place over the holiday period. Next steps: consenting and tendering; construction is planned for autumn 2018.</td>
</tr>
<tr>
<td>2103</td>
<td>CF: Project Delivery</td>
<td>Tindalls Beach coastal structure renewal</td>
<td>De Luca Ave Beachfront Reserve roostock seawall and step renewal. This project is carried-over from the 2016/17 programme (previous ID 3252).</td>
<td>Not scheduled</td>
<td>AB: Capex</td>
<td>$ 75,000</td>
<td>Cancelled</td>
<td>Current status: this project record is cancelled and has been merged with Hibiscus Coast - renew seawalls. Please refer to SharePoint ID 2080 for an update.</td>
<td>Current status: project was merged with Hibiscus Coast - renew seawalls.</td>
</tr>
<tr>
<td>2104</td>
<td>CF: Project Delivery</td>
<td>Victor Evans Park - renew playground</td>
<td>Victor Evans Park whole playground renewal. This project is carried-over from the 2016/17 programme (previous ID 3218).</td>
<td>Q1, Q2, Q3, Q4</td>
<td>AB: Capex</td>
<td>$ 100,000</td>
<td>In progress</td>
<td>Current status: consenting and design review to reduce cost is under way. Next steps: tendering, construction is planned for summer 2018.</td>
<td>Current status: consenting and design review to reduce cost is under way. Next steps: tender documents being prepared. Construction is planned for April 2018.</td>
</tr>
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Hibiscus and Bays Local Board 21 February 2018
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<tr>
<td>2105</td>
<td>CF: Project Delivery</td>
<td>Hatfields Beach Reserve, Wainona Bridge Jetty, Wainona Place Reserve seawall renewals. This project is carried over from the 2016/17 programme (previous ID 3376).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABB: Capex</td>
<td>$480,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: consent received for Hatfields and Wainona Beach. Auckland Transport consent as land owner for Wainona Bridge proving too difficult and will be handled back to Auckland Transport. Next steps: tender process. Wainona Bridge - repair and extend estuary sea wall, adjacent to highway car park and boat ramp. Wainona Beach - re-build approx. 140 metres rock sea wall and Hatfields Beach - re-stack approx. 50 metres rock revetment either side of boat ramp. Campbells Bay - re-build walls, ramp and stairs at The Esplanade.</td>
</tr>
<tr>
<td>2621</td>
<td>CF: Project Delivery</td>
<td>Deep Creek Reserve Development</td>
<td>Sand slits drainage, lighting and irrigation. Installation of a new toilet block and a car park to be delivered FY2018/2019. This item replaces items 2057, 2058 and 2059. This project is carried over from the 2016/17 programme (previous ID 3376).</td>
<td>Q2:Q3:Q4</td>
<td>Growth</td>
<td>$924,000</td>
<td>In progress</td>
<td>Green</td>
</tr>
<tr>
<td>2911</td>
<td>CF: Project Delivery</td>
<td>Awarua Park - renew walkway and utility</td>
<td>Stage 2 paths, boardwalk, retaining wall &amp; drainage renewal. Onahau Chaos sub soil. Path may need to be diverted out of coastal area, additional design needed. This project is carried forward from the 2016/2017 work programme, previous ID 3207.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABB: Capex</td>
<td>$6,000</td>
<td>In progress</td>
<td>Green - On Track</td>
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<tr>
<td>2943</td>
<td>CF: Project Delivery</td>
<td>Campbells Bay - new coastal structures</td>
<td>Re-build sea wall at The Esplanade. This project is carried forward from the 2016/2017 work programme, previous ID 3961</td>
<td>Q1; Q2; Q3; Q4</td>
<td>AQB: Capex</td>
<td>$320,000</td>
<td>Cancelled</td>
<td>Red</td>
<td>Current status: resource consent granted. Next steps: tender being prepared, combined with other Hibiscus and Bays coastal renewals.</td>
<td>Risk/Issues: This project record is cancelled and merged with Campbells Bay - renew coastal structures. Please refer to SharePoint ID 2943 for an update. Current status: Work to start February/March 2018. Next steps: Tender awarded for bundle of 3 coastal sea wall projects - work to start late February. Waitara Beach - re-build approx. 150m rock sea wall. Hatfields Beach - re-stack approx. 50m rock revetment either side of boat ramp. Campbells Bay - re-build walls, ramp, stairs at The Esplanade</td>
</tr>
<tr>
<td>3066</td>
<td>CF: Project Delivery</td>
<td>Mairangi Arts Centre - replace roof, gutters and remedies water-tightness</td>
<td>Address water-tightness and replace main roof. This project is carried forward from the 2016/2017 work programme, previous ID 187</td>
<td>Q1; Q2; Q3; Q4</td>
<td>AQB: Capex</td>
<td>$120,000</td>
<td>In progress</td>
<td>Amber - At Risk</td>
<td>Current status: we also discovered asbestos at the building (in the roof and elsewhere). We are waiting on pricing from an approved asbestos removal company to remove the asbestos roof. Next steps: once the price is received for the asbestos removal we will confirm that it is market related. Confirm a methodology of how the work will be done safely while the facility remains in operation. Agree on the best suitable time to do the project with the centre management.</td>
<td>Risk/Issues: Found asbestos in roof tiles, this will delay the roofing project as the asbestos will have to be removed by a specialised contractor. Current status: project is scheduled for April 2019. Next steps: complete project</td>
</tr>
<tr>
<td>3091</td>
<td>CF: Project Delivery</td>
<td>Metro Park - develops Greenfields Park</td>
<td>Installation of long jump pits completed (Oct 16). Installation of 2 x shot put circles and hammer throw cage base to be installed April 17 after completion of Stage 4 sand carpet platform extension (couch turf grow-in). Installation of synthetic surface long jump run-up added to project scope November 16. This project is carried forward from the 2016/2017 work programme, previous ID 4907. 229 Milward Parkeway, Stanmore Bay</td>
<td>Q1; Q2; Q3; Q4</td>
<td>AQB: Capex</td>
<td>$30,500</td>
<td>Complete</td>
<td>Green - On Track</td>
<td>Current status: long jump concrete run-up based installed. Installation of shot put circles and hammer throw base to be installed October 2017 once ground conditions improve. Next steps: install concrete shot put and hammer throw bases as weather/ground conditions permit. Installing of synthetic surface on long jump runway will not occur until September/October with warmer temperatures for good bonding to weathered concrete base.</td>
<td>Project completed November 2017.</td>
</tr>
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## Work Programme 2017/2018 Q2 Report

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<tr>
<td>3104</td>
<td>CF: Project Delivery</td>
<td>MSF - Hibiscus and Bays - Sports Fields - Metropark Sports Fields Lighting</td>
<td>The scope of works involves the planning, concept design, consenting and construction for the lighting of the No. 1 &amp; No. 2 sand carpet sports fields and the DTA (dedicated training area) as part of the sports fields development of the park. Design, consenting and installing lights for two fields and a dedicated training area. Three summer park lights to be used to light athletic 100m track. This project is carried forward from the 2016/2017 work programme, previous ID 4005.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$15,500</td>
<td>In progress</td>
<td>Current status: lights operational and in use from 12 June 2017. Next steps: receive as-builds and operations and maintenance manual. Complete final defects period and handover process. Final re-aiming and testing to complete in spring (September/October 2017) when ground conditions suitable for heavy mobile platform and lifting equipment to move lights to summer parking positions.</td>
<td>Current status: lights operational and in use from 12 June 2017. Lights moved in October to summer parking positions and the three lights next to the athletics track and long jump sandpit have been turned on. Next steps: final re-aiming now delayed to March 2018 when lights will be moved back to their winter positions. Ground conditions were too soft in spring before the lights had to be moved to their summer parking positions. Complete works for practical completion and final handover at end of March 2018.</td>
</tr>
<tr>
<td>3116</td>
<td>CF: Project Delivery</td>
<td>Mururata Bay - renew wharf</td>
<td>Wharf renewal.  This project is carried forward from the 2016/2017 work programme, previous ID 4031.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$10,000</td>
<td>Complete</td>
<td>Current status: physical works on wharf complete October 2016; await grass establishment on approach area. Next steps: final handover meeting early October.</td>
<td>Project completed</td>
</tr>
<tr>
<td>3142</td>
<td>CF: Project Delivery</td>
<td>Orewa - Koho - Marine View - renew seawall</td>
<td>Seawall renewal.  This project is carried forward from the 2016/2017 work programme, previous ID 4031.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$150,000</td>
<td>In progress</td>
<td>Current status: hearing complete at 10 August, commissioners request further info - likely decision late October. Next steps: await consent decision.</td>
<td>Current status: resource consent refused; preparing appeal documentation. Next steps: lodge appeal application.</td>
</tr>
<tr>
<td>3143</td>
<td>CF: Project Delivery</td>
<td>Orewa Community Hall - renew rear area</td>
<td>Seal rear area.  This project is carried forward from the 2016/2017 work programme, previous ID 4031.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$16,500</td>
<td>In progress</td>
<td>Current status: consultant briefed on site. Design, scope and specifications are being developed. Next steps: review design and approve. Receive quotes.</td>
<td>Current status: tenders closed, winning tenderer is in the process of signing the contract. Next steps: schedule the work for early in 2018.</td>
</tr>
<tr>
<td>3169</td>
<td>CF: Project Delivery</td>
<td>Ranui Park - Marangai Bay - renew car park</td>
<td>Car park renewal.  This project is carried forward from the 2016/2017 work programme, previous ID 4031.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$140,000</td>
<td>Complete</td>
<td>Project completed 24 August.</td>
<td>Project completed 24 August 2017.</td>
</tr>
<tr>
<td>3190</td>
<td>CF: Project Delivery</td>
<td>Silverwood Reserve - build toilet</td>
<td>New toilet design, consent &amp; build.  This project is carried forward from the 2016/2017 work programme, previous ID 2786.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABSS: Capex</td>
<td>$217,000</td>
<td>In progress</td>
<td>Current status: consultation is complete. Services reports have been received. Options were presented to the Hibiscus and Bays Local Board in August. Final detailed design is underway. Next steps: tendering and consenting; construction is planned for summer 2017/2018.</td>
<td>Current status: tenders close beginning of February 2018. Next steps: adjudicate and award tender during first half of February 2018.</td>
</tr>
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### Work Programme 2017/2018 Q2 Report

