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

**Date:** Wednesday, 28 February 2018  
**Time:** 6.00pm  
**Meeting Room:** Whau Local Board Office  
**Venue:** 31 Totara Avenue  
New Lynn

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**Whau Local Board**  
**OPEN AGENDA**

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**MEMBERSHIP**

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Tracy Mulholland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Chairperson</td>
<td>Susan Zhu</td>
</tr>
<tr>
<td>Members</td>
<td>Derek Battersby, QSM, JP</td>
</tr>
<tr>
<td></td>
<td>Catherine Farmer</td>
</tr>
<tr>
<td></td>
<td>Duncan Macdonald, JP</td>
</tr>
<tr>
<td></td>
<td>Te’eva Matafai</td>
</tr>
<tr>
<td></td>
<td>David Whitley</td>
</tr>
</tbody>
</table>

(Quorum 4 members)

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

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**Riya Seth**  
**Democracy Advisor**

---

**22 February 2018**

Contact Telephone: (09) 826 5193  
Email riya.seth@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.
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<th>TABLE OF CONTENTS</th>
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</thead>
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<td>12</td>
<td>Auckland Transport update - February 2018</td>
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<tr>
<td>13</td>
<td>New Road Name Approval for the residential subdivision by Housing New Zealand at 14 Miro Street, New Lynn.</td>
</tr>
<tr>
<td>14</td>
<td>New community lease to Blockhouse Bay Community Centre Incorporated, 572-578 Blockhouse Bay Road, Blockhouse Bay</td>
</tr>
<tr>
<td>15</td>
<td>ATEED six-monthly report to the Whau Local Board</td>
</tr>
<tr>
<td>16</td>
<td>Auckland Council's Quarterly Performance Report: Whau Local Board for quarter two, 1 October - 31 December 2017</td>
</tr>
<tr>
<td>17</td>
<td>Revising the local board Standing Orders</td>
</tr>
<tr>
<td>18</td>
<td>Confirmation of workshop records - 6 Dec 2017 and 7 Feb 2018</td>
</tr>
<tr>
<td>19</td>
<td>Governance Forward Work Programme</td>
</tr>
<tr>
<td>20</td>
<td>Consideration of Extraordinary Items</td>
</tr>
</tbody>
</table>
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.

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

The following are declared interests of the Whau Local Board.

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Organisation / Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Mulholland</td>
<td>• New Lynn Business Association – Business Associate/Contractor</td>
</tr>
<tr>
<td>Susan Zhu</td>
<td>• Chinese Oral History Foundation – Committee member</td>
</tr>
<tr>
<td></td>
<td>• The Chinese Garden Steering Committee of Auckland – Board Member</td>
</tr>
<tr>
<td>Derek Battersby</td>
<td>• Whau Coastal Walkway Environmental Trust – Trustee</td>
</tr>
<tr>
<td></td>
<td>• New Lynn Tennis Club – Patron</td>
</tr>
<tr>
<td></td>
<td>• West Lynn Gardens – Patron</td>
</tr>
<tr>
<td></td>
<td>• Tag Out Trust – Chairman</td>
</tr>
<tr>
<td></td>
<td>• New Lynn Bowling Club - Patron</td>
</tr>
<tr>
<td></td>
<td>• Avondale RSA - Member</td>
</tr>
<tr>
<td>Catherine Farmer</td>
<td>• Avondale-Waterview Historical Society – Member</td>
</tr>
<tr>
<td></td>
<td>• Blockhouse Bay Historical Society – Member</td>
</tr>
<tr>
<td></td>
<td>• Portage Licensing Trust – Trustee</td>
</tr>
<tr>
<td></td>
<td>• Blockhouse Bay Bowls – Patron</td>
</tr>
<tr>
<td></td>
<td>• Forest and Bird organisation - Member</td>
</tr>
<tr>
<td>Duncan Macdonald</td>
<td>• Avondale Business Association – Chairman</td>
</tr>
<tr>
<td></td>
<td>• Avondale Community Society – Chairman</td>
</tr>
<tr>
<td></td>
<td>• Avondale RSA – Committee Member</td>
</tr>
<tr>
<td></td>
<td>• Avondale-Waterview Historical Society - Member</td>
</tr>
<tr>
<td></td>
<td>• Avondale Jockey Club – Member</td>
</tr>
<tr>
<td>Te’eva Matafai</td>
<td>• Pacific Events and Entertainment Trust - Co-Founder</td>
</tr>
<tr>
<td></td>
<td>• Miss Samoa NZ - Director</td>
</tr>
<tr>
<td></td>
<td>• Malu Measina Samoan Dance Group - Director/Founder</td>
</tr>
<tr>
<td></td>
<td>• Pasifika Festival ATEED - Samoa Village Coordinator</td>
</tr>
<tr>
<td></td>
<td>• Aspire Events – Director</td>
</tr>
<tr>
<td>David Whitley</td>
<td>• Rosebank Business Association - Member</td>
</tr>
<tr>
<td></td>
<td>• Pathways to the future - Past trustee</td>
</tr>
<tr>
<td></td>
<td>• REINZ - Member</td>
</tr>
</tbody>
</table>
4 Confirmation of Minutes

That the Whau 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 Whau 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 Deputation - Indian Kite Festival 2018

Te take mō te pūrongo / Purpose of the report

1. Manher Patel from the Vaishnav Parivar NZ Inc will be in attendance to give an update on the success of Indian Kite Festival 2018 to the Whau Local Board.

2. The Whau Local Board funded festival was held on 14 January 2018 at Eastdale Reserve, Avondale and was led and managed by the Vaishnav Parivar NZ Inc.

Ngā tūtohunga / Recommendation/s

That the Whau Local Board:

a) receive the deputation from Manher Patel from the Vaishnav Parivar NZ Inc on the success of Indian Kite Festival 2018 and thank him for the presentation.
8.2 Deputation - Debbie Antcliff and Peter Woolford - Blockhouse Bay beach reserve

Te take mō te pūrongo / Purpose of the report
1. Debbie Antcliff and Peter Woolford will be in attendance to highlight their concerns regarding night parties and noise issue at Blockhouse Bay beach reserve.

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:

a) receive the deputation from Debbie Antcliff and Peter Woolford and thank them for the 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 discussion.”

11 **Notices of Motion**

There were no notices of motion.
Te take mō te pūrongo / Purpose of the report
1. The purpose of this report is to: respond to resolutions and requests on transport-related matters, provide an update on the current status of Local Board Transport Capital Fund (LBTCF), request approval for new LBTCF projects, provide a summary of consultation material sent to the Board and, provide transport related information on matters of specific application and interest to the Whau Local Board and its community.

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:

a) resolve its approach / direction on Waitahurangi / McWhirter bridge project.

Horopaki / Context
Local Board Transport Capital Fund:
2. The Whau Local Board has approximately $550,000 per annum of discretionary funding for transport related capital projects.
3. The Local Board’s current Local Board Transport Capital Fund projects are summarised in the table below:

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Status</th>
<th>Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whau Bridge</td>
<td>This is part of the New Lynn to Waterview shared path.</td>
<td>● Tender for construction to be confirmed late October, 2017</td>
<td>$2,000,000 (expended from last terms budget)</td>
</tr>
<tr>
<td></td>
<td>The contribution by the Whau Local Board is for a footbridge that is 3.5m wide and 76.5m long.</td>
<td>● Construction to begin May, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Projected completion March, 2019</td>
<td></td>
</tr>
<tr>
<td>Waitahurangi bridge project</td>
<td>The connection between Mcwhirter Place and Busby Street, New Lynn, was identified in the Whau Greenways Network Plan as a priority.</td>
<td>● The preliminary design has been prepared by consultants.</td>
<td>$1,034,000</td>
</tr>
<tr>
<td>(McWhirter Bridge)</td>
<td></td>
<td>● Due to the heavy weight of the steel bridge and very poor ground condition, Rough Order of Cost for the bridge alone has increased to at least $2.2M</td>
<td></td>
</tr>
</tbody>
</table>
Regional Land Transport Program (RLTP)

4. The key strategic transport issue currently for the Whau Local Board is the development of the Regional Land Transport Programme (RLTP).

5. The RLTP is Auckland Transport’s budget. It is set by Auckland Council in discussion with the New Zealand Transport Agency. Drafts of the list of projects in the RLTP have been circulated to all Local Board Members and Councillors. In the next couple of months, the Whau Local Board will have the opportunity to review the priority list and to advocate for projects to be re-prioritised.

6. Auckland Transport will present to all local boards on the afternoon of 26 February. This will be followed by the release of the draft RLTP, with the opportunity to present at a formal consultation session on March 7, 2018. Local boards are also invited to make written submissions on the draft RLTP.

7. Auckland Transport strongly advises all Local Board’s to engage with the RLTP process. This is an opportunity for the Whau Local Board to advocate for transport projects that they have identified in the Local Board Plan process. The RLTP is discussed at the same time as Council’s budget – the ‘Long Term Plan’. This is because the amount of funding Council gives to Auckland Transport is a key factor in the amount of transport related work than can be delivered.

Auckland Transport Quarterly Reporting

8. Auckland Transport provides quarterly reports about the organisations activities.

9. Attachment A provides information about Auckland Transport’s regional and local activities

10. Attachment B provides information about Auckland Transport’s work with local schools

Tātaritanga me ngā tohutohu / Analysis and advice

Waitahurangi bridge project (McWhirter Bridge)

11. The connection between McWhirter Place and Busby Street, New Lynn, was identified in the Whau Greenways Network Plan as a priority. The Board request the footbridge link be investigated using the Local Board Transport Capital Fund (LBTCF).

12. Investigations were carried out to locate the bedrock on which the bridge piles would reside, as this was identified as a risk to the original cost estimate. It was found the bedrock is most likely to be at a depth of closer to 24 meters, rather than the 8 meters it was originally assumed in the original $1.03 million Rough Order of Cost (ROC). Due to the heavy weight of the steel bridge and very poor ground condition, the ROC for the bridge alone has increased to at least $2.2M.

13. These figures excluded streetscape improvement to McWhirter Place, Stainless Steel cladding for the underside of the bridge and the bespoke balustrade, previously requested. If these are included, the ROC would increase to $2.74 million at least.

14. A workshop was held with the Local Board to ascertain how it wished to proceed. In discussion, the following four options were identified for the Local Board to request Auckland Transport to:
   1. proceed to detailed design on the proposed steel Waitahurangi bridge
   2. investigate a lighter timber bridge
3. investigate a pedestrian track down the gully with a small crossing
4. terminate the project and reallocate funding to other projects.

15. Option 1: Auckland Transport to proceed to detailed design on the steel Waitahurangi bridge.
   This is with the knowledge that the cost of the bridge work alone is likely to be in excess of 2.2 million dollars. Whau Local Board only have $2,106,410 remaining to allocate, meaning the build would not be able to be fully funded this current term by the remaining funds in the Local Board Transport Capital Fund.

16. Option 2 & 3: Auckland Transport to investigate and provide rough costings for a light timber bridge and a pedestrian track
   The cost to investigate and provide rough costings for a light timber bridge or pedestrian track is a further $11,000.

17. Option 4: To terminate the project and reallocate funding to other projects.
   To date, $64,605 has been expended from the Local Board Transport Capital Fund (LBTCF).

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

Consultation Items

18. The Whau Local Board’s views are considered during consultation on proposed project schemes. The following project proposals were consulted and feedback sought by the Local Board in December 17 and January 18:
   - Clearway - Ash Street, Avondale
   - Variable Message Sign - Blockhouse Bay Road
   - Proposed installations of new bus stops on Great North Road

Tauākī whakaaweawe Māori / Māori impact statement

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

Ngā ritenga ā-pūtea / Financial implications

20. With regards to transport the Whau Local Board’s only budget implications are related to the Local Board Transport Capital Fund. The current financial status of the Local Transport Capital Fund is recorded below.