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<tr>
<td>3198</td>
<td>CF: Project Delivery</td>
<td>Stanmore Bay Pool and Leisure Centre - comprehensive renewal</td>
<td>Refurbishment of the centre based on agreed priority list. This project is carried forward from the 2016/2017 work programme, previous ID 002</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ADB: Capex</td>
<td>$ 20,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: practical completion achieved for main contract November 2016. Signage for rebranding complete. Next steps: replacement of ductwork fittings (contractor error in product used). This is planned to coincide with next planned shut down in April 2018.</td>
<td></td>
</tr>
<tr>
<td>3235</td>
<td>CF: Project Delivery</td>
<td>Metro Park: install a charging room</td>
<td>This activity was deferred from FY17 and is to complete the feasibility study.</td>
<td>Q2;Q3;Q4</td>
<td>LD: Opex</td>
<td>$ 5,000</td>
<td>Complete</td>
<td>Green - On Track</td>
<td>Feasibility study completed.</td>
<td></td>
</tr>
<tr>
<td>3597</td>
<td>CF: Project Delivery</td>
<td>Victor Eaves Park - new baseball backstop</td>
<td>Baseball diamond with backstop fencing. This project is carried over, previous SP ID 3380.</td>
<td>Q1;Q2</td>
<td>ADB: Capex</td>
<td>$ 15,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: main physical work completed June 2017. Ground reinstatement completed October along with fencing defects. Seats for dugouts ordered. Next steps: install seats in dugouts and handover to Operations and Maintenance (O&amp;M) complete asset settlement and asset capitalisation. Six months defects maintenance following Practical Completion Certificate. Six months defects maintenance period.</td>
<td></td>
</tr>
<tr>
<td>3400</td>
<td>CF: Project Delivery</td>
<td>Estuary Arts Centre - replace HVAC and minor fittings</td>
<td>Replacing the Heating, ventilation, and air conditioning (HVAC) system as the current system has failed</td>
<td>Q2;Q3;Q4</td>
<td>ADB: Capex</td>
<td>$ 50,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>Current status: pricing was received from Estuary Arts management. Our facilities contractor will employ these sub-contractors to do the work. Next steps: obtain final price from council’s approved facilities contractor.</td>
<td></td>
</tr>
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#### Infrastructure and Environmental Services

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<tbody>
<tr>
<td>95</td>
<td>I&amp;ES: Environmental Services</td>
<td>Water sensitive design project for schools - Hibiscus and Bays</td>
<td>This schools project is a series of classroom sessions that focus on the importance of water conservation and stormwater pollution in an urban setting. At the end of the sessions a rain barrel will be installed as part of a wider community workshop showcasing the water sensitive design approach.</td>
<td>Q2;Q3;Q4</td>
<td>LD: Opex</td>
<td>$ 20,000</td>
<td>In progress</td>
<td>Green - On Track</td>
<td>In quarter one the project scope was established, including identifying delivery contractors and schools to participate. Engagement of the contractor and confirmation of participating schools will occur in quarter two.</td>
<td></td>
</tr>
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</table>

In quarter two, the delivery contractors were confirmed and the project will be delivered in quarter four. Three schools have been approached and have all confirmed their involvement in the project. The three schools are Browns Bay Primary, Sherwood Primary and Northcross Intermediate.
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<tr>
<td>37F</td>
<td>I&amp;ES: Environmental Services</td>
<td>North-West Wildlink, Hibiscus and Bays</td>
<td>This work all contributes to the North-West Wildlink corridor and consists of a range of proposed projects that sit under this banner. It builds upon existing local board funded work (there is some new work proposed) and includes protection of freshwater and terrestrial areas that have been identified as key ‘Wildlink Wonders’. It includes a range of work that both delivers on the ground and builds community capacity to deliver in the longer term. This ensures projects have a life beyond the financial year. The suggested projects are: - North-West Wildlink capacity building - begin work on a pest free Hibiscus and Bays strategy - Orewa Estuary Wildlink Wonders - NWiW Streamside Assistance - Wildlink Wildlink Wonders contractor assistance - Community engagement and restoration programme around meeting with the Nikauane Stream (Orewa).</td>
<td>Q1;Q2;Q3;Q4</td>
<td>LD: Opex</td>
<td>$ 80,000</td>
<td>In progress</td>
<td>Green</td>
<td>Welk Wildlink restoration - Riparian restoration sites on the Welk River have been identified and discussions with Community Facilities, adjacent landowners and community groups are underway. Weed control will be undertaken from December 2017 to February 2018 with planting in May to June 2018. Capacity Building workshops - The draft scope has been circulated with community groups for their comment prior to a contractor being selected. Workshops will be held in November and December 2017. Orewa Estuary Wildlink Wonders - Planning is underway for the Wonders and Wadirs estuary walk in conjunction with Forest and Bird. Discussions are taking place with Forest and Bird to support growth in community activity around the estuary. There will be a funding agreement with Forest and Bird to undertake this restoration assistance - discussions are taking place with Friends of Okura Bush about contractor assistance for community weed and pest control.</td>
<td>Welk Wildlink restoration - a planting site has been agreed at Titan Place, Silverdale. Plants will be supplied by the Million Trees project with some additional species for diversity provided for this project. Capacity Building workshops - the contractor has been communicating with community groups. The first community meeting was held at end of November 2017 with 12 attendees from across the local board area. The next meeting is planned for February 2018. Orewa Estuary Wildlink Wonders - Twenty locals joined the Wonders and Wadirs walk. A funding agreement was signed with Hibiscus Coast Forest and Bird to support animal pest control products aligned with the Orewa Estuary Restoration Plan. Restoration Assistance - ongoing discussions are taking place with Friends of Okura Bush following regional grants funding application in which they successfully gained $20,000 for their restoration projects.</td>
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<tr>
<td>88</td>
<td>I&amp;ES: Healthy Waters</td>
<td>Industrial Pollution Prevention Project - Browns Bay</td>
<td>This programme is primarily educational and informs urban industry and business about the impacts their activities may have on local waterways. The programme includes a site inspection and discussion with the business owners about potential issues around pollution as well as waste minimisation techniques and spill training. If changes are recommended, a report is sent to the business. The programme involves a GIS mapping exercise to ensure that commercial businesses understand the stormwater network connections in relation to local waterways.</td>
<td>Q2, Q3</td>
<td>LD: Opex</td>
<td>$20,000</td>
<td>Complete</td>
<td>Green</td>
<td>The contract was finalised and works commenced at the beginning of September 2017. The project is expected to be completed in December 2017. Results will be reported to the local board early in 2018.</td>
<td>This project is complete. The contractor visited 102 sites in the Browns Bay area. Thirty sites were reported to have issues and 34 recommendations were made. To date 13 recommendations have been followed up and implemented. An update was provided to the local board at the work programme workshop 30 November 2017.</td>
</tr>
</tbody>
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#### Libraries

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<tr>
<td>1215</td>
<td>CS: Libraries &amp; Information</td>
<td>Library hours of service - Hibiscus and Bays</td>
<td>Provide library service at East Coast Bays Library for 50 hours over 7 days per week, ($815,945 - FY17/18) Provide library service at Orewa Library for 52 hours over 7 days per week, ($685,392 - FY17/18) Provide library service at Whangaparaoa Library for 52 hours over 7 days per week, ($540,475 - FY17/18)</td>
<td>Q1, Q2, Q3, Q4</td>
<td>ABS: Opex</td>
<td>$2,041,511</td>
<td>In progress</td>
<td>Green</td>
<td>Library visits in Hibiscus and Bays have decreased by two per cent compared to the same quarter last year. This is on a par with the regional trend.</td>
</tr>
<tr>
<td>1216</td>
<td>CS: Libraries &amp; Information</td>
<td>Information and lending services - Hibiscus and Bays</td>
<td>Provide information and library collections lending services. (Funded within ABS: Opex budget activity: &quot;Library hours of service - Hibiscus and Bays&quot;)</td>
<td>Q1, Q2, Q3, Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The number of library items borrowed from Hibiscus and Bays libraries remained constant compared to the same quarter last year. Across the region, numbers of electronic issues have continued to increase and now make up 12 per cent of items borrowed regionally.</td>
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<td>1217</td>
<td>CS: Libraries &amp; Information - Hibiscus and Bays</td>
<td>Preschool programming - Hibiscus and Bays</td>
<td>Provide programming for preschoolers that encourages active movement, early literacy and supports parents and caregivers to participate confidently in their children's early development and learning, including regional coordinated and promoted programmes: Wriggle and Rhyme, Rhymetime, Storytime, Multi-lingual Storytime in Māori, Mandarin, and English, and visits to preschool centres. (Funded within ABS Opex budget activity: &quot;Library hours of service - Hibiscus and Bays&quot;)</td>
<td>Q1:Q2;Q3:Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Demand for preschool programming remains high, with the three libraries delivering 150 sessions to 6,250 participants. In September, a special storytelling session for Red Beach Playcentre was attended by 22 children and 15 adults at Orewa Library.</td>
<td>Outreach at East Coast Bays has included three kindergarten visits and all of Year 3 (100 children) at Browns Bay Primary School visiting the library. Outreach at Orewa has included a special extra storytelling for preschool Bright Sparks.</td>
</tr>
<tr>
<td>1218</td>
<td>CS: Libraries &amp; Information - Hibiscus and Bays</td>
<td>Children and Youth engagement - Hibiscus and Bays</td>
<td>Provide children and youth activities and programming, including a programme of children's activities during school holidays, which encourage learning and literacy, including direct engagement with local schools in the board area to support literacy, after school programmes and growing awareness of library resources. Activities include Coding for Kids, Minecraft and Gaming clubs, Homeschoolers groups, Roadshows and outreach to schools. (Funded within ABS Opex budget activity: &quot;Library hours of service - Hibiscus and Bays&quot;)</td>
<td>Q1:Q2;Q3:Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>A successful programme was run in all three libraries for the July school holidays with 978 participants in 17 events. Planning and the start of delivery began for the September/October holidays. Twenty Pippas and 43 year 1/2 students from Whangaparaoa primary school enjoyed visiting Whangaparaoa Library.</td>
<td>East Coast Bays Library hosted four students, aged 10-14 from Sherwood and Coastlands schools for their Work Experience Day.</td>
</tr>
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<td>Activity Description</td>
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<td>Budget Source</td>
<td>FY17/Q1</td>
<td>Activity Status</td>
<td>RAG</td>
<td>Q1 Commentary</td>
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<tr>
<td>1219</td>
<td>CS: Libraries &amp; Information</td>
<td>Summer reading programme - Hibiscus and Bays</td>
<td>Provide a language- and literacy-building programme that runs during the summer school holidays for 5-13 year olds. Developed and promoted regionally and delivered locally with activities and events designed to meet the needs and interests of local communities. (Funded within ABS Opex budget activity “Library hours of service - Hibiscus and Bays”)</td>
<td>Q2-Q3</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The Kia MIA te Whai / Dare to Explore Summer Reading Programme for 2017-2018 has been finalised and will commence in mid-December. The programme will be promoted through our local primary schools in November.</td>
<td>The Kia MIA te Whai / Dare to Explore Summer Reading Programme launched in December with a flurry of registrations across all three libraries. East Coast Bays and Whangaparaoa libraries are working together with the Leisure Centres in Browns Bay and Stanmore Bay to promote the programme.</td>
</tr>
<tr>
<td>1220</td>
<td>CS: Libraries &amp; Information</td>
<td>Supporting customer and community connection - Hibiscus and Bays</td>
<td>Provide programmes that facilitate customer connection with the library and community including Book Chats, Writers Clubs, Craft groups, Current Affairs discussion groups, Local History Group, outreach to rest homes and retirement villages, as well as speakers at Tea and Topics. Provide community space for hire at East Coast Bays Library and Whangaparaoa Library (Funded within ABS Opex budget activity “Library hours of service - Hibiscus and Bays”)</td>
<td>Q1-Q2-Q3-Q4</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>During the month of August Whangaparaoa Library hosted the “43 Authors” display by Ray Moritz. Ongoing discussions with the Browns Bay Chinese Association are resulting in the Chinese Book Club being changed to suit the needs of the Chinese community better. The Orewa Library Book Chat continues to be a popular monthly event with 15 to 20 eager participants.</td>
<td>The community group Boomerang Bags approached Orewa Library to have saving bees to provide reusable back bags to replace plastic bags. This has been a popular initiative for customers and aligns with Auckland Council initiatives to reduce plastic. This will be an ongoing project. Future Whangaparaoa (business group) held a first successful meeting in the Whangaparaoa library.</td>
</tr>
<tr>
<td>1221</td>
<td>CS: Libraries &amp; Information</td>
<td>Celebrating Te Ao Māori and strengthening responsiveness to Māori - Hibiscus and Bays</td>
<td>Celebrating te ao Māori with events and programmes including regionally coordinated and promoted programmes, Te Tiriti o Waitangi, Māori Language Week, Engaging with iwi and Maori organisations, increasing the use and visibility of te reo Māori. (Funded within ABS Opex budget activity “Library hours of service - Hibiscus and Bays”)</td>
<td>Q1-Q2-Q3-Q4</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Matariki was celebrated with a range of activities at both Rhynehame and in the school holidays at East Coast Bays Library.</td>
<td>Staff from Whangaparaoa and Orewa libraries have been attending the Weiti Eco Festival Family Fun day held at Te Herenga Waka o Orewa. It is hoped to collaborate and strengthen community ties with the local Māor.</td>
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27/35 Hibiscus and Bays Local Board
## Work Programme 2017/2018 Q2 Report

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<tr>
<td>1222</td>
<td>CS: Libraries &amp; Information</td>
<td>Learning and Literacy programming and digital literacy support - Hibiscus and Bays</td>
<td>Provide learning programmes and events throughout the year including computer and digital drop-in classes, and Book a Librarian sessions. Provide support for customers using library digital resources including PCs, WiFi, eResources and customers’ own devices. (Funded within ABS Opex budget activity “Library hours of service - Hibiscus and Bays”)</td>
<td>Q1;Q2;G3;Q4</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Digital drop in classes have been very popular at Whangaparaoa Library and Owera Library.</td>
<td>The number of Book &amp; Librarian sessions have increased at all libraries, particularly for access to eBooks, eAudio books and eMagazines, which have been heavily promoted. A free standing Overdrive Media Station is currently at Whangaparaoa Library, and in 2018 at East Coast Bays to promote the eCollection further. The smart TV at all libraries is frequently used for Te Reo, author talks, and the Passchendaele Centenary Service was live streamed to an interested crowd, as was the Queen Street Santa Parade.</td>
</tr>
<tr>
<td>1223</td>
<td>CS: Libraries &amp; Information</td>
<td>Celebrating cultural diversity and local communities - Hibiscus and Bays</td>
<td>Celebrate cultural diversity and local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes including the following: Christmas, Diwali, Lunar New Year, Matariki Month, Family History month, the Auckland Heritage Festival and Chinese Book Clubs. (Funded within ABS Opex budget activity “Library hours of service - Hibiscus and Bays”)</td>
<td>Q1;Q2;G3;Q4</td>
<td>ABB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Three author talks were held at Whangaparaoa and East Coast Bays Libraries during the quarter. Local authors Christine Curtis, Simone Butler and Catherine Lea where hosted. National Poetry Day was well attended for the 10th year in a row at East Coast Bays Library, with an open mic event. A Family History Workshop at East Coast Bays attracted a good size audience of 26 while at Owera Library. Family History month was celebrated with a talk by Sue Serman ‘Recording Family Stories - the role of oral history’, a talk by the NZ Society of Genealogists ‘The Thrill of tracing your Family History’ and a month long display and oral history of Keith Stoner/the Stoner Homestead.</td>
<td>Three author talks were held at East Coast Bays Library: Matt Elliott (Dave Gilaher the original All Black Captain), Chris Sanders (Angel Star) and Des Hunt (was at Whangaparaoa Library as well). Scientist and children’s author Whangaparaoa Library hosted local author Marissa Oakley Brown’s debut as an author and poet with the release of her book Joy and Pandemonium. The Owera Library Book Chat continues to be a popular monthly event with 15 to 20 regular participants. The children’s group has regular monthly Saturday meetings of about 20 people. The craft group is still ongoing with about 25 participants who enjoy craft and social interaction. ESOL added a new intermediate group on Wednesday, all ESOL groups are well attended with 60 participants. A very successful Halloween evening was held at East Coast Bays Library, 173 adults and 171 children enjoyed the experience.</td>
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### Local Economic Development: ATEED

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<tr>
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<tr>
<td>850</td>
<td>ATEED</td>
<td>Local Economic initiatives delivery fund</td>
<td>The allocation will be used to support initiatives that will assist the local board to support the growth of the local economy. Either through research or targeted programmes. Specific actions will be determined in consultation with the Local Board.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$ 30,000</td>
<td>Approved</td>
<td>Amber</td>
<td>No action to date, a meeting has been scheduled for the 16 November 2017 with Local Board Members to discuss what initiatives they would like to support through the use of the funds.</td>
<td>There is a risk that if no projects are identified and agreed by the Local Board in the next quarter that the budget will remain unspent.</td>
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### Work Programme 2017/2018 Q2 Report