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

Ngā raru tūpono / Risks

21. No significant risks have been identified.
Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Auckland Transport activites in the Whau Local Board area and regionally for the September – December 2017 quarter</td>
<td>13</td>
</tr>
<tr>
<td>B</td>
<td>Travelwise Schools activites in the Whau Local Board area for the July – December 2017 quarter</td>
<td>25</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Felicity Merrington, Elected Member Relationship Manager, Auckland Transport</td>
<td>Jonathan Anyon, Elected Member Relationship Team Manager, Auckland Transport</td>
</tr>
<tr>
<td></td>
<td>Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau</td>
</tr>
</tbody>
</table>
Whau 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 Whau 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.
### Attachment A

#### Item 12

**Whau**

**Major Capital**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item Description</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34246</td>
<td>New Lynn to Avondale Scheme C/Way</td>
<td>Provision of a shared cycling and walking route between Blockhouse Bay Road and the New Lynn town centre. This will be an extension of the Waterview shared path between Blockhouse Bay Road and Great North Road (adjacent to the Unitec Campus) near Oakley Creek currently being designed by AT. It will complete a further link in the proposed regional cycle network.</td>
<td>C.001712</td>
<td>Dec 13</td>
<td>Jun 19</td>
<td>Detailed Design</td>
</tr>
<tr>
<td>34250</td>
<td>Whau Walkway W&amp;C Greenways</td>
<td>Te Whau Pathway is a joint venture between AC Parks, The Whau Coastal Walkway and Environmental Trust and AT. The shared pathway is to be approximately 13 km and is proposed to connect the North Western Cycleway at Te Atatu to Green Bay Beach. It will be a shared facility, mostly off road, with the occasional requirement to travel along quiet residential streets, such as Queen Mary Ave.</td>
<td>C.101014</td>
<td>Jul 15</td>
<td>Sep 19</td>
<td>Detailed Design</td>
</tr>
<tr>
<td>34251</td>
<td>Links to New Lynn W&amp;C PT</td>
<td>This project has two key sections - Section 1 - Seabrook Avenue Cycleway (between Willerton Avenue and Seabrook Avenue) A new off-road 3m wide Seabrook Avenue shared path starts at Willerton Avenue and Seabrook Avenue intersection next to Lawson Park. Shared path runs alongside Lawson Park before linking with existing footpath at 58 Seabrook Avenue. Shared path ends here and a bi-directional cycleway starts at this point. Cycleway continues along Seabrook Avenue before connecting with existing shared path on Margan Avenue. Section 2 - Clark Street/Rankin Avenue/Totara Avenue intersection improvements, installation of new cycle and pedestrian crossing/s, hook turn boxes and advance stop boxes. It also includes minor cycling improvements like installation of Bike Parking at New Lynn Station and Town Centre.</td>
<td>C.101024</td>
<td>Jul 15</td>
<td>Jun 18</td>
<td>Detailed Design</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>34107 Minor Improvements Programme</td>
<td>Intersection improvements Kirby Street / Thurnlow Street Intersection.</td>
<td></td>
<td>Oct 18</td>
<td>Dec 18</td>
<td>Construction Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>34111 Minor Improvements Programme</td>
<td>Great North Road/Lynwood Pedestrian refuge</td>
<td></td>
<td>Oct 18</td>
<td>Dec 18</td>
<td>Construction Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>34112 Minor Improvements Programme</td>
<td>Great North Road/Kirby Street Intersection Pedestrian refuge</td>
<td></td>
<td>Oct 18</td>
<td>Dec 18</td>
<td>Construction Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>34113 Minor Improvements Programme</td>
<td>New Windsor Road install new pedestrian refuge</td>
<td></td>
<td>Jul 18</td>
<td>Oct 18</td>
<td>Construction Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>34114 Minor Improvements Programme</td>
<td>St Lukes Road Installation of midblock crossing.</td>
<td></td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>In Detail Design Phase</td>
<td>On track for delivery</td>
</tr>
</tbody>
</table>

### 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>34111 Cycling Education and Events</td>
<td>Delivered two Learn to Ride sessions for children and families.</td>
<td></td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

### Intersection 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>34924 Minor Improvements Programme</td>
<td>Kirby St/Thurnlow St intersection improvements.</td>
<td></td>
<td>Dec 17</td>
<td>Jul 18</td>
<td>In Detail Design Phase</td>
<td>Construction complete</td>
</tr>
<tr>
<td>34144 Minor Improvements Programme</td>
<td>Islington Av/Astley Av Intersection - HFS.</td>
<td></td>
<td>Dec 17</td>
<td>Jul 18</td>
<td>In Detail Design Phase</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>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. Delivered a Compulsory Breath Testing Operation.</td>
<td></td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Community and Road Safety Programme</td>
<td>Deliver a regional red light running campaign.</td>
<td>Jan 17</td>
<td>Jan 17</td>
<td>Mar 17</td>
<td>On-going</td>
<td></td>
</tr>
</tbody>
</table>

### Traffic calming

<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>Minor Improvements Programme</td>
<td>Great North Rd/Kirby St intersection pedestrian refuge.</td>
<td>Dec 17</td>
<td>Dec 17</td>
<td>Jul 18</td>
<td>Construction completed</td>
<td></td>
</tr>
<tr>
<td>Minor Improvements Programme</td>
<td>Margate Rd  Local Area Traffic Management (LATM), introduction of speed humps along the road to reduce current speeds.</td>
<td>Jul 18</td>
<td>Jul 19</td>
<td></td>
<td>In Detail Design Phase</td>
<td></td>
</tr>
<tr>
<td>Minor Improvements Programme</td>
<td>Methuen Rd  Local Area Traffic Management (LATM), introduction of speed humps along the road to reduce current speeds.</td>
<td>Jul 18</td>
<td>Jul 19</td>
<td></td>
<td>Intersection improvements with Bollard Ave, did not qualify for LATM treatment.</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>Minor Improvements Programme</td>
<td>Great North Rd / Kirby St Intersection Pedestrian refuge.</td>
<td>Jan 18</td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>In Detail Design Phase</td>
<td>On track for delivery</td>
</tr>
<tr>
<td>Minor Improvements Programme</td>
<td>Great North Rd / Lynwood Rd Pedestrian refuge.</td>
<td>Jan 18</td>
<td>Jan 18</td>
<td>Mar 18</td>
<td>In Detail Design Phase</td>
<td>On track for delivery</td>
</tr>
<tr>
<td>Minor Improvements Programme</td>
<td>Great North Rd/Lynwood intersection pedestrian refuge.</td>
<td>Dec 17</td>
<td>Dec 17</td>
<td>Jul 18</td>
<td>Civil construction completed, street lighting by end of January</td>
<td></td>
</tr>
<tr>
<td>Minor Improvements Programme</td>
<td>New Windsor Rd Pedestrian Refuge.</td>
<td>Dec 17</td>
<td>Dec 17</td>
<td>Jul 18</td>
<td>Construction completed</td>
<td></td>
</tr>
</tbody>
</table>
### Public Transport

#### 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>34141</td>
<td>Rail Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
</tr>
</tbody>
</table>

A programme of works is underway to gate more of our highest risk Pedestrian Level Crossings. Fruitvale Road in New Lynn will be completed in March.

### Strategy

#### 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>34277</td>
<td>North West Rapid Transit Corridor Indicative Business Case - Proposed North-western Busway</td>
<td>Aug 16</td>
<td>Dec 17</td>
<td>IBC/in progress/Public engagement commencing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An Indicative Business Case (IBC) has been completed which assesses options to support the development of the North West strategic public transport network. The IBC recommends the staged delivery of a busway alongside SH16 between Brigham Creek Interchange and the City Centre, with bus shoulder lanes alongside SH18 from Greenhithe Bridge to Westgate, supported by more ferry services from Hobsonville/West Harbour and feeder bus services. However, central government policy direction is expected to indicate that light rail transit should be investigated further during the upcoming Detailed Business Case phase. Public engagement on the emerging alignment has been delayed and is expected to be complete and reported in the New Year.

### Streetlighting

#### 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>3424</td>
<td>Safety Avondale Roundabout upgrade</td>
<td>Road Corridor Delivery</td>
<td>Dec 17</td>
<td>Mar 18</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

<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>3434</td>
<td>Retrofit 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</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>34214 Double decker network mitigation works</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>34217 Bus Infrastructure Improvement Programme</td>
<td>Bus Infrastructure Improvements Programme FY2015s Programme to deliver Bus related infrastructure improvements. Programme transferred from COO Sept14. Orig COO Project C.001014 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>34218 Bus Lane Improvement</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>34213 PT Safety Security &amp; Amenity</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 Fruitvale 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>34066</td>
<td>Walking and Cycling Transport Planning</td>
<td>Street Trading licence granted to ONZO Cycle-Share scheme on a trial basis until the end of February 2018. The licence will then be reviewed. ONZO is providing data of usage to allow evaluation of the scheme.</td>
<td>Dec 17</td>
<td>Feb 18</td>
<td>On-going</td>
<td></td>
</tr>
</tbody>
</table>

#### 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>34005</td>
<td>Cycling Education and Events</td>
<td>Delivered the Bike Safe Cycle Skills Education Programme in schools across Auckland</td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

#### Travelwise Choices Travel Planning 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>34007</td>
<td>Smart Travel NZ Programme</td>
<td>More than 1,100 Aucklanders actively using the Smart Travel NZ app and website since it’s launch in May 2017, the app is a tool that users can utilise to find carpool matches with like-minded commuters travelling to and from their place of work and free to download from the Apple and Google Play stores. An ‘always-on’ campaign is being launched early October 2017 to end of June 2018 to promote carpooling to Aucklanders on social media, Google Display ads, YouTube videos, AdShell advertising in transit lane bus shelters and lightbox posters in Auckland car park buildings.</td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>On-going</td>
<td>On-going promotion to businesses and as part of the October 2017 to June 2018 campaign.</td>
</tr>
</tbody>
</table>

<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>Smart Travel NZ Programme</td>
<td>Priority carpool car parks implemented in Downtown and Victoria Street Car Parks in September 2017. These car parks are being promoted to businesses and commuters carpooling to the CBD via social media, posters and business events and expos. Spaces are available to be leased to three or more people sharing a ride at a 10% discount off the existing reserved unallocated parking rate, these priority car parks are located in prime spots close to exits and lifts and leased on a ‘first come, first served’ basis.</td>
<td>Oct 17</td>
<td>Dec 17</td>
<td>On-going</td>
<td>On-going promotion to businesses and as part of the October 2017 to June 2018 campaign.</td>
</tr>
</tbody>
</table>
### 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>34253</td>
<td>Pay by Plate parking</td>
<td>R.006163.01</td>
<td>May 17</td>
<td>Mar 18</td>
<td>Implementati</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>
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<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34308</td>
<td>Bus - Improvements</td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
<td></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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</table>

<table>
<thead>
<tr>
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<th>Item</th>
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<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>34309</td>
<td>Bus - Improvements</td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The new modular bus shelter design are being implemented throughout the region with working being focused in line with the rollout of the New Network.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
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<th>Item</th>
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<th>Start</th>
<th>Finish</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34310</td>
<td>Bus - Improvements</td>
<td></td>
<td></td>
<td></td>
<td>On-going</td>
<td></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>
<td></td>
<td></td>
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</table>

**Network Development**

<table>
<thead>
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<th>Programme</th>
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</thead>
<tbody>
<tr>
<td>34711</td>
<td>New Network</td>
<td></td>
<td>Sep 17</td>
<td>Dec 17</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Isthmus New Network communications and engagement planning is in progress.</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Rail

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
<th>Start</th>
<th>Finish</th>
<th>Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>34312</td>
<td>Rail Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Train Patronage for the current Financial Year is currently on target.</td>
<td></td>
<td></td>
<td>Dec 17</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme</th>
<th>Item</th>
<th>ID</th>
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<tbody>
<tr>
<td>34311</td>
<td>Rail Improvements</td>
<td></td>
<td></td>
<td>Dec 17</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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Rail Improvements</td>
<td>Description</td>
<td>Date</td>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>34314</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>
<td></td>
<td></td>
</tr>
<tr>
<td>34315</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>
<td></td>
<td></td>
</tr>
<tr>
<td>34316</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>
<td></td>
<td></td>
</tr>
<tr>
<td>34317</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>
<td></td>
<td></td>
</tr>
<tr>
<td>34318</td>
<td>Rail Improvements</td>
<td>Approval received for the purchase of 15 new EMU’s</td>
<td></td>
<td>On-going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34319</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. Puketotara 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 Easter night services on Friday evening’s.</td>
<td></td>
<td>On-going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Rail Improvements</td>
<td>Details</td>
<td>Date</td>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3430</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 window’s, 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 years’ Block of Line will also be used to advance a number of key projects: Sarawia Street Level Crossing closure. Paerata 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>
<td>Dec 17</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3431</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 5.</td>
<td></td>
<td>On-going</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3432</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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3433</td>
<td>Wi-Fi 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></td>
<td>Dec 17</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3434</td>
<td>Additional Station Platform Shelters being introduced at a number of Stations across the Network.</td>
<td></td>
<td>On-going</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3435</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, Stabbing and Maintenance requirements.</td>
<td></td>
<td>On-going</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 12</td>
<td>Attachment A</td>
<td></td>
<td></td>
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</tbody>
</table>

### Auckland Transport update - February 2018

**Whau Local Board**

**28 February 2018**

#### Attachment A

<table>
<thead>
<tr>
<th>Item</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>01.04.18</td>
<td>30.06.18</td>
<td>In-Flight</td>
<td></td>
</tr>
</tbody>
</table>

#### Project

- **Phase 1**: Feasibility Study
  - Fieldwork on the Fletchers Line
  - Estimation of impact on the environment and the public

- **Phase 2**: Detailed Design
  - Preparation of detailed design drawings
  - Construction of prototypes

- **Phase 3**: Construction
  - Implementation of prototypes
  - Monitoring of environmental impact

#### Key Milestones

- **Q1 2019**: Feasibility Study
- **Q2 2019**: Detailed Design
- **Q3 2019**: Construction
- **Q4 2019**: Monitoring and Evaluation

#### Key Contacts

- **John Smith**: Project Manager
- **Jane Doe**: Environmental Officer

#### Budget

- **$1.2 million**: Total Budget
- **90%**: Government Funding
- **10%**: Private Sector Contributions