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<tr>
<td>587</td>
<td>ATEED: Local Economic Growth</td>
<td>HBB - Eco tourism plan development</td>
<td>A consultant will be appointed to undertake the development of an Eco-Tourism strategy. The strategy will be developed to indicate what actions can be taken by the local board and partners to develop ecotourism in the Local Board area.</td>
<td>Q2-Q3</td>
<td>LDI: Opex</td>
<td>$50,000</td>
<td>In progress</td>
<td>Green</td>
<td>The approach to developing the Eco-tourism strategy was presented to the Local Board at the 7 September 2017 local board workshop. It was agreed that as a first step staff would seek to procure research to identify the opportunities for ecotourism in the area, identify the operators in the local board area, bring together the operators with a view to establishing a Tourism group to then work to develop a strategy for implementation. Following this meeting staff are scope the consultant brief to move to appointing a consultant prior to Christmas.</td>
<td>NZTRI have been appointed to undertake the following research as a first phase in the development of the Eco-tourism strategy. Undertake a local tourism audit/identify the opportunities to develop ecotourism in the Hibiscus and Bays local board area/identify the key operators in the local board area/bring together the operators with a view to outlining the opportunities and seek to establish a tourism group to work with the Local Board to support and promote tourism and ecotourism within the local board area. The key deliverables are: A local tourism audit as a PowerPoint presentation and a PDF report/Google maps of tourism assets and excel database/Two presentations to Visitor Strategy Group (VSG) and the Hibiscus and Bays Local Board.</td>
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<tr>
<td>912</td>
<td>CS: PSR: Active Recreation</td>
<td>Metro Park East: Multi-Sport Hub: Feasibility assessment and implementation plan</td>
<td>Complete a feasibility assessment and develop an implementation plan for the establishment of a multi-sport hub at Metro Park East. Local board allocated $20k LDI Opex in 2016/17, no additional 17/18 budget required.</td>
<td>Q1-Q2-Q3-Q4</td>
<td>LDI: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Draft final feasibility report received Sept. 2017 and under review by Metro Park Working Group/Metro Park concept plan updated and worked up with local board. Container toilet location confirmed. Working group to be established with council and outdoor court users (Regional Sports Officers, ROSOs) to start court/track design phase. Funding required in 2018/19 or before to progress pavilion design and/or indoor court business case.</td>
<td>Workshop held with local board in Q2, focus of workshop Metro Park East Concept Plan. Progression of Indoor Court Facility is to be placed on hold pending outcome of Regional Indoor Court Facility Strategy (RICFS). The completion of the RICFS is expected in April 2018. Planning underway to hold workshop with the local board early Q3 to discuss: feasibility Report, pavilion, outdoor courts and indoor court.</td>
</tr>
<tr>
<td>918</td>
<td>CS: PSR: Active Recreation</td>
<td>Torbay Sailing Club: Facility Partnership Grant</td>
<td>Support Torbay Sailing Club in clubhouse redevelopment. A Facility Partnership grant of $200,000 was provided to Torbay Sailing Club from the 2014/2015 Facility Partnership Scheme. no additional 17/18 budget required.</td>
<td>Q1-Q2-Q3-Q4</td>
<td>LDI: Opex</td>
<td>$ -</td>
<td>Complete</td>
<td>Green</td>
<td>Clubroom development is complete. Torbay Sailing Club have increased the number of learn to sail opportunities they are offering. They have also qualified as finalists for the YachtingNZ Awards for hosting the 2018 Youth Sailing World Championships.</td>
<td>Clubroom development is complete.</td>
</tr>
<tr>
<td>823</td>
<td>CS: PSR: Active Recreation</td>
<td>Freyberg Park: Community Hub: Feasibility and Needs Assessment</td>
<td>Support Browns Bay RSA and Freyberg Park. A feasibility study is required to explore the potential for a community hub at Freyberg Park. A joint funding local board contestable grant of $20,000 ($10,000 from Hibiscus and Bays, $10,000 from Upper Harbour) was provided in FY16/17. No additional 17/18 budget required.</td>
<td>Q1-Q2-Q3-Q4</td>
<td>LDI: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Browns Bay RSA has moved in with Browns Bay RSA and Freyberg Park. A feasibility study is required to explore the potential for a community hub at Freyberg Park. A joint funding local board contestable grant of $20,000 ($10,000 from Hibiscus and Bays, $10,000 from Upper Harbour) was provided in FY16/17. No additional 17/18 budget required.</td>
<td>No update this quarter. Next meeting of working group is scheduled for early 2018.</td>
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<tr>
<td>826</td>
<td>CS: PSR: Active Recreation</td>
<td>Freyberg Park; Prepare a feasibility assessment for shared clubrooms</td>
<td>Support East Coast Bays Rugby League Club to complete a feasibility assessment into the development of shared clubroom and changing facilities with softball at Freyberg Park. A Facility Partnership grant of $40,000 was provided to East Coast Bays Rugby League from the 2013/2014 Facility Partnership Scheme; no additional 17/18 budget required.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LD: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>East Coast Bays Rugby League is looking to partner with other groups such as East Coast Bays Softball and Bays Youth Trust. Staff are currently reviewing available budgets and projects linked to Freyberg Park to develop options to move forward with potential facility development.</td>
<td>There will be a report to the February 2018 Local Board business meeting, seeking approval to start the design and build of new changing rooms/toilets and design and consent of new multi-use facility incorporating East Coast Bays Rugby League, East Coast Bays Softball and other potential groups.</td>
</tr>
<tr>
<td>831</td>
<td>CS: PSR: Active Recreation</td>
<td>Silverdale War Memorial Park; Bowling Club Building; Prepare options report for sport provision</td>
<td>Complete feasibility study including needs assessment for community and sport provision within the old bowling club premises. The building is in council ownership and there is renewal funding. This study will provide direction for the application for the renewal funding.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LD: Opex</td>
<td>$ 50,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff have reviewed scope of project and linkages to the Hibiscus and Bays Open Space Management Plan project. Findings and scope to be workshopped and confirmed with local board in Q2.</td>
<td>Workshop with Local Board completed in Q2 and guidance on scope sourced. Currently developing procurement plan to enable engagement of professional services and commence needs assessment. A tender for the work required will be advertised in February, with research undertaken March through May and the results reported to the board June 2018.</td>
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<tr>
<td>1042</td>
<td>CS: PSR: Active Recreation</td>
<td>Hibiscus Leisure facilities operation programme FY17/18</td>
<td>Operate Stannmore Bay Pool and Leisure Centre; East Coast Bays Leisure Centre in a safe and sustainable manner. Deliver a variety of accessible programmes and services that will the local community active. These services include; fitness, group fitness; learn to swim; early childhood education; aquatic and recreation services. Along with core programmes that reflect the needs of the local community.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>AB: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Stannmore Bay Pool and Leisure Centre has seen a strong start to the year and we are on track to achieve our business plan KPIs. Visitations for the quarter has increased by 30%. Areas performing well include fitness and recreation. We have seen a slight decline in Swim School enrolments this period. We believe this is due to aggressive marketing by our local competition. We are currently developing promotional ideas for term 4 and term 1 2018. East Coast Bays Leisure Centre has seen a strong start to the year and we are on track to achieve our business plan KPIs. Visitations for the quarter has seen a very slight decrease of 3%, caused by a slight drop in Group Fitness numbers. Recreational programmes are 90% full due to additional school and team entries. We are currently investigating building improvements for our customers, creating an assessment room for our new “Get Active Your Way” memberships, where we can track and measure our members in a private and personalized manner.</td>
<td>Stannmore Bay Pool and Leisure Centre is on track to meet local board objectives and performing well against the departmental “Game Plan”. Net operating profit is ahead of budget forecast and customer satisfaction results are extremely positive. Planned maintenance shutdown is scheduled for 23 March - 7 May 2018 (aquatic area only). Other quarterly highlights include winning the NZ Exercise Awards Supreme Club of the Year, Chain/Group Facility of the Year, Group Fitness Instructor of the Year and People's Choice for Fitness Instructor of the Year. East Coast Bays Leisure Centre is on track to meet Local Board Objectives for Q2 2017. Customer satisfaction has improved from last quarter and is above the Council average. Programmes were at 80% capacity again for Q2. The centre closed in December to repair smoke damage caused by a fire outside the rear of the building. This will have an impact on revenue and operations.</td>
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<td>794</td>
<td>CS: PSR: Park Services</td>
<td>Centennial Park Parish Trust</td>
<td>The grant is allocated as a lump sum to Centennial Park Parish Trust to support a volunteer programme of park maintenance activities</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LDi: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>This will be provided to the board in the Q2 for approval.</td>
<td></td>
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<tr>
<td>797</td>
<td>CS: PSR: Park Services</td>
<td>Mairangi Bay Beach Reserves Development Plan</td>
<td>Complete feasibility and options assessment to inform implementation of the Mairangi Bay Reserves Concept Plan (concept plan, adopted as part of the Mairangi Bay Reserve Management Plan in 2015).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LDi: Opex</td>
<td>$30,000</td>
<td>In progress</td>
<td>Green</td>
<td>Professional services engaged to undertake stakeholder engagement to assist with drafting of plan. Activity item now referred to as Mairangi Bay Beach Reserves Development Plan. Ongoing engagement sessions with stakeholders: Mairangi Bay Surf Club, Watercare and Auckland Transport. Engagement planned with Mana Whenua Iwi Forum in October.</td>
<td>Ongoing engagement with Mairangi Bay Surf Club and Watercare. Development plan to be presented to local board in Q3 for approval.</td>
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<tr>
<td>801</td>
<td>CS: PSR: Park Services</td>
<td>HB local reserves: Asset &amp; walkways provision: Feasibility and Options Assessment</td>
<td>Complete feasibility and options assessment to install fitness equipment to parks and greenways locations. Complete feasibility and options assessment to improve park assets (e.g. all-ability playgrounds, toilets, drinking water fountains, shade provision, BBQs, lighting, bicycle racks). Complete feasibility and options assessment focusing on provision of play equipment in parks along coastal walkways.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>LDi: Opex</td>
<td>$50,000</td>
<td>In progress</td>
<td>Green</td>
<td>Strategic Work Programme Implementation Workshop held with Local Board in Q1. Feedback from the workshop will be included in the scope of the project. Professional services engagement process initiated. Draft material to be shared with the Local Board and Iwi in Q2.</td>
<td>Professional services proposal review process ongoing. Supplier engagement expected Q3.</td>
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| 808 | CS: PSR: Park Services | HB reserves: Review Reserve Management Plans | Review existing reserve management plans and develop new reserve management plans for all parks in the local board area. To include the following reserves as a priority:  
- Western Reserve  
- Orewa Reserve  
- Silverdale War Memorial Park. Includes $25k Deferral from FY17 | Q2:Q3:Q4 | LDi: Opex | $70,000 | In progress | Green | Strategic Work Programme Implementation Workshop held with Local Board in Q1. Further workshop to develop scope and engagement approach will be held with Local Board in Q2 with a formal report to initiate the Hibiscus and Bays Open Space Management Plan scheduled for December. | Formal report to initiate the Hibiscus and Bays Open Space Management Plan presented to Local Board 13/1/17. Currently developing engagement plan for the first round of consultation (consultation to be initiated Feb 2018). LDI OpEx currently allocated in 17/18 is $70K. In order to complete the Open Space Management Plan an additional allocation of $30K is required in 18/19. |
### Work Programme 2017/2018 Q2 Report