#### Risk Management

- **Risk Identification**: Potential delays due to weather conditions
- **Risk Mitigation**: Implementation of contingency plans

---

**Note**: This document is subject to change and may be updated as required.
<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>34558</td>
<td>Supporting Growth: Transport Networks for Growth</td>
<td></td>
<td>Nov 15</td>
<td>Dec 22</td>
<td>DBC/In</td>
<td>Progress</td>
</tr>
<tr>
<td></td>
<td>AT and NZTA commenced negotiations in November 2017 with the</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>preferred proponents to deliver Supporting Growth Planning Alliance</td>
<td></td>
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<tr>
<td></td>
<td>that will undertake business case and route protection for the Future</td>
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<td>Urban Zones transport network. The preferred proponents are AECOM</td>
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<td>and Beca for planning and engineering services and Bell Gully and</td>
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<td>Buddle Finlay for legal services. The Alliance will be tasked with</td>
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<td>securing route protection for the network by 2022. Information on</td>
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<td>the supporting growth programme can be found at</td>
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<td>32500</td>
<td>North Shore Rapid Transit Network Study</td>
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<td>Dec 15</td>
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<td>Study/In</td>
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<td>This work is being undertaken to provide an updated view on public</td>
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<td>transport requirements for achieving strategic growth and the most</td>
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<td>appropriate transport options to meet the needs of the North Shore.</td>
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<td>The Programme Business Case (PBC) was finalised in December but has</td>
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<td>yet to be approved. This PBC investigates appropriate transport</td>
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<td>options and outlines strategic staging relating to anticipated growth.</td>
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<td>The business case will seek funding for future work into the next</td>
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<td>steps for the strategic public transport network development; which</td>
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</table>
Whau Local Board Report – AT School Community Transport

<table>
<thead>
<tr>
<th>Whau</th>
<th>Travelwise status</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</th>
<th>Young drivers event</th>
<th>Safety at the school gate</th>
<th>Other safety promotion event (e.g. kea crossing, crossing training, roads and roadsides, talk talks)</th>
<th>PT promotion event (e.g. railsafe week)</th>
<th>Meetings/workshops (e.g. lead teacher, students, WSB volunteer)</th>
<th>Engineering info (where relevant)</th>
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<tbody>
<tr>
<td>Ararhoe School</td>
<td>Active</td>
<td>2</td>
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<td>Avondale College</td>
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<td>Avondale Intermediate</td>
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<td>Blockhouse Bay School</td>
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<td>Chaucer School</td>
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<td>Fruitvale Road School</td>
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<td>Glenavon School</td>
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<td>Green Bay High School</td>
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<td>Kelston Girls’ College</td>
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<td>New Lynn School</td>
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<td>New Windsor School</td>
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<td>St Mary’s School (Avondale)</td>
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New Road Name Approval for the residential subdivision by Housing New Zealand at 14 Miro Street, New Lynn.

File No.: CP2018/00389

Te take mō te pūrongo / Purpose of the report
1. The purpose of this report is to seek approval from the Whau Local Board, for a new road name for a Jointly Owned Access Lot (JOAL) created by way of subdivision at 14 Miro Street, New Lynn.

Whakarāpopototanga matua / Executive summary
2. Auckland Council has road naming guidelines that set out the requirements and criteria of the Council for proposed road names. These requirements and criteria have been applied in this situation to ensure consistency of road naming.
3. The Applicant Housing New Zealand have submitted the following road names in order of preference:
   - Tāroa Lane
   With the alternatives being:
   - Houama Lane
   - Entelea Lane
4. Auckland Council’s road naming criteria typically requires that road names reflect:
   - a historical or ancestral linkage to an area;
   - a particular landscape, environmental or biodiversity feature; or
   - an existing (or introduce) thematic identity in the area
5. The criteria also encourage the use of Maori names. Names also need to be easily identifiable and intuitively clear, thus minimising confusion.
6. All of the proposed road names are deemed to meet the criteria and are acceptable to NZ Post and Land Information New Zealand (LINZ).
7. The road naming criteria suggests road types that could be used and the Applicant has chosen Lane. This road type meets the road naming criteria.
8. Therefore, the following road names are put forward for consideration of the Whau Local Board:
   - Tāroa Lane
   With the alternatives being:
   - Houama Lane
   - Entelea Lane

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:

a) pursuant to section 319(1)(j) of the Local Government Act 1974, considers for approval, the proposed road names for the Jointly Owned Access Lot (JOAL) constructed within the subdivision being undertaken by Housing New Zealand
Limited at 14 Miro Street, New Lynn.

- Tāroa Lane

With the alternatives being:

- Houama Lane
  Entelea Lane

**Horopaki / Context**

9. According to the Auckland Council Road Naming Guidelines, where a new public or private road needs to be named as a result of a subdivision or development, the subdivider/developer shall be given the opportunity of suggesting their preferred new road name for the Local Board’s approval.

10. Local iwi were consulted the following responses were received:

Ngāti Whātua o Kaipara, Te Rūnanga o Ngāti Whātua and Ngāti Paoa deferred comment.

Ngāti Tai Ki Tāmaki supported proposed names.

No other responses were received.

11. The Applicant has proposed the road names listed in the table below, in order of preference.

<table>
<thead>
<tr>
<th>Proposed New Road Name</th>
<th>Meaning</th>
<th>Road Naming Criteria</th>
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<tbody>
<tr>
<td><strong>Road 1</strong></td>
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<tr>
<td>Tāroa Lane</td>
<td>Named after the Tāroa Stream that enters the Whau river. Maori word meaning enduring or lengthy.</td>
<td>Meets criteria – local significance.</td>
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<tr>
<td>(Preferred)</td>
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<tr>
<td>Houama Lane</td>
<td>Alternative maori word for the whau or cork tree once common along the banks of the Whau river.</td>
<td>Meets criteria – local significance.</td>
</tr>
<tr>
<td>Entelea Lane</td>
<td>Entelea is the species name for the whau tree common to the low coastal forest of the area.</td>
<td>Meets criteria – local significance.</td>
</tr>
</tbody>
</table>

12. A map showing the location of the roads is shown below.
Tātaritanga me ngā tohutohu / Analysis and advice

13. Auckland Councils road naming criteria typically requires that road names reflect a historical or ancestral linkage to an area or a particular landscape, environmental or biodiversity feature, or reflect an existing (or introduce) thematic identity in an area. The criteria also encourages the use of Maori names. Names also need to be easily identifiable and intuitively clear, thus minimising confusion.

14. The applicant’s proposed road names have been assessed against the criteria set out in the Auckland Council Road Naming Guidelines.

15. Following assessment against the road naming criteria, the road names are deemed to meet the assessment criteria.
16. All of the proposed names are acceptable to NZ Post and Land Information New Zealand (LINZ).

17. The road naming criteria suggests road types that could be used and the Applicant has chosen Lane. This road type meets the road naming criteria.

18. Therefore, the following road names are put forward for consideration of the Whau Local Board:
   - Tāroa Lane
   With the alternatives being:
   - Houama Lane
   - Entelea Lane

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

19. The 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 boards. A decision is sought from the local board in this report.

20. The decision sought from the Whau Local Board 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

21. The decision sought from the Whau 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.

22. Local iwi were consulted the following responses were received:
   - Ngāti Whātua o Kaipara, Te Rūnanga o Ngāti Whātua and Ngāti Paoa deferred comment.
   - Ngāti Tai Ki Tāmaki supported proposed names.

23. No other responses were received.

Ngā ritenga ā-pūtea / Financial implications

24. The cost of processing the approval of the proposed new road name is recoverable for the applicant in accordance with Auckland Council’s administrative charges.

25. The applicant has responsibility for ensuring that appropriate signage will be installed accordingly once approval is obtained for the new road name.

Ngā raru tūpono / Risks

26. 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.

Ngā koringa ā-muri / Next steps

27. The Western Consenting Subdivision Team will ensure that the appropriate road name signage will be installed by the Applicant at their full cost, once an approval is obtained for the new road name and prior to the completion of the subdivision.

Ngā tāpirihanga / Attachments

There are no attachments for this report.
New Road Name Approval for the residential subdivision by Housing New Zealand at 14 Miro Street, New Lynn.

## Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Dale Rewa - Subdivision Advisor</th>
</tr>
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</table>
| Authorisers    | Ian Smallburn - General Manager Resource Consents  
|                | Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau |
New community lease to Blockhouse Bay Community Centre Incorporated, 572-578 Blockhouse Bay Road, Blockhouse Bay

File No.: CP2018/01348

Te take mō te pūrongo / Purpose of the report
1. To grant a new community lease to Blockhouse Bay Community Centre Incorporated located on Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay.

Whakarāpopototanga matua / Executive summary
2. On behalf of the local community the Blockhouse Bay Community Centre Incorporated manage and maintain Armanasco House which is located on Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay.
3. Approval was granted in 1990 by the former Auckland City Council for the house to occupy part of the domain, however a lease was not formalised.
4. This report recommends the granting of a new community lease for a term of 10 years commencing 28 February 2018 with one 10-year right of renewal. This is the recommended term in the Auckland Council Community Occupancy Guidelines July 2012.

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:

a) grant a new community lease to Blockhouse Bay Community Centre Incorporated for part of Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay (Attachment A) on the following terms and conditions:
   i) term: 10 years commencing 28 February 2018 with one 10-year right of renewal;
   ii) rent: $1.00 plus GST per annum if requested;
   iii) Blockhouse Bay Community Centre Incorporated Community Outcomes Plan as approved be attached as a schedule to the community lease document (Attachment B);

b) approve all other terms and conditions in accordance with the Reserves Act 1977 and the Auckland Council Community Occupancy Guidelines July 2012.

Horopaki / Context

History
5. Armanasco House is located on Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay. The house was built by Stefano and Maria Armanasco, Italian settlers around the year 1890 on their farm located a few hundred metres down the road from the domain. The house remained in the family until around 1987 when the farm and house were bought for residential development.
6. The local community approached the new owners requesting that the house be retained by the district. The house which had fallen into disrepair was donated to the local community on the condition that they find a suitable alternative site to relocate it to and sufficient funds to renovate the house.
7. On 20 March 1990 approval was given by the former Auckland City Council for the house to be sited on part of Gittos Domain. By July 1990 the local community had raised enough money to cover the transportation costs and the required renovation work which commenced in October 1990. The official opening of the house was held on 29 March 1992.

8. Although approval was given for the house to be sited on Gittos Domain a formal lease was not entered into between Auckland City Council and the Blockhouse Bay Community Centre Incorporated.

Blockhouse Bay Community Centre Incorporated

9. The house is managed and maintained by the Blockhouse Bay Community Centre Incorporated on behalf of the community. The house is used as an extension of bookable rooms at the Blockhouse Bay Community Centre, located around 200 metres down the road.

10. The Blockhouse Bay Historical Society is a user of the house. It stores and displays historical records and memorabilia from the Blockhouse Bay area. The historical society opens the house to visitors on Tuesday’s from 10am-2pm. Other hirers of the house need to be mature minded as the historical items remain on display.

11. Blockhouse Bay Community Centre Incorporated was registered as an incorporated society on 21 December 1943. The group’s objective is to advance and improve the district of Blockhouse Bay and the welfare of its inhabitants.

Gittos Domain (Avondale South Domain)

12. The land parcel occupied by the house on Gittos Domain is described as Part Allotment 361 Parish of Waikomiti and marked “A” on SO 67067. That part of the domain is held by the Crown through the Department of Conservation as a local purpose (community buildings) reserve and vested in Auckland Council in Trust. Gittos Domain is subject to Section 148 of the Nga Mana Whenua o Tamaki Makaurau Collective Redress Act 2014. The domain is identified as land with Rights of First Refusal, to be awarded to the collective if the land was ever disposed of by the Crown.

13. Prior to the granting of a lease Auckland Council is required under Section 4 of the Conservation Act 1987 to engage with local iwi who have an interest in the domain.

14. Gittos Domain was renamed in 2012 from Avondale South Domain. The domain was named after Francis Gittos who leased part of the domain in the 1890s where he ran a tannery business producing leather that was made into a range of goods including shoes, bags and fancy book bindings.

Tātaritanga me ngā tohutohu / Analysis and advice

15. The Blockhouse Bay Community Centre Incorporated has provided financial accounts which indicate that its funds are sufficient to meet its liabilities and are being managed appropriately.

16. Council staff has negotiated and agreed a community outcomes plan with the group. Subject to local board approval to the plan, council staff will append the plan as a schedule to the community lease.

17. The recommended term of lease for a group owned building is 10 years with one 10-year right of renewal in accordance with the Auckland Council Community Occupancy Guidelines 2012.

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

18. Council staff sought input at a local board workshop on 8 November 2017, no objections were raised.
19. The Whau Local Board is the allocated authority to approve the granting of a new community lease.

20. A community outcomes plan aligned to the 2017 Whau Local Board Plan outcomes has been negotiated and agreed with the group.

**Tauākī whakaaweawe Māori / Māori impact statement**

21. With the domain being identified as land with Rights of First Refusal, engagement was undertaken in December 2017 and January 2018 with the 13 iwi groups identified as having an interest in land in the Whau Local Board area about the proposed new community lease.