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<tr>
<td>941</td>
<td>CS, PSR: Park Services</td>
<td>HB local parks: Ecological volunteering and environmental programme FY17/18</td>
<td>Programme of activity supporting volunteer groups to carry out ecological restoration and environmental programmes in local parks including: - Community planting events $30,500; Plant and animal pest eradication $20,500; Mangrove removal $2,000; Litter removal $10,000; Supporting volunteer and education activity programmes $7,000</td>
<td>Q1;Q2:Q3:Q4</td>
<td>LD: Opex</td>
<td>$71,000</td>
<td>In progress</td>
<td>Green</td>
<td>Support provided to volunteers for ecological restoration projects including animal and plant pest management, planting and waste removal. Total volunteer hours for this quarter: 2500 hours. The 2017 planting season is almost complete with a total of 5,516 plants planted this season. Community and school plantings took place at the following reserves: Jellicoe/Moffat Esplanade Reserve, Karaka Cove, Okura Bush walkway, Matters Ave Reserve, Te Herenga Waka o Orewa, Centennial Park, Bush Glen Reserve, Saunders Reserve, Deep Creek (Alkoven Reserve), and Saddleback Reserve. Other events of note include: a general public guided walk at Alice Esves Reserve 25 people attended. A community &quot;big hunt&quot; at Centennial Park, a Church of God youth service clean up around the Orewa Estuary, Orewa Beach and Red Beach. The Department of Corrections also assisted the Awakitea Track volunteers group maintain tracks in the Awakitea Reserve.</td>
<td>Ongoing support provided to volunteers for ecological restoration projects including animal and plant pest management, planting and waste removal. Total volunteer hours for this quarter: 1200 hours. The 2017 planting season was a huge success with a total of 5516 plants planted this season. 5116 of these plants were funded through the LDI budget the other 400 plants were funded through the Million Trees Project. Community and school plantings took place at the following reserves this quarter: Jellicoe/Moffat Esplanade Reserve, Karaka Cove, Okura Bush walkway, Matters Ave Reserve, Te Herenga Waka o Orewa, Centennial Park, Bush Glen Reserve, Saunders Reserve, Deep Creek (Alkoven Reserve); and Saddleback Reserve. Other events of note this quarter include a coastguard working bee at Orewa Beach on 18 Nov (25 people attended) and Corrections Department working day at Awakitea Reserve helping park volunteers with much needed track maintenance. A general public guided walk and talk programme was launched at the end of last quarter 1. Seven educational walks have taken place across the North Shore including two walks in the Hibiscus and Bays area at Alice Esves Bush (25 attended) and Okura Bush Walkway in celebration of Conservation Week 2017 (25 people attended). More walks are planned for 2018.</td>
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<tr>
<td>ID</td>
<td>Lead Unit/DG</td>
<td>Activity Name</td>
<td>Activity Description</td>
<td>Frame</td>
<td>CL: Final Lease Expiry Date</td>
<td>CL: Annual Rent Amount (excluding GST)</td>
<td>CL: Annual Operating Fee (excluding GST)</td>
<td>Activity Status</td>
<td>RAG</td>
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<tr>
<td>1370</td>
<td>CF: Community Leases</td>
<td>RNZ Plunket - Torbay</td>
<td>Multi-premise lease renewal for 1526 Beach Road, Torbay</td>
<td>Q1</td>
<td>31/07/2020</td>
<td>$1.00</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>An assignment of lease has been executed, assigning the lease from the Royal New Zealand Plunket Society Wai'tama Area Inc to the Royal New Zealand Plunket Society Inc., being the Plunket National Society. As such, the current lease will continue under the new entity.</td>
</tr>
<tr>
<td>1371</td>
<td>CF: Community Leases</td>
<td>RNZ Plunket Society - Browns Bay</td>
<td>New lease/licence to occupy part of the East Coast Bays Community Centre, 2 Glen Road, Browns Bay</td>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
<td>In progress</td>
<td>Green</td>
<td>Discussions with the Royal New Zealand Plunket Society regarding multi-premise leases is underway.</td>
</tr>
<tr>
<td>1372</td>
<td>CF: Community Leases</td>
<td>RNZ Plunket Society - Manukau Bay</td>
<td>Multi-premise lease renewal for 1 Selmoutth Street, Manukau Bay</td>
<td>Q1</td>
<td>31/07/2020</td>
<td>$1.00</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>An assignment of lease has been executed, assigning the lease from the Royal New Zealand Plunket Society Wai’tama Area Inc to the Royal New Zealand Plunket Society Inc., being the Plunket National Society. As such, the current lease will continue under the new entity.</td>
</tr>
<tr>
<td>1373</td>
<td>CF: Community Leases</td>
<td>RNZ Plunket Society - Orewa</td>
<td>New lease/licence to occupy for Orewa Community Centre, Moana Court, 40 Orewa Square</td>
<td>Q4</td>
<td></td>
<td>$1.00</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>Discussions with the Royal New Zealand Plunket Society regarding multi-premise leases is underway.</td>
</tr>
<tr>
<td>1374</td>
<td>CF: Community Leases</td>
<td>RNZ Plunket Society - Whangaparaoa</td>
<td>Multi-premise lease for part of the Library building, 717 Whangaparaoa Road, Whangaparaoa</td>
<td>Q1</td>
<td>11/04/2026</td>
<td>$1.00</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>An assignment of lease has been executed, assigning the lease from the Royal New Zealand Plunket Society Wai’tama Area Inc to the Royal New Zealand Plunket Society Inc., being the Plunket National Society. As such, the current lease will continue under the new entity.</td>
</tr>
<tr>
<td>1375</td>
<td>CF: Community Leases</td>
<td>Citizens Advice Bureau Hibiscus Coast Inc</td>
<td>New lease/licence to occupy for Orewa Community Centre, Moana Court, 40 Orewa Square</td>
<td>Q4</td>
<td></td>
<td>$ 0.10</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Multi premises lease has been drafted and provided to Auckland Citizens Advice Bureau, the umbrella for Citizen Advice Bureaus across the region. This was sent 11 July 2017 for Citizen Advice Bureau to review and if in order, execute. We await their response.</td>
</tr>
<tr>
<td>1376</td>
<td>CF: Community Leases</td>
<td>Estuary Arts Charitable Trust</td>
<td>Renewal of lease for part of Western Reserve, 241B Hibiscus Coast Highway, Orewa</td>
<td>Q4</td>
<td>31/01/2028</td>
<td>$1.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>The lease renewal is scheduled for quarter four.</td>
</tr>
<tr>
<td>1377</td>
<td>CF: Community Leases</td>
<td>Netball North Harbour - Hibiscus Coast</td>
<td>Renewal of lease for part of Edith Hopper Park, 348 Ladies Mile, Manly, Whangaparaoa</td>
<td>Q4</td>
<td>31/03/2026</td>
<td>$10.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>The lease renewal is scheduled for quarter four.</td>
</tr>
<tr>
<td>ID</td>
<td>Lead Department or CCO</td>
<td>Activity Name</td>
<td>Activity Description</td>
<td>Timeframe</td>
<td>CL: Final Lease Expiry Date</td>
<td>CL: Annual Rent Amount (excluding GST)</td>
<td>CL: Annual Operating Fee (excl GST)</td>
<td>Activity Status</td>
<td>RAG</td>
<td>Q1 Commentary</td>
</tr>
<tr>
<td>------</td>
<td>------------------------</td>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------------------------</td>
<td>----------------------------------------</td>
<td>--------------------------------------</td>
<td>-----------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1378</td>
<td>CF: Community Leases</td>
<td>Orewa Badminton Club Inc</td>
<td>New lease for part of Victor Eaves Park</td>
<td>Q4</td>
<td>9/01/2018</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>The proposed new lease is scheduled for quarter four.</td>
</tr>
<tr>
<td>1379</td>
<td>CF: Community Leases</td>
<td>Orewa Surf Life Saving Club</td>
<td>Renewal of lease for part of Orewa Domain Recreation Reserve, 275 Hibiscus Coastal Highway, Orewa</td>
<td>Q3</td>
<td>28/11/2027</td>
<td>$ 10.00</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>The lease renewal is scheduled for quarter three.</td>
</tr>
<tr>
<td>1380</td>
<td>CF: Community Leases</td>
<td>Sharks Sports Trust</td>
<td>Renewal of lease for part of Victor Eaves Park</td>
<td>Q4</td>
<td>20/04/2028</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>The lease renewal is scheduled for quarter four.</td>
</tr>
<tr>
<td>1381</td>
<td>CF: Community Leases</td>
<td>Sir Peter Blake Marine Education and Recreation Board Inc</td>
<td>Renewal of lease for part of Long Bay Regional Park, 1045 Beach Road, Long Bay</td>
<td>Q3</td>
<td>31/10/2020</td>
<td>$ 100.00</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The lease renewal is scheduled for quarter three.</td>
</tr>
<tr>
<td>1382</td>
<td>CF: Community Leases</td>
<td>Mairangi Bay Arts Centre Trust Board</td>
<td>New lease for 20 Hastings Road, Mairangi Bay</td>
<td>Q4</td>
<td>31/03/2018</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>The proposed new lease is scheduled for quarter four.</td>
</tr>
<tr>
<td>1383</td>
<td>CF: Community Leases</td>
<td>Te Herenga Waka o Orewa Marie</td>
<td>New lease for 2A Blue Gum Avenue Silverdale</td>
<td>Q2:Q3</td>
<td>5/06/2017</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The lease is scheduled for quarter two with the building nearing completion. Council staff have communicated with the group in regards to the lease terms.</td>
</tr>
<tr>
<td>1384</td>
<td>CF: Community Leases</td>
<td>Titoki Montessori School Inc</td>
<td>New lease for part of Streatham Reserve, 7/3 Streatham Drive, Torbay.</td>
<td>Q4</td>
<td>31/03/2018</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The proposed new lease is scheduled for quarter four.</td>
</tr>
<tr>
<td>1385</td>
<td>CF: Community Leases</td>
<td>East Coast Bays Rugby League Club</td>
<td>Renewal of lease at Freyberg Park - Woodlands Cres, Browns Bay - Previously reported in Work Plan Year 2013/2014</td>
<td>Q3</td>
<td>31/03/2025</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>On-Hold</td>
<td>Red</td>
<td>Due to the poor building condition and the presence of asbestos, the building assessment report recommends an investigation into a new purpose built building. Council staff are currently investigating options.</td>
</tr>
</tbody>
</table>
### Work Programme 2017/2018 Q2 Report

<table>
<thead>
<tr>
<th>ID</th>
<th>Lead Department/CCD</th>
<th>Activity Name</th>
<th>Activity Description</th>
<th>Timeframe</th>
<th>CL: Final Lease Expiry Date</th>
<th>CL: Annual Rent Amount (excluding GST)</th>
<th>CL: Annual Operating Fee (excluding GST)</th>
<th>Activity Status</th>
<th>RAG</th>
<th>Q1 Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1386</td>
<td>CF: Community Leases</td>
<td>New Zealand Red Cross Inc</td>
<td>Potential for Expressions of Interest process for council-owned building. Allotment 556 Waitere Parish being part of Silverdale Reserve - Category 4</td>
<td>Q4</td>
<td>31/05/2017</td>
<td>$10.00</td>
<td>$-</td>
<td>Cancelled</td>
<td>Red</td>
<td>The New Zealand Red Cross (Silverdale Branch) has decided not to enter into a new lease for the premises and vacated the premises at the expiration of its lease. Council staff have completed the public notification seeking expression of interests from groups interested in leasing the vacant building and are currently assessing the applications.</td>
</tr>
<tr>
<td>1387</td>
<td>CF: Community Leases</td>
<td>Hibiscus Coast Radio Society Inc</td>
<td>New lease for 1/479 Whangaparaoa Road</td>
<td>Q3</td>
<td>28/02/2017</td>
<td>$1.00</td>
<td>$-</td>
<td>In progress</td>
<td>Green</td>
<td>The Hibiscus Coast Radio Society has yet to provide council with its renewal application, including the groups financial accounts and its new constitution.</td>
</tr>
<tr>
<td>1388</td>
<td>CF: Community Leases</td>
<td>The Scout Association of New Zealand Incorporated - Taiolea Air Society</td>
<td>Part of a multi-lease including Taiolea Reserve, 702 Beach Road, Browns Bay</td>
<td>Q3, Q4</td>
<td>29/01/2023</td>
<td>$1.00</td>
<td>$-</td>
<td>In progress</td>
<td>Green</td>
<td>Council staff are in the initial stages of discussing the proposed multi-lease with the Scouts Association of New Zealand.</td>
</tr>
<tr>
<td>1389</td>
<td>CF: Community Leases</td>
<td>Red Beach Surf Life Saving Club Inc</td>
<td>Proposal to extend activity on Lot 17 DP 19458 being 10 Ngapara Street, Red Beach</td>
<td>Q1, Q2, Q3</td>
<td>30/04/2021</td>
<td>$10.00</td>
<td>$-</td>
<td>In progress</td>
<td>Green</td>
<td>Council staff have communicated with the club and are currently assessing the existing lease provisions including the proposed extension.</td>
</tr>
<tr>
<td>1390</td>
<td>CF: Community Leases</td>
<td>Mairangi Bay Surf Life Saving Club Inc</td>
<td>Proposal to lease additional land for storage on the Mairangi Bay Beach Reserve</td>
<td>Q1, Q2, Q3</td>
<td>31/05/2023</td>
<td>$1.00</td>
<td>$-</td>
<td>In progress</td>
<td>Green</td>
<td>Council staff have made contact with the group and supplied the necessary application forms for the group to complete in respect to the additional storage proposal. Staff are yet to receive the completed application and supplementary information.</td>
</tr>
</tbody>
</table>

The expression of interest process has been cancelled as the new lease is no longer required.

The Hibiscus Coast Radio Society has advised that it is amending its constitution which requires its members to formally adopt the new constitution at a meeting. As such, the renewal will progress once the new constitution has been adopted.

Staff have communicated with the Hibiscus Coast Radio Society in respect of its lease renewal application. This is anticipated to be received within the next quarter.

The Scouts Association of New Zealand have submitted the lease application form and have agreed to the lease template. The matter will be progressed in the next quarter.

The club and staff have communicated with respect to formalising a new lease agreement. A report is planned to be presented to local board within the next quarter.