22. Engagement involved:
   - a presentation at the Mana Whenua Forum held at Orewa on 6 December 2017
   - email contact containing detailed information on the land, the Blockhouse Bay Community Centre Incorporated and inviting iwi representatives to hui and or for a kaitiaki site visit to comment on any spiritual, cultural or environmental impact with respect to the proposal

23. No objections were raised from the five iwi groups who responded.

24. A treaty clause will be included in the deed of lease recording that the domain has been identified as land with Rights of First Refusal, to be awarded to the collective if the land was ever disposed of by the Crown.

**Ngā ritenga ā-pūtea / Financial implications**

25. There are no financial implications associated with the grant of a new community lease.

**Ngā raru tūpono / Risks**

26. There are no significant risks with the granting of a new community lease. The granting of a new community lease will legalise the arrangement made in 1990.

**Ngā koringa ā-muri / Next steps**

27. Subject to the local board grant of the new community lease, council staff will work with key representatives of the Blockhouse Bay Community Centre Incorporated to finalise the deed of lease.

**Ngā tāpirihanga / Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
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<tbody>
<tr>
<td>A</td>
<td>Site Plan for Blockhouse Bay Community Centre Incorporated, Armanasco House, Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay</td>
<td>37</td>
</tr>
<tr>
<td>B</td>
<td>Blockhouse Bay Community Centre Incorporated Community Outcomes Plan</td>
<td>39</td>
</tr>
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</table>

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Donna Cooper - Community Lease Advisor</th>
</tr>
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<tbody>
<tr>
<td>Authorisers</td>
<td>Rod Sheridan - General Manager Community Facilities</td>
</tr>
<tr>
<td></td>
<td>Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau</td>
</tr>
</tbody>
</table>
Attachment A: Site Plan for Blockhouse Bay Community Centre Incorporated, Armanasco House, Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay

Location Map and Lease Area

Domain outlined in blue and lease area being 297m² (more or less) outlined in red

Armanasco House
Attachment B: Blockhouse Bay Community Centre Incorporated Community Outcomes Plan

<table>
<thead>
<tr>
<th>Name and Location of Land/Facility</th>
<th>Auckland Council and/or Local Board Outcomes</th>
<th>Performance Measure</th>
<th>Target</th>
<th>Achievements</th>
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</thead>
<tbody>
<tr>
<td>Gittos Domain, 572-578 Blockhouse Bay Road, Blockhouse Bay. Armanasco House</td>
<td>LB Outcome 2: Great neighbourhoods with strong community connections, capacity and voices. The Whau has many strong communities with great connects and organisations, all supporting one another</td>
<td>Make the facility available for public use. Due to the historical artefacts on display in the house it is acknowledged that hireage is limited to mature minded groups</td>
<td>Make the facility available to mature minded groups - Minimum of 4 bookings per week.</td>
<td>Annual report</td>
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<td>AP 1.3 Strengthen Communities</td>
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<td>LB Outcome 4: Enhanced natural environment Communities help to protect and enhance our environment</td>
<td>Facility to be maintained to a high standard</td>
<td>Ensure facility is keep clean and tidy and any graffiti is removed in a timely manner – weekly inspection</td>
<td>Annual report</td>
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<td>AP7.4 Acknowledge that nature and people are inseparable – build resilience to natural hazards</td>
<td>Environmental care</td>
<td>Ensure that the leased area is clean and tidy and free of any litter or rubbish</td>
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<td>LB Outcome 7: Our heritage is known, protected and our stories shared Our vision is for a strong foundation of knowledge available to the wider community</td>
<td>Display the heritage and stories of the Blockhouse Bay area</td>
<td>Continue to display the heritage and stories of the Blockhouse Bay area</td>
<td>Annual report</td>
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<td>AP 4 Protect and conserve Aucklands historic heritage for the benefit and enjoyment of present and future generations</td>
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ATEED six-monthly report to the Whau Local Board

File No.: CP2018/01342

Te take mō te pūrongo / Purpose of the report
1. To provide the six-monthly report from Auckland Tourism, Events and Economic Development (ATEED) on their activities in the local board area.

Whakarāpopototanga matua / Executive summary
2. This report provides the Whau Local Board with highlights of ATEED's activities in the local board area for the six months from 1 July to 31 December 2017.

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:

a) receive the ATEED six-monthly report period 1 July to 31 December 2017.

Horopaki / Context
3. This report provides the Local Board with an overview of ATEED activities for discussion.

Tātaritanga me ngā tohutohu / Analysis and advice
4. This report provides the Local Board with an overview of ATEED activities for discussion.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views
5. The report is for information only.

Tauākī whakaaweawe Māori / Māori impact statement
6. Māori, as stakeholders in Council, are affected and have an interest in any report on local activities. However, this performance report does not impact specific outcomes or activities. As such, the content of this report has no particular benefit to, or adverse effect on Māori.

Ngā ritenga ā-pūtea / Financial implications
7. The Local Economic Development work programme progress is reported directly to the Local Board as part of the quarterly local board work programme report produced by Local Board Services.

Ngā raru tūpono / Risks
8. The Local Economic Development work programme progress is reported directly to the Local Board as part of the quarterly local board work programme report produced by Local Board Services.

Ngā koringa ā-muri / Next steps
9. That the report be accepted.
Ngā tāpirihanga / Attachments

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Ngā kaihaina / Signatories

<table>
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<th>Authors</th>
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<td>Samantha-Jane Miranda, Operational Strategy Advisor (ATEED)</td>
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<table>
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<td>Richard Court, Manager Operational Strategy and Planning (ATEED)</td>
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<tr>
<td>Richard Court, Manager Operational Strategy and Planning (ATEED)</td>
<td>Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau</td>
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Six-monthly report to
Whau Local Board
1 July – 31 December 2017
1.0 Introduction

This report provides the Whau Local Board with highlights of ATEED’s activities in the Whau Local Board area for the six months 1 July to 31 December 2017.

This report should be read in conjunction with ATEED’s Quarter 1 report to Auckland Council (available at [www.aucklandnz.com](http://www.aucklandnz.com)). Additional information will be also available in the forthcoming Quarter 2 report to the Auckland Council CCO Finance and Performance Committee (available 12 March). Although these reports focus primarily on the breadth of ATEED’s work at a regional level, much of the work highlighted has significant local impact.

ATEED’s Strategic Framework

ATEED’s Strategic Framework (Figure 1 below), clearly articulates ATEED’s role in enabling Auckland to be a world-class city where talent wants to live, by focussing on five key priorities:

1. Grow the visitor economy
2. Build a culture of innovation and entrepreneurship
3. Attract business and investment
4. Grow and attract skilled talent
5. Build Auckland’s global identity.

Through these objectives, we can connect Auckland-wide strategies (the Auckland Plan and Economic Development Strategy) and ATEED’s ongoing strategic interventions, growth programmes and projects. The framework below provides the organisation with focus on those areas of our role that will make a difference to Auckland both regionally and locally. The key strategic objectives are supported by more detailed action plans, investment proposals and delivery partnerships.

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![ATEED's Strategic Framework](attachment_a.png)  

**Figure 1 – ATEED's Strategic Framework**

1 As per ATEED’s Statement of Intent 2017-20

Aucklandnz.com/ateed
ATEED works with local boards, Council and CCOs to support decision-making on local economic growth and facilitates or co-ordinates the delivery of local economic development activity. ATEED ensures that the regional activities that ATEED leads or delivers are fully leveraged to support local economic growth and employment. This includes ATEED’s support for sub-regional tourism promotion activity and sponsorship, facilitation or delivery of a range of events that, although regional in their reach, have local level impacts.

In addition, ATEED’s dedicated Local Economic Development (LED) team works with local boards who allocate Local Development Initiative (LDI) budget to economic development activities. The LEG team delivers a range of services\(^2\) such as the development of proposals, including feasibility studies that enable local boards to directly fund or otherwise advocate for the implementation of local initiatives.

ATEED delivers its services at the local level through business hubs based in the north, west and south of the region, as well as its central office at 139 Quay Street.

ATEED’s hub in west Auckland is located at 6 Henderson Valley Road, Henderson, Auckland.

Additional information about ATEED’s role and activities can be found at [www.aucklandnz.com/ateed](http://www.aucklandnz.com/ateed)

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\(^2\) This activity is subject to local boards prioritising local economic development, and subsequently allocating funding to local economic development through their local board agreements.

[www.aucklandnz.com/ateed](http://www.aucklandnz.com/ateed)
2.0 Whau Local Board priority economic growth initiatives

ATEED’s Local Economic Development team is responsible for managing the delivery of the Local Board’s locally-driven initiatives (LDI) budget allocation. This includes the following projects:

- **Economic Development Action Plan review and implementation**
  During the period, the draft scope for the project was developed. A meeting with the Local Board Chair has been scheduled, to be followed by a workshop to bring the scope to the Local Board for discussion in February.

- **Lion Foundation Young Enterprise Scheme (YES) - funding contribution**
  Kick Start days (formerly known as E-days) are being delivered by ATEED with support from the Auckland Chamber of Commerce. ATEED’s role includes management of the funds provided by Local Boards for the 2018 Kick Start days. As in previous years, there will be five sub-regional events delivered across the region. The new Auckland Chamber of Commerce team will be inviting Local Board members to participate either as student mentors or as observers on the day. More detail about the YES programme is listed under section 5.1 of this report.

Progress on the delivery of these projects is reported via the quarterly local board work programme report, generated by Local Board Services.

2.1 ATEED engagement with Whau Local Board

During the period, ATEED provided a range of advice and information to local boards covering local economic development and tourism initiatives to support their preparations and planning for the Long Term Plan. Councillors have been working through the Long Term Plan, particularly gaining agreement on key items that will be included in the public consultation. ATEED introduced the Destination Strategy to Councillors at an Environment and Community Committee workshop during the end of Q2, and to local board chairs at the Local Board Chair Forum. Individual councillors have met ATEED’s GM Destination, and GM Business Attraction and Investment for various ward-based interests.

Other meetings identified the need and/or ability to integrate some larger west Auckland initiatives especially concerning local ED success platforms, Business Improvement Districts, increased information flow and high level Q&A advisory sessions.

ATEED also contributed to the local board planning processes and the connectivity between major events and the business and local residents within area.

The primary point of contact for the Whau Local Board is Chris Lock, Senior Strategic Advisor - Local Boards. Chris can be contacted on chris.lock@aucklandnz.com
3.0 Build a culture of innovation and entrepreneurship

3.1 Supporting business growth by facilitating connections to experts, resources and co-funding

ATEED’s business support teams are based in each of the local business hubs to support the growth of Auckland’s key internationally-competitive sectors and the city’s infrastructure, by assisting local small to medium companies to grow and innovate. A key programme in achieving this is the Regional Business Partnership Network (RBPN) delivered by ATEED’s Business and Innovation Advisors, whose role is to connect local businesses to experts and mentors in innovation, R&D and business growth and management. The RBPN allows ATEED to facilitate government funding to qualifying businesses, in the form of Callaghan Innovation R&D grants and RPB business capability vouchers on behalf of NZTE. Every year, these advisors meet approximately 1100 local Auckland companies to understand the opportunities and challenges faced by each company, and connect them to opportunities and support from the business support ecosystem, in conjunction with ATEED and Auckland Council initiatives.

3.2 Business capability building

ATEED focuses on supporting the development of the capability of small businesses by improving business management skills. This is done by carrying out a discovery meeting, assessing the areas of need, and referring the business owner to experts to build their knowledge of business growth. If applicable, the business may be issued a RBPN training/capability development voucher of up to $5,000 per annum to co-fund eligible business training via registered service providers. This is prioritised to businesses accessing this expert advice for the first time.

There were 16 vouchers issued to businesses in the Whau Local Board area to assist with business capability training.

3.3 Innovation and research and development (R&D) advice and assistance to access co-funding

Eight businesses met to discuss their innovation and/or R&D plans with one of the ATEED team and were connected to experts, programmes and/or assisted to apply for Callaghan Innovation project or student grants.

One company received Callaghan Innovation grants, and 10 companies were referred to Callaghan Innovation services during the reporting period.
3.4 Connecting businesses

27 Whau businesses were connected with other opportunities or organisations that may assist their growth and development.

During this period, ATEED’s Business and Innovation Advisors connected businesses to the following opportunities or organisations to assist their growth and development:

- Business Mentors New Zealand - 10
- Service providers - 32
- ATEED staff or initiatives - 23
- Callaghan Innovation services - 10
- NZTE - 5
- Other - 55

3.5 Other support for new businesses

During this period, two new business owners from the Whau Local Board area attended a Starting off Right workshop. These workshops are part of ATEED’s programme of business support, and offers free expert advice on how to establish a new business.

Business clinics offering advice on business challenges and/or ideas are available for those who don’t initially wish to register for RBPN services. Four businesses from the Whau Local Board area attended a business clinic.

Running Your Business Workshop Series is an ATEED and NZTE initiative. The programme is designed to support building capability development in SME’s by providing a pathway to transition from running their business to the growth phase. Tools and methods taught through this programme support business owners to run their business sustainably by identifying the key challenges faced, and providing support in the form of capability development workshops. During the period, three businesses from the Whau Local Board area attended a workshop.

3.6 Business and networking events

ATEED supports and runs a number of business and networking events to support and grow businesses.

During the period 1 July to 31 December 2017, approximately 1260 attendees from across the Auckland region attended networking events.

Aucklandnz.com/ateed
3.7 Business awards

Following a full review of the Local Economic Growth, and Business and Enterprise teams’ engagement in the Westpac Auckland Business Awards programme, ATEED has formally agreed a revised agreement for the 2018 programme with the Auckland Chamber of Commerce. ATEED will continue to partner with the Chamber to deliver the programme, however under the new arrangements, the chamber will deliver the awards using its own resource (not ATEED resources), including all workshops, business coaching, marketing material and all associated administrative support. ATEED will nominate companies that are considered to be suitable for the programme. ATEED will continue to be recognised as a delivery partner, maintain an equal branding presence, nominate a guest speaker at the event dinners, and will continue to receive an allocation of two tables at the regional gala dinners and four tables at the ‘Best of the Best’ dinner each year.

A full schedule of upcoming events can be found on www.aucklandnz.com/business (search keyword: business events).

4.0 Attract business and investment

4.1 Filming activity within the Whau Local Board area

ATEED’s Screen Auckland team provides film facilitation services as part of ATEED’s support for the screen and digital sector of Auckland’s economy. Screen Auckland facilitates, processes and issues film permits for filming activity in public open space. The team follows robust operational processes, managing filming requests and facilitating liaison with key stakeholders and local boards.

Between 1 July and 31 December 2017, a total of seven film permits\(^1\) were issued in the Whau Local Board area.

At a regional level during the same period, 319 film permits were issued in the Auckland region.

5.0 Grow and attract skilled talent

5.1 Growing youth entrepreneurship

_Lion Foundation Young Enterprise Scheme (YES)_

ATEED has delivered the Lion Foundation Young Enterprise

\(^1\) A film permit may be issued for filming at multiple locations

Aucklandnz.com/ateed
There are four schools in the Whau Local Board area currently participating in the YES programme.

The schools include: Auckland International College, Green Bay High School, Kelston Girls’ College, and Avondale College.

Non-participating schools are: Kelston Boys’ High School, and Immanuel Christian School.

5.2 Youth Employment

Youth Employer Pledge

There are 69 leading Auckland employers who have formally committed to the Youth Employer Pledge.

Through the Youth Employer Pledge, leading Auckland employers formally commit to increasing youth employment and developing their future workforce.

By 30 October, 69 Auckland employers formally committed to the Youth Employer Pledge. The Statement of Intent target requires ATEED to maintain a pool of 50 signatories. These commitments represent approximately 265 youth employment and employability opportunities across key Auckland industries including hospitality, construction / infrastructure, digital / ICT, and services industries.

#BuildA KL campaign

In the six months to 31 December, 265 youth had been helped into employment by ATEED-supported programmes, including 140 youth recruited by the 70 employers who participated in JobFest (West) held in October 2017.

Note, this data is only available at a regional level.

Aucklandnz.com/ateed
#BuildAKL campaign results showed that an estimated 1500 young Aucklanders gained employment, and 3000 into direct study/training pathways as a result of campaign exposure. These results were well-received by campaign partners during a presentation to them on 6 December.

**265 youth helped into employment by ATEED-supported programmes**

**JobFest – 11 October 2017**

JobFest ([www.jobfest.co.nz](http://www.jobfest.co.nz)) brings together young Auckland job seekers aged 18-24 years and potential employers and job opportunities.

The event is developed and managed by the ATEED Skills team, and delivered by ATEED’s Major Events team in partnership with Auckland Council Youth Connections, the Ministry of Social Development (MSD), Careers New Zealand, The Tindall Foundation, and Auckland employers.

On 11 October, approximately 845 young people from across Auckland attended JobFest at The Trusts Arena in West Auckland. Although the number of attendees is lower than previous JobFest events, this JobFest had a specific focus on NEET (not in employment, education or training) youth and attracting youth attendees. About 69 per cent of attendees were aged 16-24, and 65 per cent of those were NEET. This is the highest percentage of NEET youth to have ever attended JobFest (about twice as many as the May event).

The top three ethnicity selections of attendees were:

1. New Zealand European
2. Māori and Pacific Peoples communities
3. Indian.

About 70 employers exhibited at the October JobFest event. Employers were divided into zones of construction (#Build AKL), west and local job zone, hospitality zone, health sector zone, recruitment agencies, ICT job zone, MSD zone, and a miscellaneous zone.

Based on feedback received from employers to date, the following outcomes can be estimated:

1 Please note that many of the attendees who handed in CVs were short-listed and interviewed with more than one employer from the event, hence the numbers appear higher than the number of attendees on the day.
About 4550 CVs were received in total. This is an average of 65 CVs received per JobFest employer.

Approximately 1,260 CVs were short-listed for jobs and followed up by employers. This is an average of 18 short-listed candidates per employer.

There were 420 in-person interviews in total either on the day or in person following JobFest. This is an average of six in-person interviews per employer.

A total of 280 job offers were made following the event. This is an average of three job offers per employer.

Approximately 140 people were employed directly as a result of this event. This is an average of two employed people per employer.

Of the 845 JobFest attendees, approximately 198 were in receipt of a Work and Income benefit prior to the event. About 30 of these are no longer receiving a benefit six weeks after JobFest\(^6\).

\(^6\) It is yet to be determined if this result is directly due to JobFest, or whether these young people are reflected in the statistics provided by the employers above.
Visitor spend $8b – up 6.5 per cent compared to the previous year

Satisfaction with ATEED delivered events - 89 per cent for the 2016/17 year

Business event bid win/loss ratio (based on results received in financial year) – 53 per cent (target is 60 per cent)

83,809 international students in Auckland annually, worth $2.2b to economy – 63 per cent of New Zealand’s market share

6.1 Delivering on the Auckland Visitor Plan

The Auckland Visitor Plan 2021 is one of ATEED’s key strategic pillars. The visitor economy continues to grow as the Auckland Visitor Plan, launched by ATEED in 2011, and other related strategies, continue to deliver great results. ATEED’s Tourism, Major Events, Auckland Convention Bureau, and Study Auckland teams all contribute to Auckland’s visitor economy through the work that the teams deliver.

In the year to October 2017, total tourism spend in Auckland was $8b, up 6.5 per cent on the previous year. International spend was $4.3b, up 8.1 per cent for the year. Domestic spend was $3.7b, and had increased by 4.7 per cent. The year to October 2017 saw 2.64m international visitor arrivals, an increase of 8.6 per cent compared to the previous year. There were 196,064 international visitors in October, up 4.3 per cent compared to October 2016. Holiday visitor arrivals contributed the most to the annual growth, numbers were up 9.5 per cent on the previous 12 months. The latest visitor statistics are due at the end of February.

The 2017 Spring campaign, ‘Love Your Weekend’ featuring proud Aucklander, Sir John Kirwan was in market from 1 September until 31 November 2017. The campaign targeted local Aucklanders with the objective of growing awareness, local knowledge, pride and the propensity to recommend Auckland as a holiday destination to visiting friends and relatives (VFR). VFR makes up a large portion of visitation to Auckland, with 30 per cent of domestic visitors and over 43 per cent Australian visitors here for the purpose of visiting friends and family. As hosts, this makes Aucklanders huge influencers on what their guests choose to do and how much they spend while here, in turn shaping the impression these visiting friends and family leave with and the Auckland story they have to tell.

The campaign used the following media channels; TVC, online videos (OnDemand, pre-roll, social), online banners and adshells. There were six regional videos (shown in the table below) featuring Sir John Kirwan, each one showcasing the region and highlighting some of the locations and attractions in the region as well as one TVC which ran on TV1.

Table 1 – Regional locations highlighted in the Spring campaign

<table>
<thead>
<tr>
<th>1. North Auckland</th>
<th>2. South Auckland</th>
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<tr>
<td>Goat Island - Clearyaks</td>
<td>Ambury Regional Park</td>
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<tr>
<td>Tawharanui Beach</td>
<td>Otara Markets</td>
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<tr>
<td>Leigh Sawmill Brewery</td>
<td>Rainbows End</td>
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*Source: ITM data, Statistics NZ
*Source: VIP Programme
*Source: Statistics NZ

Aucklandnz.com/ateed
Campaign evaluation research results\(^{10}\) show that perceptions of the Auckland region amongst the target audience are favourable overall, and that local residents see Auckland as being a place that offers lots to see and do, and it is a region that they are proud of. The campaign motivated 27 per cent of the audience to get out to the regions, which is considered to be a very positive result.

When promoting the Auckland region, the key motivation factors for audiences include the food and beverage scene, beaches, scenery and range of experiences and attractions available.

ATEED also administers Auckland’s official visitor information website. The website contains pages focused on destinations in the Whau Local Board area, and provides visitors with information about where to go, what to do, and where to stay.

### 6.2 Delivering on Auckland’s Major Events Strategy

ATEED is responsible for the attraction and delivery of major events that align with *Auckland’s Major Events Strategy* (MES). The MES identifies four key outcomes which are sought from major events - the ability to expand Auckland’s economy, increase visitor nights, enhance Auckland’s liveability, and increase Auckland’s international profile. ATEED’s role in major events differs for each event, however can include attraction, delivery, facilitation and business leverage activities.

**Delivered, sponsored and facilitated events**

ATEED delivered the Auckland Diwali Festival during Q2. Total unique attendance across the whole weekend of Diwali was 54,700 and a gross attendance of 68,100 (some people attended both event days), which was higher than estimates from previous years. A new and more advanced counting methodology was used, and aligns with the methodology applied to other ATEED delivered events (Tāmaki Herenga Waka Festival, Auckland Lantern Festival and Pasifika Festival). Prior to this, counts were based on photos taken at regular intervals.

\(^{10}\) Source: TNS Research

[Attachment A](#)
Residents in the Whau Local Board area were also able to enjoy events sponsored by ATEED, including the New Zealand International Film Festival, Matilda the Musical, Rugby League World Cup, the ASB Auckland Marathon, ITM Auckland SuperSprint, and the Farmers Santa Parade to name a few.

A full schedule of major events is available on ATEED’s website, aucklandnz.com

### 6.3 Delivering on Auckland’s Business Events Plan

*Auckland’s Business Events Plan* sets a target of growing the business events sector’s contribution to the Auckland economy from $236m in 2013 to $430m in 2023, and increasing the total number of delegate days to Auckland from 1.98m to 2.55m over the same 10-year period. The *Business Events Plan* works in tandem with the *Auckland Visitor Plan* and *Major Events Strategy* to develop our city as a global events destination.

There were 23 international business event bids submitted or supported as at 31 December (target being 35). Some key highlights include:

- Convention of the International Confederation of Principals 2021 – 1000 delegates, 4000 visitor nights and estimated spend of $1.4m.
- International Society for Microbial Ecology Symposium 2022 – 1800 delegates, 12,000 visitor nights and estimated tourism spend of $4.2m.
- AAID Global Conference 2018 – 400 delegates, 1550 visitor nights and estimated tourism spend of $554,590.
- The value of business event bids won in financial year stood at $8.9m as at 31 December. The three conferences above bring ATEED closer to achieving the annual SOI target of $22m.

### 6.4 Delivering on Study Auckland’s initiatives

Aucklandnz.com/ateed
International student enrolments in New Zealand increased by 6 per cent, to 131,609 enrolments in the 2016 academic year. The economic value of New Zealand’s international education industry in 2016 is now estimated to be $4.5b (including $4.2b onshore and $242m offshore), an increase of $200m compared to the 2015 student numbers. Auckland’s contribution of this figure is estimated at $2.25b\textsuperscript{11}, with more than 83,000 international students in Auckland, contributing to 63 per cent market share of New Zealand. The 2016/17 results are expected in August 2018.

The Study Auckland team is partnering with tertiary partners and Ngāti Whātau Īrākei to pilot a ‘Global Citizen’ youth leadership programme for tertiary students. The purpose of the pilot is to increase the cultural understanding, social inclusion and leadership potential of international students living in Auckland. This work will build on the innovative values-based international leadership programmes developed by Ngāti Whātau Īrākei with leading companies including Air New Zealand, Fonterra, Auckland Airport, Westpac and Microsoft. The vision of the leadership programme is that Auckland will be regarded as a progressive education city that appeals to globally connected youth and emerging talent. ATEED’s Study Auckland team has received ministerial confirmation from the Ministry of Education regarding a funding application to deliver this project. Planning for the project will commence in early 2018, to attract international students arriving for the semester one intake.

The Study Auckland team is also currently in discussion with the Centre Manager of the Ellen Melville Community Centre to co-design a specialised student engagement programme targeted at international students living and studying in the CBD. This programme design will commence during Q3 of the financial year.

\textsuperscript{11}https://www.enz.govt.nz/assets/Uploads/International-Education-Dashboard-for-2016.pdf

Aucklandnz.com/ateed
Te take mō te pūrongo / Purpose of the report
1. To provide the Whau Local Board with an integrated quarterly performance report for quarter two, 1 October - 31 December 2017.