As a consequence of coastal hazard assessments and the wider park development, recent discussions between council staff and the club explored alternate development options. Some of the options proposed may require a new lease entirely. The club are exploring its options and will liaise with staff once its concept plans are finalised.
Hibiscus and Bays Local Board Financial Performance to 31 December 2017

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Operating revenue (ABS)</td>
<td>1,749</td>
<td>1,563</td>
</tr>
<tr>
<td>Operating expenditure (ABS)</td>
<td>6,665</td>
<td>6,628</td>
</tr>
<tr>
<td>Operating expenditure (LDI)</td>
<td>563</td>
<td>796</td>
</tr>
<tr>
<td>Operating expenditure (LGS)</td>
<td>561</td>
<td>561</td>
</tr>
<tr>
<td>Net Cost of Service</td>
<td>6,040</td>
<td>6,622</td>
</tr>
</tbody>
</table>

Subsidies and grants for capital expenditure
- Actual: 1,013
- Revised Budget: 0
- Variance: 1,013
- Revised Budget: 0
- Annual Plan: 0

Capital expenditure
- Actual: 2,884
- Revised Budget: 6,550
- Variance: 3,666
- Revised Budget: 10,034
- Annual Plan: 6,781

The Hibiscus and Bays Local Board has invested $2.9m in capital expenditure and $6.0m in net operating expenditure for the year to date at 31 December 2017.

Net cost of service is $562k favourable to budget for the year. The underspend in asset based services expenditure of $152k relates to projects in the Parks, Sports and Recreation activity.

From the local boards’ Locally Driven Initiatives (LDI) funding, the majority of projects are underway and on track to be completed during the year. In the first 6 months, the board allocated $170k from their community grants fund and has $370k remaining to allocate for the rest of the financial year.

Revenue is favourable to budget for the year to date and is likely to be on or above target for the full financial year. This relates to various facilities across the local board area.

The majority of the capital investment so far this financial year has occurred in the Parks, Sport and Recreation activity ($2.8m). There have been no major risks identified to the delivery of projects to 31 December 2017.
Operating revenue is slightly above budget for the year to date. The main contributors to this positive variance are the Crewa Community Centre, Orewa Library and Stanmore Bay Pool and Leisure Centre.
## Operating Expenditure

### Operating Expenditure ($000) for FY 2018

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Local community services</td>
<td>2,317</td>
<td>2,373</td>
</tr>
<tr>
<td>Local environmental management</td>
<td>41</td>
<td>12</td>
</tr>
<tr>
<td>Local governance</td>
<td>561</td>
<td>561</td>
</tr>
<tr>
<td>Local parks, sport and recreation</td>
<td>4,525</td>
<td>4,884</td>
</tr>
<tr>
<td>Local planning and development</td>
<td>344</td>
<td>355</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>7,788</td>
<td>8,185</td>
</tr>
</tbody>
</table>

The overall operating expenditure variance is $397k favourable to budget for the year to date.

Locally driven initiative funded projects are $233k below budget with the majority of projects underway and on track to be completed during the year. In the first 5 months, the board allocated $170k from their community grants fund and has $370k remaining to allocate for the rest of the financial year. The capacity building programme, event partnership funding and environmental initiatives have all progressed well in the first 5 months. Actions from centre plans, greenways plans and reserve management plans will need to be monitored to make sure these can be delivered in the 17/18 financial year.

The underspend in operating expenditure is mainly due to projects in asset based services in the Parks, Sport and Recreation activity. There was an expectation of budget variances under the new Project 17 full facility maintenance contracts until baselines at local board level are established at the end of this financial year.

The detailed LDI expenditure by project for the period to 31 December 2017 is reflected in the following schedule.
## Locally Driven Initiatives Expenditure – All Projects

<table>
<thead>
<tr>
<th>Net Cost of Service</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>ACE LDI Staff allocation</td>
<td>47</td>
<td>47</td>
</tr>
<tr>
<td>Actions from centre plans</td>
<td>0</td>
<td>53</td>
</tr>
<tr>
<td>ANZAC</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capacity building programme</td>
<td>131</td>
<td>66</td>
</tr>
<tr>
<td>CDAC Facility assessment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Community wellbeing programmes</td>
<td>10</td>
<td>29</td>
</tr>
<tr>
<td>Estuary Arts top up</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Event partnership</td>
<td>69</td>
<td>40</td>
</tr>
<tr>
<td>Local civic functions</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Local community grants</td>
<td>157</td>
<td>248</td>
</tr>
<tr>
<td>Local events fund</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Youth Panels Initiatives</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Local community services</strong></td>
<td>464</td>
<td>556</td>
</tr>
<tr>
<td>Environmental management programmes</td>
<td>41</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Local environmental management</strong></td>
<td>41</td>
<td>12</td>
</tr>
<tr>
<td>Actions from centre plans</td>
<td>0</td>
<td>31</td>
</tr>
<tr>
<td>Centennial Park Volunteers</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Creating a Maori identity</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Greenways plans</td>
<td>0</td>
<td>33</td>
</tr>
<tr>
<td>LDI Volunteers parks</td>
<td>22</td>
<td>29</td>
</tr>
<tr>
<td>Mairangi Bay RMP Implementation</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Metropark changing room</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Parks strategic fund</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>Reserve management plans opex</td>
<td>10</td>
<td>38</td>
</tr>
<tr>
<td>Sherwood toilet planning</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Silverdale Bowling Club Feasibility Study</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Local parks, sport and recreation</strong></td>
<td>47</td>
<td>207</td>
</tr>
<tr>
<td>Net Cost of Service</td>
<td>Year To Date ($000)</td>
<td>Full Year ($000)</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Actions from centre plans</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Develop a strategy for eco-tourism</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Economic initiatives</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>Visitor promotion</td>
<td>11</td>
<td>6</td>
</tr>
<tr>
<td>Total Local planning and development</td>
<td>11</td>
<td>21</td>
</tr>
<tr>
<td>Total</td>
<td>563</td>
<td>796</td>
</tr>
</tbody>
</table>
Capital Expenditure

The Hibiscus and Bays Local Board capital delivery is 29% to date against a $10.0m total budget for the 2017/2018 year. Capital projects underway include the splashpad at Stanmore Bay, playground at Long Bay Reserve, Mairangi Bay carpark and track realignment at Long Bay.

A capital contribution of $1m has been received from ANZ which will go towards the splashpad at Stanmore Bay which is now open and proving popular.

A number of projects have a spend that is lower than year to date budget and we will continue to monitor these to bring any major risks for programme delivery to the board on a monthly basis.

The detailed capital expenditure by project for the period to 31 December 2017 is reflected in the following schedule.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Local community services</td>
<td>60</td>
<td>590</td>
</tr>
<tr>
<td>Local parks, sport and recreation</td>
<td>2,824</td>
<td>5,960</td>
</tr>
<tr>
<td><strong>Total Capital Expenditure</strong></td>
<td>2,884</td>
<td>6,550</td>
</tr>
</tbody>
</table>
## Capital Expenditure – all projects

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>ACE - Leases renewals</td>
<td>7</td>
<td>212</td>
</tr>
<tr>
<td>ACE - Community house and centre renewals</td>
<td>4</td>
<td>155</td>
</tr>
<tr>
<td>ACE - Art facility renewals</td>
<td>7</td>
<td>127</td>
</tr>
<tr>
<td>Library furniture and fitting renewals</td>
<td>2</td>
<td>62</td>
</tr>
<tr>
<td>Improvements (Stoney Homestead)</td>
<td>39</td>
<td>33</td>
</tr>
<tr>
<td>Community services</td>
<td>60</td>
<td>590</td>
</tr>
<tr>
<td>Parks - Asset renewals</td>
<td>475</td>
<td>1,252</td>
</tr>
<tr>
<td>Playscape development</td>
<td>1,024</td>
<td>1,182</td>
</tr>
<tr>
<td>Locally driven initiatives (LDI Capex)</td>
<td>33</td>
<td>1,080</td>
</tr>
<tr>
<td>Sport development</td>
<td>241</td>
<td>537</td>
</tr>
<tr>
<td>Greenway and walkway development</td>
<td>531</td>
<td>499</td>
</tr>
<tr>
<td>Parks - Sports fields renewals</td>
<td>14</td>
<td>392</td>
</tr>
<tr>
<td>General park development</td>
<td>78</td>
<td>247</td>
</tr>
<tr>
<td>Parks - Coastal asset renewals</td>
<td>43</td>
<td>219</td>
</tr>
<tr>
<td>Leisure facility building renewals</td>
<td>2</td>
<td>167</td>
</tr>
<tr>
<td>Access coastal protection nourishment (Orewa beach)</td>
<td>310</td>
<td>98</td>
</tr>
<tr>
<td>Sportsfield (Metropark)</td>
<td>58</td>
<td>53</td>
</tr>
<tr>
<td>Browns Bay parking upgrades</td>
<td>0</td>
<td>43</td>
</tr>
<tr>
<td>HBC Leisure Centre extension</td>
<td>11</td>
<td>33</td>
</tr>
<tr>
<td>Mairangi Bay parking upgrades</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Replace toilet (Western Reserve)</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Parks sport and recreation</td>
<td>2,824</td>
<td>5,960</td>
</tr>
<tr>
<td>Total</td>
<td>2,881</td>
<td>6,551</td>
</tr>
</tbody>
</table>
Hibiscus and Bays Performance Measure Outlook

1. Introduction

<table>
<thead>
<tr>
<th>Performance Breakdown by Activity (YE Outlook as at Q2)</th>
<th>Performance Measure Result Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks, sports and recreation</td>
<td>FY16</td>
</tr>
<tr>
<td>1</td>
<td>FY17</td>
</tr>
<tr>
<td>2</td>
<td>FY18</td>
</tr>
<tr>
<td>Community services</td>
<td>3</td>
</tr>
<tr>
<td>Planning and development</td>
<td>10</td>
</tr>
<tr>
<td>Environmental management</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>FY18</td>
</tr>
<tr>
<td></td>
<td>Q1</td>
</tr>
<tr>
<td>Item 20</td>
<td>FY18</td>
</tr>
<tr>
<td></td>
<td>Q2</td>
</tr>
</tbody>
</table>

1. The local board agreements include level of service statements and associated performance measures to guide and monitor the delivery of local services. This report provides information on the performance measure year-end outlook for Hibiscus and Bays Local Board’s measures, showing how we are tracking after the second quarter of FY18.
2. The year-end outlook is that 21 per cent of measures will not achieve target.
3. Currently all performance measures are being reviewed as part of the development of the 2018-2028 Long Term Plan.
4. For the first and second quarter we will be providing the year-end outlook based on the results of 2016/17 or for any changes to the outlook based on results available. In the third quarter we will be in a better position to accurately project the year-end outlook for all measures. This is because the frequency of most measures is annual as data is collected through surveys.

Key to symbols used

The below symbols are used to indicate our progress against targets set in the Long-term Plan 2015-2025.