Whakarāpopototanga matua / Executive summary
2. This report includes financial performance, progress against local board key performance indicators, progress against work programmes, key challenges the board should be aware of and any risks to delivery against the 2017/2018 work programme.

3. Of significance this quarter, the central Avondale site formerly known as the Bai’s site was purchased in November by Panuku Development Auckland, Archibald Park concept design was developed, the Bike Hub held a number of highly successful events and the Manukau Harbour Forum agreed its work programme.

4. Performance against the agreed 2017/2018 work programmes is tracking positively - see the snapshot (attachment A) for more details.

5. All operating departments with agreed work programmes have provided a quarterly update against their work programme delivery. 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):
   - Blockhouse Bay Recreation Reserve new sand field - cancelled after strategic assessment
   - Whau – renew park fences – cancelled after asset re-assessment
   - Whau – renew park lighting - cancelled after asset re-assessment
   - Whau – renew park signage – awaiting finalisation of Park dual Maori naming project

6. The overall financial performance for quarter two 2017/2018 is unfavourable compared to the budget. There are some points for the board to note:
   - Whau Local Board capital investment for the period was $1.6m and net operational cost of service was $6.6m.
   - Operating expenditure is 16% above budget the main driver continues to be higher full facility contract maintenance than planned. Operating revenue is 4% above budget due to increased community facility hire.
   - Capital expenditure was (28%) under budget the majority relates to parks renewals and walkway development projects partly offset by higher sports-field development than planned.

7. The key performance indicators show a trend of delivery that is meeting the indicators, with the exceptions being:
   - Percentage of residents who visited a local park or reserve in last 12 months
   - Percentage of residents satisfied with the provision (quality, location and distribution) of sports fields
   - Percentage of visitors satisfied with the library environment
- Percentage of Aucklanders that feel connected to their neighbourhood and local community
- Percentage of attendees satisfied with council delivered and funded local events
- Percentage of Aucklanders that feel their local town centre is safe (day)
- Percentage of Aucklanders that feel their local town centre is safe (night)
- Proportion of local programmes that deliver intended environmental actions and/or outcomes

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:

a) receive the performance report for the financial quarter ending 31 December 2017.

Horopaki / Context
8. The Whau Local Board has an approved 2017/2018 work programme for the following operating departments:
   - Arts, Community and Events; approved on 28 June 2017
   - Parks, Sport and Recreation; approved on 24 May 2017
   - Libraries and Information; approved on 24 May 2017
   - Community Facilities: Build Maintain Renew; approved on 28 June 2017
   - Community Leases; approved on 28 June 2017
   - Infrastructure and Environmental Services; approved on 28 June 2017
   - Local Economic Development; approved on 28 June 2017
9. The work programmes are aligned to the 2014 Whau Local Board Plan.

Tātaritanga me ngā tohutohu / Analysis and advice
Key achievements for quarter two
10. The Whau Local Board has a number of key achievements to report from the quarter two period, which include:
   - the central Avondale site formerly known as the Bai's site was purchased in November by Panuku Development Auckland,
   - Archibald Park concept design was developed,
   - Portage Ceramics Trust held a repair workshop and Crown Lynn collector's market,
   - the Bike Hub held a number of highly successful events and attracted support from Lottery grants,
   - the Manukau Harbour Forum agreed its work programme including funding for a young leaders programme and a pilot industry education programme.

Key project updates from the 2017/2018 work programme
11. The following are progress updates against key projects identified in the Whau Local Board Plan and/or Local Board Agreement:
- Local Arts Broker – Supported Creative Souls, the graffiti arts celebration “Forum”, a three day street photography workshop and a networking event for 49 local artists.
- Youth capacity building – Contractor has been engaged to coordinate the Whau Youth Board and the Whau Youth providers Network.
- Youth Connections - Job Fest held in October 2017 had 845 attendees
- Delivered events – Movies in Parks planning underway
- Blockhouse Bay Library carpark footpath renewal – completed
- Brains Park renew playground - completed
- Industrial Pollution Prevention programme – Contract and focus areas finalized
- Whau River Catchment Trust – funding agreement completed and planning for biodiversity survey underway
- Libraries preschool programming – 94 sessions delivered with 3589 participants
- Library information and lending services - issues increased by 3% against same period last year
- Libraries celebrating cultural diversity – 590 people attended Diwali events including Bollywood dancing and henna art
- Avondale College community access – key performance indicators agreed

**Key performance indicators**

12. 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 Whau Board’s measures, showing how we are tracking after the second quarter of FY18.

13. The year-end outlook is that 42 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 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.

16. 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**

17. This report informs the Whau Local Board of the performance for the quarter ending 31 December 2017.

**Tauākī whakaaweawe Māori / Māori impact statement**

18. Whau local parks: Creating a Māori identity - Findings from research workshopped with board and staff are working with local historians to gather local information on the naming of parks.
19. Te Toi Uku - Ambrisco Kiln Site Projects - exhibition to be held inside the Ambrisco Kiln 'Te Ahi Pūmau' by Nga Kairanga Uku (Māori clayworkers collective) opened.

20. Parks Local Māori Responsiveness Action Plan - Interviews were conducted to enable the voices of Māori to inform the local board and highlight Māori aspirations. The Kelston Māori network meetings, discussions focused on planning for the Te Ara Reo classes.

21. The drafting of an agreement with Te Kawerau a Maki and the relevant local boards including the Whau Local board was progressed.

Ngā ritenga ā-pūtea / Financial implications

22. Operating expenditure is $869k above budget. The majority of the over spend relates to the full facility maintenance contract where fluctuations are expected until baselines at local board level are established over the year.

23. Operating revenue has exceeded budget in community facility hire, mainly due to greater utilisation of New Lynn community centre.

24. Capital Expenditure of $1.6m is $598k below budget due mainly to resource consent and tendering issues on parks asset renewals, development of the Te Whau Pathway and Holly Street to Heron Park walkway, offset partly by work ahead of plan on sand carpeting at Brains Park.

25. Attachment C contains further detailed financial information.

Ngā raru tūpono / Risks

26. 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:

27. Whau – renew park signage – dependant on finalisation of Park dual Māori naming project

Ngā koringa ā-muri / Next steps

28. The Local Board will receive the next performance update following the end of quarter 3, March 2018.

Ngā tāpirihanga / Attachments

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<td>Key performance indicators</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Mark Allen - Senior Local Board Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau</td>
</tr>
</tbody>
</table>
Local Board Work Programme Snapshot 2017/2018 Q1

Whau Work Programme Achievement

R = Red
indicates significant issues

A - Amber
warning: some risk or issues, being managed

G = Green
On track

112, 96%

Whau 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

Whau Work Programme Activities by Outcome

- Stronger local businesses providing more and higher paid work
- A healthy Whau River and valued environment
- In the Whau, it’s 20 minutes by walking, cycling and public transport to everything we need
- Whau’s heritage, local arts and cultures are cherished
- Great local communities across the Whau
<table>
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<tr>
<th>ID</th>
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<tbody>
<tr>
<td>53</td>
<td>CS: ACE: Events</td>
<td>Anzac &amp; Local Civic Events - Whau</td>
<td>- Support and/or deliver Anzac services and parades within the local board area. - Support civic type events in the local board area, such as the opening of new park spaces, sod turning ceremonies, special consultation events such as an open day following the installation of the Sister Reine Shawdottt Park skate facility.</td>
<td>Q1,Q2;Q3;Q4</td>
<td>LD1: Opex</td>
<td>$ 18,000</td>
<td>Approved</td>
<td>Green</td>
<td>Scheduled for Q4. Planning will commence in Q2.</td>
</tr>
<tr>
<td>650</td>
<td>CS: ACE: Community Empowerment</td>
<td>Apply the empowered communities approach – connecting communities</td>
<td>Broker strategic collaborative relationships and resources within the community. This includes three key activity areas: 1. engaging communities – reaching out to less accessible and diverse groups, focusing on capacity building and inclusion 2. enabling council – ensuring that groups have access to operational and technical expertise and identify and address barriers to community empowerment 3. reporting back to local board members on progress in activity areas one and two Includes responding to the aspirations of mana whenua, mataawaka, marae and Iwi organisations.</td>
<td>Q1,Q2;Q3;Q4</td>
<td>LD1: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Staff enabled community groups to access operational and technical expertise from council departments, parks, local board services, grants and events advisors, libraries engagement advisor and the bylaws and compliance. These groups included Literacy Waitakere, local residents, the Walking Samoans and ethnic groups. Responding to a request from the local board chair, the strategic broker organised a meeting with Te Pou Māori Theatre to gain an understanding of the theatre and provide an overview of the role and function of the local board and council’s property leasing role. Literacy Waitakere and Te Toi Uku Ceramics were also met with to provide understanding of the local boards’ role, local board plans and connections to Pacific groups. A forum in Q1 brought together staff and community groups to increase opportunities for greater collaboration and delivery in Whau. This enabled 32 attendees to engage in the Whau/whauanauatanga process to strengthen working relationships and gain visibility of specific projects: Te Whau Pathway, New Lynn library community engagement project and the Avondale Town Centre development.</td>
</tr>
<tr>
<td>597</td>
<td>CS: ACE: Community Empowerment</td>
<td>Build capacity. Community capacity building</td>
<td>Fund Community Waitakere to: 1. coordinate community leadership programmes 2. provide community capability building programmes 3. convene issues based forums and open door days 4. provide individual and organisational development – leadership and governance training 5. deliver workshops and training opportunities to increase community capability within Avondale, Glenavon, Kelston and New Lynn.</td>
<td>Q1,Q2;Q3;Q4</td>
<td>LD1: Opex</td>
<td>$ 50,000</td>
<td>In progress</td>
<td>Green</td>
<td>The strategic broker met with the manager and staff of Community Waitakere to discuss the deliverables and outcomes of the 2017/2018 work programme. They have taken on board the advice and the funding agreement will finalised in Q2. The work programme will allow Community Waitakere to support capacity building and local leadership in Kelston, Avondale and Glenavon, focussing on neighbourhood and town centre development projects. Projects include working in collaboration with residents, local groups and local Māori: Avondale Community Action, Kelston Māori network, Walking Samoans, Glenavon Trust and Kelston Hub. Staff and the senior grants advisor have put together a plan that includes a funding and grants workshop to be held in November, targeting groups with low levels of grant application submissions, with the intent to have an increase in successful applications from the wider diverse populations in the Whau area.</td>
</tr>
<tr>
<td>52</td>
<td>CS: ACE: Events</td>
<td>Citizenship Ceremonies - Whau</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>$ 13,328</td>
<td>In progress</td>
<td>Green</td>
<td>The Civic Events team delivered combined Western Cluster citizenship ceremonies on two occasions during Q1 with 814 people becoming new citizens.</td>
</tr>
<tr>
<td>188</td>
<td>CS: ACE: Community Empowerment</td>
<td>Community grants (WH)</td>
<td>Support local community groups through contestable grant funding.</td>
<td>Q1,Q2;Q3;Q4</td>
<td>LD1: Opex</td>
<td>$ 150,000</td>
<td>In progress</td>
<td>Green</td>
<td>The local board allocated $45,577 in local grants, round one. $14,061 was allocated in the quick response, round one. Remaining fund to be allocated totals $90,362.</td>
</tr>
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<tr>
<td>402</td>
<td>CS: ACE: Community Places</td>
<td>Community Venues WH - participation increase</td>
<td>Develop a network-wide marketing strategy to increase participation within community venues in the local board area based on relevant and current research.</td>
<td>Q1, Q3, Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Staff are discussing and considering insights from research undertaken around non users of venues for hire. Key opportunities for further investigation include: - 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 simple package options - Develop a digital solution to promote both venues and activities - Drive repeat business, share experiences, satisfaction and reach new customers. Staff will start to develop improvement plan in Q2 and Q3.</td>
</tr>
<tr>
<td>652</td>
<td>CS: ACE: Community Empowerment</td>
<td>Community-led placemaking, (Inner West Triangle) Spatial Priority Area</td>
<td>- Engage and empower communities to ensure that they influence decision-making on spatial priority area (SPA) planning and implementation - strengthen community-led placemaking and planning initiatives within the SPA area - develop innovative ways to engage with communities that have not traditionally participated in council decision-making.</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Avondale Town Centre community led activation plans are in progress and deliverables from the plan will occur over the summer season. Plans include developing the Avondale community and recreation hub, clean up days, arts and planting projects. Further decisions and discussion between Panuku, the local board and governing body will be reported to in Q2.</td>
</tr>
<tr>
<td>598</td>
<td>CS: ACE: Community Empowerment</td>
<td>Community-led placemaking: Kai across the Whau</td>
<td>Fund Empiral Services to deliver the Kai Across The Whau programme: - promote and celebrate locally-driven kai projects - connect and bring together key stakeholders to discuss strengths, barriers and opportunities for local food growing and distribution - devote resources through participatory budgeting</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$ 15,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff met the proposed contractor for this activity (Empiral Services) to review the schedule of planned initiatives and discuss adapting one of the three strands to trial innovative approaches to celebrate and strengthen social connections in the community through food. This will include hosting evening dinner events across the diverse communities in the Whau area. The funding agreement for this activity will be finalised in Q2.</td>
</tr>
<tr>
<td>56</td>
<td>CS: ACE: Events</td>
<td>Delivered Events - Whau</td>
<td>Deliver community events within the local board area - 2 x Movies in Parks $24,000 ($12,000 per movie)</td>
<td>Q2, Q3</td>
<td>LDI: Opex</td>
<td>$ 24,000</td>
<td>In progress</td>
<td>Green</td>
<td>Planning for the Movies in Parks series is on track. Parks have been booked: Brains Park for Sunday 26 January and Riverdale Reserve for Saturday 10 February. Public screening licences for &quot;Bling&quot; (Kellston) and &quot;Three Wise Cousins&quot; (Avondale) have been approved. 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>
</tr>
<tr>
<td>267</td>
<td>CS: ACE: Community Places</td>
<td>Evaluation of New Lynn and Avondale Community Centres’ work programme</td>
<td>Evaluate the work programme to understand whether the centres are delivering the outcomes agreed, and what other impacts the programmes might be having.</td>
<td>Q1, Q2, Q3, Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The Food Bank and Community Lunch programme held at the New Lynn Community centre was evaluated this quarter. The evaluation provided the following key learning: 25 per cent increase in food parcels handed out in comparison to 2016 and 45 per cent increase in community lunches served in comparison to 2016. The evaluation confirmed the importance of this programme and there has been positive impact of the recipients. In Q2, two further activities from the Youth Programme, Growing Our Young People will be evaluated.</td>
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### Work Programme 2017/2018 Q1 Report

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<tr>
<td>55</td>
<td>CS: ACE Events</td>
<td>Event Partnership Fund - Whau</td>
<td>Funding to support community events through a non-contestable process. This provides 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. - Whau Pacific Festival $32,000 - Whau the Peoples Arts Festival $32,000 - Whau Chinese Festival $16,000 - Waitangi Day $5,000 - Avondale Carol by Spiderlight $3,500 - New Lynn Christmas Festival $3,500 - Blockhouse Bay Christmas Parade $3,500 - Indian Kite Festival $3,250 - Siren and Sounds $5,000 - Entertaining the Whau People $5,000 - That’s Youth $3,000 - Celebrating Whau Identity Pop Up Events $10,000 Total = $121,750</td>
<td>Q2/Q3/Q4</td>
<td>LDI: Opex</td>
<td>$ 121,750</td>
<td>In progress</td>
<td>Green</td>
<td>Two funding grants totalling $10,000 have been paid out in Q1, leaving a balance of $101,750 to be paid out. Reporting back to the board on these grants will occur in Q4. The Whau Arts Festival has pushed its delivery of their festival from November 2017 to February 2018 due to planning and resources being stretched. The Whau Chinese Festival have notified staff that the previous organisers were no longer involved. We are currently awaiting information on who will now deliver the event, which may result in a change of who funding is to be paid to. If this occurs a paper will be brought to a future business meeting seeking permission to change the funding partner.</td>
</tr>
<tr>
<td>835</td>
<td>CS: ACE Events</td>
<td>Events and openings on local parks</td>
<td>Celebrating project completion and parks openings in the Whau Local Board area (Note: No LDI budget currently allocated)</td>
<td>Q1/Q2/Q3/Q4</td>
<td>LDI: Opex</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>No events delivered in Q1.</td>
</tr>
<tr>
<td>199</td>
<td>CS: ACE Community Places</td>
<td>Funding Agreement - Kelston Community Hub</td>
<td>A two year term agreement with Kelston Community Hub Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at Kelston Community Hub 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>ABS: Opex</td>
<td>$ 38,597</td>
<td>In progress</td>
<td>Green</td>
<td>Payment was made to the Kelston Community Hub. Planning for the regional hui to commence in Q2.</td>
</tr>
<tr>
<td>599</td>
<td>CS: ACE Community Empowerment</td>
<td>Increase Diverse Participation: Maori, Pacific and Ethnic Voices</td>
<td>Deliver a work programme to increase social inclusion, connection and participation in decision-making by our ethnically diverse communities; -strengthen the Pacific Voice network in the Whau to influence and inform decision making; -create and support opportunities to engage and build relationships with Maori and Pacific People (e.g. Kelston Deaf Centre marae development).</td>
<td>Q1/Q2/Q3/Q4</td>
<td>LDI: Opex</td>
<td>$ 25,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff worked with the senior grants advisor to look at improving grants processes to help increase applications from the Pacific, ethnic and Maori population. Grants workshops and clinics are confirmed for Q2. Staff have also met with ethnic leaders from the Indian and Sikh communities and Literacy Waitakere students to provide advice and to connect them to council staff delivering events and community grants. Responding to a request from the local board chair, staff organised a meeting with the Refugees as Survivors (RAS) centre manager to strengthen and gain an understanding of roles, responsibilities and the function of the local board. Discussions also focused on plans to work together on the development of the Whau Ethnic Plan. Staff worked closely with the local board chair and deputy chair to present a proposal outlining two options to progress the development of the ethnic plan. The preferred option and action plan will be presented to the local board in Q2.</td>
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### Work Programme 2017/2018 Q1 Report

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| 600 | CS, ACE: Community Empowerment | Increase diverse participation: Youth capacity building | Fund local organisations to facilitate and deliver:  
- Whau youth providers, network and associated youth-led activities  
- Whau Youth Awards  
- Whau Youth Board plan  
- Youth Week activities  
- a leadership training programme for Pasifika youth | Q1, Q2, Q3, Q4 | LD1: Opex | $35,000 | In progress | Amber | Generation ignite have reported back to the local board that they are no longer able to continue delivering elements of this activity. Staff will develop a transition plan including an expression of interest for alternative deliverers.  
The Tatali programme was independently reviewed and the report is currently being finalised. Initial planning for the 2018 programme is underway with the venue being secured for training modules. The funding agreement is awaiting the signature from Youth Horizons, as the fund holder for Tatali. The local board has approved three years of funding. |
| 200 | CS, ACE: Community Places | Licence to Occupy and Manage - Kelston Community Hub | A two-year term with Kelston Community Hub Incorporated for operation of Kelston Community Hub 68 St Leonard’s Road, Kelston being Part of Lot 7 DP 22528 contained in NA110/221 for the years 2017-2019, commencing 1 July 2017 and terminating on 30 June 2019.  
i) Rent: $1.00 per term if requested  
ii) All other terms and conditions in accordance with the Auckland Council Community Occupancy Guidelines July 2012 | Q2 | ABS: Opex | $ - | Completed | Green | During Q1 the licence to occupy and manage the Kelston Community Hub was executed for Kelston Community Hub Incorporated, a quarter earlier than anticipated. |
| 259 | CS, ACE: Arts & Culture | Local Arts Broker - LDI Arts Broker Programme | Administer a two-year services agreement with the Whau Community Arts Broker to develop strategic relationships and contacts, and raise budget to add to board budgets for innovative local art and culture programmes, temporary street projects and activations with the aim of enabling community-led arts activity. | Q1, Q2, Q3, Q4 | LDI: Opex | $85,000 | In progress | Green | The services agreement with Melissa Lang for arts broker services in 2017/2018 has been executed. In Q1, the Whau Community Arts Broker called for proposals for creative projects and events to take place in Whau, and developed a work programme of proposed activity. The first projects will be delivered in Q2 2017/2018. |
| 688 | CS, ACE: Community Empowerment | Local Māori Responsiveness Action Plan (WH) | Work with mana whenua and mataawaka to create a local responsiveness action plan which includes the following:  
- key aspirations and priorities for Māori in the area  
- opportunities to work together  
- a plan for building strong relationships and sharing information with Māori | Q1, Q2, Q3, Q4 | LDI: Opex | $5,000 | In progress | Green | Staff and the three west local boards met with Te Kawerau a Māki iwi tribal authority and Settlement Trust to engage and strengthen relationships. The local boards support the process and will jointly continue to partner with iwi to establish meaningful engagement and support iwi strategic focus areas at this point of time. Staff also supported commitment from Community Wātakere to continue leading engagement and activities with the Kelston Māori network. Lack of housing, increased rough sleeping, educational support, parenting support and the need to continue the Kelston Māori network were identified as high priority areas. Actions and outcomes will be reported in Q2. |
### Work Programme 2017/2018 Q1 Report

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<tbody>
<tr>
<td>288</td>
<td>CS: AEC</td>
<td>Community Places</td>
<td>New Lynn and Avondale Community Centres' programme delivery</td>
<td>Q1,Q2,Q3,Q4</td>
<td>AUS: Opex</td>
<td>$82,293</td>
<td>In progress</td>
<td>Green</td>
<td>16 activities (focussed on young people, healthy living and diversity programmes) have commenced in New Lynn and Avondale community centres. Key highlights include: - a youth programme in New Lynn: the 'Recreation New Lynn' activity, delivered through Generation Ignite. One participant who had been expelled from school with personal issues started attending the youth sessions through Generation Ignite. During this period they engaged with tutors while playing basketball and became a regular. He commented that being able to connect with the youth and leaders and playing sport has helped him improve his situation and that he is mentally in a good space and able to build new relationships. The youth leaders have also commented that this activity has enabled an opportunity to reach out, and make a difference to harder to reach young people. - The 'Move It Together' activity in Avondale (part of the Healthy Living programme) focuses on family fitness dance sessions, and is structured to enable participation from grandparents to grandchildren. The programme has attracted over 40 participants, and is very popular with local Avondale families walking from their home for these sessions.</td>
</tr>
<tr>
<td>601</td>
<td>CS: AEC</td>
<td>Community Empowerment</td>
<td>Placemaking: Neighbourhood and town centre development and safety</td>
<td>Q1,Q2,Q3,Q4</td>
<td>LDI: Opex</td>
<td>$130,000</td>
<td>In progress</td>
<td>Green</td>
<td>Avondale town centre activation is progressing with a number of community meetings held to discuss utilisation of 40 foot containers and space in and around the Bai site and Central reserve. Working groups were formed to focus on various aspects of the big clean on 30 September. Staff facilitated a meeting between Panuku and Avondale Community Action, a key community stakeholder to provide an update on the high level plan for the town centre, Unlock Avondale. Early discussion on potential options to re-engage the community in the planning process will continue in Q2, once approval has been given by the governing body. - Staff initiated an invitation to council and CCO colleagues to develop an integrated programme of activities for New Lynn Town Centre activation in 2017/2018, to be finalised in Q2. Glenavon Trust hosted a Ladies Night event, enabling women to build and strengthen relationships with neighbours they did not know. This was a diverse ethnic event attended by forty two women from Maori, Pacific, Indian, Asian and Pacisha communities who live in the Glenavon area. Following the event there has been an increase of twelve new people joining the trust and more neighbourhood team building activities have been requested.</td>
</tr>
<tr>
<td>767</td>
<td>CS: AEC</td>
<td>Community Empowerment</td>
<td>REGIONAL: Improve safety through community-led placemaking (WH)</td>
<td>Q1,Q2,Q3,Q4</td>
<td>Regional</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>In Q1, funding agreements were drafted to deliver safety programmes across 3 west local boards, including high visibility patrols, and educational initiatives, such as BlueLight discos within primary schools. This includes draft agreements with: - Pacific Wardens Glen Eden - Community Patrols - Waitakere Pacific Wardens - Neighbourhood Support Waitakere - Waitakere BlueLight. All funding agreements will be completed in Q2.</td>
</tr>
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<td>258</td>
<td>CS: ACE, Arts &amp; Culture</td>
<td>Te Toi Uku - ABS Ambroko Kih Site Projects</td>
<td>Develop projects in relation to the Ambroko Kih site to increase community engagement and to celebrate the history of the kih and associated clay works.</td>
<td>Q1:Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$13,997</td>
<td>In progress</td>
<td>Green</td>
<td>The funding agreement with Portage Ceramics Trust for Ambroko Kih site projects (2017/2018) has been executed. The first exhibition at the kih, ‘Death of the Brickworks’ by Mark Goody and Emily Siddell continued into Q1. This year’s programme will commence in Q2 with an exhibition by Nga Kahanga Uku (Māori clayworkers collective) inside the kih from October, and a Crown Lynn Collector’s Market organised for early November.</td>
</tr>
<tr>
<td>257</td>
<td>CS: ACE, Arts &amp; Culture</td>
<td>Te Toi Uku - ABS Portage Ceramics Trust Operational Support Grant</td>
<td>Administer a funding agreement with Portage Ceramics Trust for operational support for Te Toi Uku.</td>
<td>Q1:Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$60,000</td>
<td>In progress</td>
<td>Green</td>
<td>The funding agreement with Portage Ceramic Trust (Te Toi Uku) for 2017/2018 has been executed. In Q1, the facility attracted a total of 852 visitors and delivered 17 organised tours around the museum. In August, the museum held a talk with the potter Peter Collins on creating high-end ceramics for New Zealand restaurants which was attended by 40 people.</td>
</tr>
<tr>
<td>397</td>
<td>CS: ACE, Community Places</td>
<td>Venue Hire Service Delivery – WH</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 participants are charged $10 or more for activities.</td>
<td>Q1:Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$-</td>
<td>In progress</td>
<td>Green</td>
<td>Staff have identified the need and value of understanding hirer satisfaction and experiences. Staff developed a survey which will be sent out monthly to both casual and regular hirers from Q2 to gain insights from customers’ experience with council-managed venues. Q1 statistics are based on the first two months of FY2018 and one month of estimates. Visitor numbers have decreased slightly compared to last year.</td>
</tr>
<tr>
<td>917</td>
<td>CS: ACE, Events</td>
<td>Whau Celebrating park openings and events programme FY17/18</td>
<td>To celebrate park openings and significant events. This line moved from PSR to ACE. ACE will manage in partnership with PSR park-related event activities or activations.</td>
<td>Q1:Q2;Q3;Q4</td>
<td>LD: Opex</td>
<td>$10,000</td>
<td>Approved</td>
<td>Green</td>
<td>No activities undertaken in Q1 due to construction timelines being pushed out as a result of wet weather. Planning with PSR will commence in Q2 to plan park openings and activities to co-incide with completion of capital projects.</td>
</tr>
<tr>
<td>201</td>
<td>CS: ACE, Community Places</td>
<td>Year 2 of 3 year term grant: Funding Agreement: Blockhouse Bay Community Centre</td>
<td>Blockhouse Bay Community Centre Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at Blockhouse Bay Community Centre for the years 2016-2019, commenced 1 July 2016 and terminating 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>ABS: Opex</td>
<td>$49,231</td>
<td>In progress</td>
<td>Green</td>
<td>During Q1 payment was made on year 2 of the 3 year funding agreement to Blockhouse Bay Community Centre. Planning for the regional hu will commence in Q2.</td>
</tr>
<tr>
<td>203</td>
<td>CS: ACE, Community Places</td>
<td>Year 2 of 3 year term grant: Funding Agreement: Green Bay Community House</td>
<td>Green Bay Community House Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at Green Bay Community House for the years 2016-2019, commenced 1 July 2016 and terminating 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>LD: Capex</td>
<td>$38,290</td>
<td>In progress</td>
<td>Green</td>
<td>During Q1 payment was made on year 2 of 3 year funding agreement to the Green Bay Community House. Planning for regional hu to commence in Q2.</td>
</tr>
</tbody>
</table>
### Work Programme 2017/2018 Q1 Report