- **Achieved** Target has been met or exceeded
- **Substantially achieved** Target has not been met by a slim margin
- **Not achieved but progress made** Target has not been met but the result is an improvement from the prior year
- **Not achieved** Target not achieved and prior-year result has not been improved
- **No result** The measure was not surveyed or no result was available
2. Detailed Performance Measure Year-end Outlook

<table>
<thead>
<tr>
<th>Measure description</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity: Parks, sports and recreation</strong></td>
<td></td>
</tr>
<tr>
<td>Percentage of residents satisfied with the provision (quality, location and distribution) of local parks and reserves</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of residents who visited a local park or reserve in last 12 months</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of residents satisfied with the provision (quality, location and distribution) of sports fields</td>
<td>✔️</td>
</tr>
<tr>
<td>Customers Net Promoter Score for Pool and Leisure Centres as a percentage</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Activity: Community services</strong></td>
<td></td>
</tr>
<tr>
<td>Use of libraries as digital community hubs: Number of internet sessions per capita (PC &amp; WiFi)</td>
<td>✔️</td>
</tr>
<tr>
<td>Number of visits to library facilities per capita</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of customers satisfied with the quality of library service delivery</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of visitors satisfied with the library environment</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of funding/grant applicants satisfied with information, assistance and advice provided</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of Aucklanders that feel connected to their neighbourhood and local community</td>
<td>❌</td>
</tr>
<tr>
<td>Percentage of attendees satisfied with council delivered and funded local events</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of Aucklanders that feel their local town centre is safe (day)</td>
<td>❌</td>
</tr>
<tr>
<td>Percentage of Aucklanders that feel their local town centre is safe (night)</td>
<td>✔️</td>
</tr>
<tr>
<td>Facility Utilisation - utilisation at peak times and off-peak times for council managed community centres and venues for hire (peak)</td>
<td>✔️</td>
</tr>
<tr>
<td>Facility Utilisation - utilisation at peak times and off-peak times for council managed community centres and venues for hire (off peak)</td>
<td>✔️</td>
</tr>
<tr>
<td>Percentage of community facilities bookings used for health and wellbeing related activity</td>
<td>✔️</td>
</tr>
<tr>
<td>Number of visitors to community centres and venues for hire</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Activity: Planning and development</strong></td>
<td></td>
</tr>
<tr>
<td>Percentage of Business Associations meeting their Business Improvement District (BID) Partnership Programme obligations</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Activity: Environmental management</strong></td>
<td></td>
</tr>
<tr>
<td>Proportion of local programmes that deliver intended environmental actions and/or outcomes</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Ward Councillors Update

File No.: CP2017/26974

Te take mō te pūrongo / Purpose of the report
1. The Hibiscus and Bays Local Board allocates a period of time for the Ward Councillors, Councillor Wayne Walker and Councillor John Watson, to update them on the activities of the Governing Body.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
   a) thank Councillors Walker and Watson for their update.

Ngā tāpirihanga / Attachments
There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To present the local board with a governance forward work calendar.

Whakarāpopototanga matua / Executive summary
2. This report contains the governance forward work calendar: a schedule of items that will come before the local board at business meetings and workshops over the next 12 months.
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
   - clarifying the rationale for reports.
4. The calendar will be updated every month. Each update will be reported back to business meetings. It is recognised that at times items will arise that are not programmed. Local board members are welcome to discuss changes to the calendar.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) Receive the Governance Forward Work Calendar.

Ngā tāpirihanga / Attachments

<table>
<thead>
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<td>A0</td>
<td>Governance Forward Work Calendar</td>
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Ngā kaihaina / Signatories

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<td>Lesley Jenkins - Relationship Manager</td>
</tr>
<tr>
<td>Meeting (workshop or business meeting)</td>
<td>Date</td>
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<tr>
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<tr>
<td>Workshop</td>
<td>Thursday, 1 March 2018</td>
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<tr>
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<td>Thursday, 15 March 2018</td>
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<td>Thursday, 15 March 2018</td>
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<td>Wednesday, 21 March 2018</td>
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<td>Wednesday, 21 March 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 28 March 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 5 April 2018</td>
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<td>Thursday, 5 April 2018</td>
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<tr>
<td>Workshop</td>
<td>Date</td>
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<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 5 April 2018</td>
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<td>Workshop</td>
<td>Thursday, 12 April 2018</td>
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<td>Thursday, 5 April 2018</td>
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<tr>
<td>Business Meeting</td>
<td>Wednesday, 18 April 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 26 April 2018</td>
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<tr>
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<td>Thursday, 26 April 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 26 April 2018</td>
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<td>Business Meeting</td>
<td>Thursday, 3 May 2018</td>
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<td>Thursday, 3 May 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 10 May 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Date</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 10 May 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 10 May 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 16 May 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 24 May 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 30 May 2018</td>
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<td>Business Meeting</td>
<td>Thursday, 7 June 2018</td>
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<td>Thursday, 7 June 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 7 June 2018</td>
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<tr>
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<td>Wednesday, 20 June 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 28 June 2018</td>
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<tr>
<td>Workshop</td>
<td>Thursday, 28 June 2018</td>
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<td>Workshop</td>
<td>Thursday, 28 June 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 5 July 2018</td>
</tr>
<tr>
<td>Auckland Transport Monthly Report</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Parks Sport and Recreation Update</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>ACE Work Programme Update</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Auckland Transport Monthly Report</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Community Facilities Update</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>ATEED Update</td>
<td>Oversight and monitoring</td>
</tr>
</tbody>
</table>

**Wednesday, 18 July 2018**
- Business Meeting
- Workshop

**Thursday, 2 August 2018**
- Workshop

**Wednesday, 15 August 2018**
- Business Meeting

**Thursday, 6 September 2018**
- Workshop
Record of Workshop Meetings

File No.: CP2017/26970

Whakarāpopototanga matua / Executive summary
1. The Hibiscus and Bays Local Board held workshop meetings on 23 and 30 November 2017, 7 December 2017 and 1 February 2018.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:

a) endorse the records of the workshop meetings of 23 and 30 November 2017, 7 December 2017 and 1 February 2018.

Ngā tāpirihanga / Attachments

<table>
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<tr>
<th>No.</th>
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<tbody>
<tr>
<td>A4</td>
<td>Workshop record 23 November 2017</td>
<td>247</td>
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<tr>
<td>B4</td>
<td>Workshop record 30 November 2017</td>
<td>251</td>
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<tr>
<td>C4</td>
<td>Workshop record 7 December 2017</td>
<td>253</td>
</tr>
<tr>
<td>D4</td>
<td>Workshop record 1 February 2018</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Hibiscus and Bays Local Board Workshop Record

Workshop record of the Hibiscus and Bays Local Board held in the local board office, 2 Glen Road, Brown Bay on Thursday, 23 November 2017 at 3.30pm.

PRESENT:
Chairperson: Julia Farfitt
Members: David Cooper (until 8.00pm)
          Janet Fitzgerald
          Caitlin Watson (until 8.23pm)
          Vicki Watson (from 4.25pm)
          Mike Williamson (until 5.00pm)
Also Present: Lesley Jorkins, Relationship Manager
              Michelle Sanderson, Senior Local Board Advisor
              Leigh Radovan, Local Board Advisor
              Vivienne Sullivan, Democracy Advisor
Apologies: Chris Bettany, Gary Holmes

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Facilities Update</td>
<td>Oversight and Monitoring</td>
<td>Rodney Klaassen introduced the item. Kris Byrd spoke on the installation of toilet blocks in Red Beach Park, Gulf Harbour Recreation Reserve and Metro Park East and asked for feedback on the proposed locations of the new toilet blocks. Geoff Pitman and Carl Rogers discussed the new contracts. It was acknowledged that there had been issues, especially with the mowing and gardens maintenance. The local board was advised that the mowing should be resolved now that the weather has improved but the gardens will take a bit longer. Grant Muir advised that he is meeting with council early in December to discuss how Venti can work to more locally developed KPIs as all local boards have different focusses and targets. Mark Culpan spoke to the work programme. He advised that the basketball court in Orewa should be functional for the summer.</td>
</tr>
<tr>
<td>Rodney Klaassen (Stakeholder Advisor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geoff Pitman (Contracts Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Culpan (Manager Project Delivery)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kris Byrd (Manager Sports Parks Design and Programme)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carl Rogers (Venti National FM Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Muir (Social Engagement Officer, Venti)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop Meeting Schedule 2018</td>
<td>Keeping informed</td>
<td>The proposed workshop meeting schedule for 2018 was agreed by the local board members.</td>
</tr>
<tr>
<td>Workshop Item</td>
<td>Governance role</td>
<td>Summary of Discussions</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Local Board Agreement and Work programmes Workshop No 3</td>
<td></td>
<td>Michelle Sanderson introduced the item and explained the process to be followed. The purpose of this workshop, Workshop 3 of the Long-term Plan, was to discuss the responses received from departments resulting from discussions in Workshop 1.</td>
</tr>
<tr>
<td>Michelle Sanderson</td>
<td>(Senior Local Board Advisor)</td>
<td></td>
</tr>
<tr>
<td>Lesley Jenkins</td>
<td>(Relationship Manager)</td>
<td></td>
</tr>
<tr>
<td>Consider each outcome and potential consultation topics and priorities for 2018/2019 including indicative budgets and consultation items</td>
<td></td>
<td>Members discussed the outcomes, and priorities for 2018/2019 including indicative budgets. It was also an opportunity for the local board to further refine the direction of the Local Board Agreement and Work Programme for 2018/2019 based on the newly adopted Local Board Plan.</td>
</tr>
<tr>
<td>Strategic Leads:</td>
<td></td>
<td></td>
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<tr>
<td>Community Facilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Culpan (Manager Project Delivery)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Services:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Darryl Soljan (Head of Community Libraries North and West)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rodney Klaassen</td>
<td>(Stakeholder Advisor)</td>
<td></td>
</tr>
<tr>
<td>Claire Stewart</td>
<td>(Specialist Advisor, Community Empowerment Unit)</td>
<td></td>
</tr>
<tr>
<td>Mark Maxlow (Parks Sport and Recreation Portfolio Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Purdie</td>
<td>(Planning Lead, Local Board)</td>
<td></td>
</tr>
<tr>
<td>Theresa Pearce</td>
<td>(Relationship Advisor)</td>
<td></td>
</tr>
</tbody>
</table>
## Workshop Item | Governance role | Summary of Discussions
--- | --- | ---
Levels of service and performance measures  
**Mark Purdie**  
(Planning Lead, Local Board Corporate and Local Board Performance) |  | Mark Purdie was in attendance to discuss and seek feedback on the draft level of service statements/performance measures and to outline the next steps in the process.

Sum up of outcomes and priorities  
**Michelle Sanderson**  
(Senior Local Board Advisor) |  | Michelle Sanderson advised that consultation material needs to be confirmed by 7 December and approved at the 13 December business meeting.

The workshop closed at 8.30 pm
Hibiscus and Bays Local Board Workshop Record

Workshop record of the Hibiscus and Bays Local Board held in the council chamber, Orewa Service Centre, 50 Centreway Road, Orewa on Thursday, 30 November 2017 at 3.30pm.

**PRESENT:**
- Chairperson: Julia Parfitt
- Members: Chris Bettany, David Cooper (from 5.02pm), Caitlin Watson (until 7.18pm), Vicki Watson (from 6.00pm)
- Also Present: Lesley Jenkins, Relationship Manager, Leigh Radovan, Local Board Advisor, Vivienne Sullivan, Democracy Advisor
- Apologies: Janet Fitzgerald, Gary Holmes, Mike Williamson

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment Work Programme update Theresa Pearce (Relationship Advisor)</td>
<td>Oversight and Monitoring</td>
<td>Theresa Pearce spoke to her memorandum and gave an update on the environment work programme.</td>
</tr>
<tr>
<td>Wai Ora Healthy Waterways Programme Cliff Wilson (Senior Healthy Waters Specialist) Janet Kidd (Healthy Waters Programme Lead) Theresa Pearce (Relationship Advisor)</td>
<td>Input into regional decision-making, policies, plans and strategies</td>
<td>Theresa Pearce introduced the item. Cliff Wilton provided an overview of Auckland Council’s integrated watershed planning process. A targeted stakeholder approach will be undertaken to identify values, uses and issues. This engagement would identify draft objectives and influence the development and ultimately the delivery of Watershed Action Plans.</td>
</tr>
<tr>
<td>Millwater Development Precinct 2 – Park Development Maylene Barrett (Senior Parks Planner) Simon Ferrer (LASF) Arlene Castro</td>
<td>Local initiatives and specific decisions</td>
<td>Maylene Barrett was in attendance to discuss the concept plans for the Precinct 2 park development.</td>
</tr>
</tbody>
</table>
## Workshop Item

(Woods Development)

### Silverdale West Dairy Flat Business Area Structure Plan

**Dave Paul** (Principal Planner)

**Peter Vari** (Team Leader Planning, NorthWest)

**Governance role**

Input into regional decision-making, policies, plans and strategies

**Summary of Discussions**

Dave Paul and Peter Vari were in attendance to speak to the Silverdale West Dairy Flat Business Area structure plan.

### Empowerment Unit work programme update

**Gail Fotheringham** (Specialist Advisor, Community Empowerment)

**Claire Stewart** (Specialist Advisor, Community Empowerment)

**Devon Murphy-Davids** (Advisor, Community Empowerment)

**Governance role**

Oversight and Monitoring

**Summary of Discussions**

Claire Stewart discussed the four options on the 2017/2018 work programme activity “Build capacity, youth leadership”, with the recommended option being an open application process for funding. After considering local board feedback, a report is to come back to the local board seeking approval for the preferred option.

Gail Fotheringham was in attendance to provide a brief background on the community empowerment unit and update the local board on the work of the team in Hibiscus and Bays.

### Mairangi Bay Pump Station

**Brent Evans** (Manager Local Board and Stakeholder Liaison, Watercare)

**Don Lawson** (Parks Consultant)

**Alan Sharp** (Project Engineer)

**Olivia Philpott** (Resource Consent Planner)

**Governance role**

Oversight and Monitoring

**Summary of Discussions**

Brent Evans introduced the officers present and spoke to the item. Construction is expected to start in 2018 and take 18 months. The existing plant will continue to operate while the new one is being built.

Don Lawson discussed the project from the parks department aspect and advised they are working with Watercare to reduce the impact on the site as much as possible.

The workshop closed at 7.40 pm
Workshop record of the Hibiscus and Bays Local Board held in the council chamber, Orewa Service Centre, 50 Centreway Road, Orewa on Thursday, 7 December 2017 at 4.30 pm.

PRESENT:
Chairperson: Julia Parfitt
Members: Chris Bettany
David Cooper (from 5.08pm)
Janet Fitzgerald
Gary Holmes
Caitlin Watson
Vicki Watson (from 4.35pm)
Mike Williamson (from 5.25pm)

Also Present: Lesley Jenkins, Relationship Manager
Leigh Radovan, Local Board Advisor
Vivienne Sullivan, Democracy Advisor

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT P Civic and fun Events Engagement Plan</td>
<td>Engagement</td>
<td>Judy Waugh spoke on the engagement process for the Long-term Plan and advised that the consultation period is from 28 February 2018 – 28 March 2018. The agreed two consultation events include an informal have you rsay event and community fun day at the Stanmore Bay Leisure Centre on Saturday, 10 March 2018 and a drop in session with barbeque at the East Coast Bays Library on Saturday, 24 March 2018.</td>
</tr>
<tr>
<td>Judy Waugh (Engagement Advisor)</td>
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<tr>
<td>Parks Sports and Recreation</td>
<td>Oversight and Monitoring</td>
<td>Mark Maxlow provided a quarterly update on the 2017/2018 Park Sport and Recreation work programme. Don Lawson provided an update on the Mairangi Bay Development Plan and next steps.</td>
</tr>
<tr>
<td>Mark Maxlow (Parks Sport and Recreation Portfolio Manager)</td>
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<tr>
<td>Don Lawson (Consultant)</td>
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<tr>
<td>Freedom Camping</td>
<td></td>
<td>Michael Sinclair was in attendance to discuss the matter of freedom camping and the complaints received by both local board members and council staff. Mr Sinclair advised that increased enforcement of Orewa and Arundel Reserves would take place from 11 December 2017.</td>
</tr>
<tr>
<td>Michael Sinclair (Manager Social Policy and Bylaws)</td>
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<td></td>
</tr>
<tr>
<td>Long-term Plan 2016-2028 Workshop 4</td>
<td>Setting direction, priorities and budget</td>
<td>Lesley Jenkins discussed the local content for consultation including the local boards key advocacy item for approval at the 13 December 2017 business meeting. The key advocacy item</td>
</tr>
</tbody>
</table>

Record of Workshop Meetings
### Workshop Item

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<td>Lesley Jenkins (Relationship Manager)</td>
<td></td>
<td>known as the One Local Initiative (OLI) is based on the coastal management of Orewa Beach as part of the Crewa each Esplanade Enhancement project (OBEEP). The local board has been advised that the resource consent application for Kohu to Marine Reserves has been declined. It is still the intention of the local board to focus on the coastal management for Orewa Beach Reserve as its OLI but focus on other areas. Members provided feedback on the Mayors Proposal for the 10-year budget to help inform their engagement with the community.</td>
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<tr>
<td>Leigh Radovan (Local Board Advisor)</td>
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The workshop closed at 7.52pm
# Hibiscus and Bays Local Board Workshop Record

Workshop record of the Hibiscus and Bays Local Board held in the council chamber, Orewa Service Centre, 50 Centreway Road, Orewa on Thursday, 1 February 2018 at 4.30pm.

## Present:
- Chairperson: Julia Parfitt
- Members: Chris Bettany, Janet Fitzgerald, Gary Holmes

## Also Present:
- Lesley Jenkins, Relationship Manager
- Michelle Sanderson, Senior Local Board Advisor
- Leigh Radovan, Local Board Advisor
- Vivienne Sullivan, Democracy Advisor

## Apologies:
- David Cooper, Caitlin Watson, Vicki Watson and Mike Williamson

<table>
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<tr>
<td><strong>Corporate Property Building Strategy Phase 1</strong>&lt;br&gt;Rod Aitken (Head of Corporate Property)&lt;br&gt;Sharon Coombes (Manager Workplace Strategy and Partnering)</td>
<td>Input into regional decision-making, policies and strategies</td>
<td>Rod Aitken and Sharon Coombes were in attendance to discuss the proposed reconfiguring of council's corporate buildings. This will affect the Orewa campus which will close in 2021.</td>
</tr>
<tr>
<td><strong>Auckland Tourism, Events and Economic Development (ATEED)</strong></td>
<td>Input into regional decision-making, policies and strategies</td>
<td>Dr Carolyn Deuchar and Eilidh Thorburn of the New Zealand Tourism Research Institute were in attendance to discuss the tourism audit to inform a future eco-tourism strategy. They are undertaking on behalf of Auckland Tourism, Events and Economic Development (ATEED).</td>
</tr>
<tr>
<td><strong>Health and Safety</strong>&lt;br&gt;Oliver Sanandres (Head of Health, Safety and Wellbeing)&lt;br&gt;Stephanie Wright (Senior Solicitor, Legal)</td>
<td>Engagement</td>
<td>Oliver Sanandres and Stephanie Wright were in attendance to provide an overview of the new Health and Safety Act that came into force in April 2016.</td>
</tr>
<tr>
<td><strong>Whangaparaoa Library Project</strong>&lt;br&gt;Claire Walker</td>
<td>Local initiatives and specific decisions</td>
<td>Claire Walker and Paul Murphy were in attendance to provide an update on the Whangaparaoa Library Project and to discuss feedback from officers, Whangaparaoa Library and Future Whangaparaoa</td>
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<tr>
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<tr>
<td>(Landscape Architect) Paul Murphy (Landscape Architect)</td>
<td></td>
<td>regarding play equipment and shade.</td>
</tr>
<tr>
<td><strong>Greenways Concept Plans</strong> Claire Walker (Landscape Architect)</td>
<td>Local initiatives and specific decisions</td>
<td>Claire Walker provided an update on the Greenway Concept Plans. Further work has to be done on the various projects and then a report will come to the local board for reprioritisation of the projects.</td>
</tr>
<tr>
<td><strong>Open Space Management Framework</strong> Dafydd Pettigrew (Service and Asset Planner) Matt Ward (Service and Asset Planning Team Leader)</td>
<td>Input into regional decision-making, policies and strategies</td>
<td>Dafydd Pettigrew and Matt Ward were in attendance to introduce guidelines that will be followed when preparing the open space management plan.</td>
</tr>
<tr>
<td><strong>Workshop discussion including standing orders</strong> Lesley Jenkins (Relationship Manager) Michelle Sanderson (Senior Advisor) Vivienne Sullivan (Democracy Advisor)</td>
<td>Keeping informed</td>
<td>Standing Orders: Vivienne Sullivan discussed the proposed changes to standing orders and will seek further information. Ways of Working: Discussion covered: Business meetings including start time, alternating location and standing orders. Workshops including start time, duration, purpose and frequency. An extra workshop is to be added on the second Thursday of the month. Cluster meetings including value to members, venue and time. Delegations to continue as agreed by the local board at the beginning of the term.</td>
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The workshop closed at 8.25pm