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<tr>
<td>205</td>
<td>CS: ACE: Community Places</td>
<td>Year 2 of 3 year term grant: LDI additional funding, Green Bay Community House</td>
<td>Additional funding to Green Bay Community House Incorporated to assist with delivery of the Funding Agreement for the years 2016-2019, commenced 1 July 2016 and terminating 30 June 2019.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$ 10,000</td>
<td>Completed</td>
<td>Green</td>
<td>No update is scheduled and required; additional funding was paid in conjunction with line 203 in Q1.</td>
</tr>
<tr>
<td>202</td>
<td>CS: ACE: Community Places</td>
<td>Year 2 of 3 year term: Licence to Occupy and Manage - Blockhouse Bay Community Centre</td>
<td>Blockhouse Bay Community Centre Incorporated for operation of Blockhouse Bay Community Centre for the years 2016-2019, commenced 1 July 2016 and terminating 30 June 2019.</td>
<td>Not scheduled</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>No update is scheduled and required; licence to occupy and manage was executed in 2016/2017 financial year.</td>
</tr>
<tr>
<td>204</td>
<td>CS: ACE: Community Places</td>
<td>Year 2 of 3 year term: Licence to Occupy and Manage - Green Bay Community House</td>
<td>Green Bay Community House Incorporated for operation the Green Bay Community House for the years 2016-2019, commenced 1 July 2016 and terminating 30 June 2019.</td>
<td>Not scheduled</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>No update is scheduled and required; licence to occupy and manage was executed in 2016/2017 financial year.</td>
</tr>
<tr>
<td>959</td>
<td>CS: ACE: Community Empowerment</td>
<td>Youth Connections (WH)</td>
<td>- Collaborate with multiple sectors to support youth from secondary education through pathways to employment and/or entrepreneurship - close the gap between youth and business, through work readiness with local Rangitahi and sharing learnings and insights to enable youth ready business - providing local opportunities to improve social and economic outcomes for the local board area. Aiming for all youth to be meaningfully engaged in education, employment or training and have clear and viable employment pathways.</td>
<td>Q1,Q2,Q3,Q4</td>
<td>LDI: Opex</td>
<td>$ 30,000</td>
<td>In progress</td>
<td>Green</td>
<td>The Future Ready Summit was held in July with over 200 business representatives across Auckland attending. The Summit provided a great opportunity to educate business about the benefits and savings from investing in youth as the future workforce. The Youth Employer Pledge now has 70 business partners, with the Watemata, Auckland and Counties-Manukau District Health Boards being the most recent to commit to the pledge. In partnership with Auckland Transport (who fully funded the course) an online course on driver licensing (Road to Work) was launched on the YouthFull website. JobFest was held on 11 October in West Auckland. Youth Connections have developed a pilot programme with Youth Service West to engage, train and support young people so that they are best placed to benefit from all of the opportunities JobFest has to offer. Promoted to all West Auckland Business Associations and at West Auckland Business Club After 5 event. 58 businesses have signed up with hundreds of job opportunities for youth. Using learnings from the Whau Employment programme, an Employer HR Video/Resource is currently in planning. Video to be completed Q2 and launched on digital platform Q3.</td>
</tr>
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### Community Facilities: Build Maintain Review

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<tr>
<td>2029</td>
<td>CF: Investigation and Design</td>
<td>Archibald Park - develop playground - concept &amp; design</td>
<td>This project was carried forward from the 2016/2017 work programme, previous ID 4426</td>
<td>Q1,Q2,Q3,Q4</td>
<td>LDI: Capex</td>
<td>$ 29,859</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: A review of the strategic assessment received from Community Services has been completed. Community Facilities in house landscape architecture design team has been engaged and briefed to begin concept design for playground. Works will include an overall site master plan for Archibald Park. Next Steps: Concept design options to be developed by end of November ready for local board review. Continue with consultation and engagement.</td>
</tr>
<tr>
<td>2229</td>
<td>CF: Investigation and Design</td>
<td>Avondale Community Centre - construct new community centre</td>
<td>Demolish old and construct a new community centre in Avondale</td>
<td>Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$ 240,996</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: Awaiting strategic assessment from Community Services. Next steps: Planning for project development</td>
</tr>
<tr>
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<tr>
<td>2233</td>
<td>CF: Investigation and Design</td>
<td>Avondale Library - renew furniture, fittings and equipment</td>
<td>Renew furniture, fittings and equipment</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 73,400</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Planning has begun to scope the requirements of the library. Next steps: Confirm and finalise what the library requires for their refurbishment and engage consultants for the preliminary design.</td>
</tr>
<tr>
<td>2921</td>
<td>CF: Project Delivery</td>
<td>Avondale Library - replace asphalt, renew car park and replace HVAC - stage 2</td>
<td>Asphalt replacement, car park renewal &amp; HVAC replacement - Stage 2 This project is carried forward from the 2016/2017 work programme, previous ID 408</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 39,710</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Execution and delivery phase. Carpark re-seal has been completed. Heating, ventilation, and air conditioning (stage two) has been completed. Next steps: Project closure.</td>
</tr>
<tr>
<td>3008</td>
<td>CF: Investigation and Design</td>
<td>Belgrave Reserve - plant fruit trees and upgrade minor play equipment</td>
<td>Plant fruit trees and upgrade minor play equipment</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 11,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Currently waiting on the submission of price from the contractor. Next step: The price will be reviewed and if acceptable the contract will be awarded.</td>
</tr>
<tr>
<td>2230</td>
<td>CF: Investigation and Design</td>
<td>Blockhouse Bay Community Centre - renew car park</td>
<td>Reseal car park surface and maximise parking</td>
<td>Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 90,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: Following testing of the ground conditions under the carpark surface, staff are waiting on a full report from the engineer. Next steps: Confirm new parking layout with the Blockhouse Bay community centre staff and nearby car park users.</td>
</tr>
<tr>
<td>2234</td>
<td>CF: Investigation and Design</td>
<td>Blockhouse Bay Library - renew car park footpath and garden area</td>
<td>Reseal footpath in car park, remove larger shrubs and garden along the boundary</td>
<td>Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 27,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Contract has been established. Next steps: Physical works will commence on 16 October 2017.</td>
</tr>
<tr>
<td>2235</td>
<td>CF: Project Delivery</td>
<td>Blockhouse Bay Recreation Reserve light pole renewal FY17-18</td>
<td>Blockhouse Bay Recreation Reserve light pole renewal. This project is carried over from the 2016/2017 programme (previous ID 3288).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 55,800</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The tender process has begun to engage a contractor. Next steps: Start physical works</td>
</tr>
<tr>
<td>2236</td>
<td>CF: Investigation and Design</td>
<td>Blockhouse Bay Recreation Reserve - renew park fences</td>
<td>Renew park fencing. Detail to be provided by the end of the calendar year.</td>
<td>Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 1,500</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: The business case for the project is being worked on. Next steps: The planning phase will be entered into and a project plan will be created.</td>
</tr>
<tr>
<td>2237</td>
<td>CF: Investigation and Design</td>
<td>Blockhouse Bay Recreation Reserve #1 - develop new sand field plus hybrid</td>
<td>Develop new sand field plus hybrid</td>
<td>Q2:Q3:Q4</td>
<td>Growth</td>
<td>$ 750,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: Exact requirements of the field upgrade are currently being scoped. Proposal is to repair existing irrigation and drainage and install a new hybrid turf on the number one field. Next steps: Prepare business case and review needs assessment. If strategic assessment confirms the upgrade is required professional services will be procured to prepare concept plan.</td>
</tr>
<tr>
<td>2934</td>
<td>CF: Project Delivery</td>
<td>Birns Park - renew playground</td>
<td>Investigation and design of new playground. This project is carried forward from the 2016/2017 work programme, previous ID 3276</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABS: Capex</td>
<td>$ 112,500</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The playground equipment is currently being fabricated. Next steps: The playground will be installed late October 2017.</td>
</tr>
</tbody>
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## Work Programme 2017/2018 Q1 Report

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<tr>
<td>2814</td>
<td>CF: Project Delivery</td>
<td>Brains Park development</td>
<td>Improve sand silt drainage and irrigation. Install lighting #3. This project is carried-over from the 2016/2017 programme (previous ID 3435).</td>
<td>Q4:Q3:Q2:Q1</td>
<td>Growth</td>
<td>$460,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The tender submission review has been undertaken and the main contractor for the physical works is appointed. Next Steps: Physical works to commence in late October.</td>
</tr>
<tr>
<td>2957</td>
<td>CF: Project Delivery</td>
<td>Craigavon Park - development</td>
<td>Park development associated with playground renewal. Works also involve extended playground extension, walking network, fencing, park furniture, shelter and youth play equipment. This project is carried forward from the 2016/2017 work programme, previous ID 3720</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABSS: Capex</td>
<td>$590,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The physical works commenced on site in August. Next Steps: Monitor physical works. Completion programmed early in the new year.</td>
</tr>
<tr>
<td>2246</td>
<td>CF: Project Delivery</td>
<td>Crown Lynn Park development</td>
<td>Local park development. This project is carried-over from the 2016/2017 programme (previous ID 677).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABSS: Capex</td>
<td>$250,696</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Investigation being undertaken with Healthy Waters and Panuku. Healthy Waters are investigating their stormwater solution before any park design can commence. They hope to obtain resource consent by March 2018. Next Steps: Once the stormwater solution is finalised we can commence the preliminary design of the park development.</td>
</tr>
<tr>
<td>2238</td>
<td>CF: Investigation and Design</td>
<td>Dickey Reserve - renew park walkways and paths</td>
<td>Renew park walkways and paths at Dickey Reserve.</td>
<td>Q2:Q3:Q4</td>
<td>ABSS: Capex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current steps: The business case has been completed for the patch renewal of five sections of footpath. The remaining sections of footpath are all in good condition. Next steps: Project delivery to engage contractor for physical works.</td>
</tr>
<tr>
<td>2239</td>
<td>CF: Investigation and Design</td>
<td>Dickey Reserve - renew play space</td>
<td>Renew playspace.</td>
<td>Q2:Q3:Q4</td>
<td>ABSS: Capex</td>
<td>$14,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current steps: The business case has been completed. The metal framework on two pieces of play equipment is starting to show signs of rust. These parts will be refurbished. The plastic components are in good condition and can be reused. Next steps: Staff will source a contractor for the physical works.</td>
</tr>
<tr>
<td>2813</td>
<td>CF: Project Delivery</td>
<td>Eastdale Reserve - cricket wicket project</td>
<td>Sand silt drainage and irrigation. This project is carried-over from the 2016/2017 programme (previous ID 3436). This item replace item 2242 and 2243.</td>
<td>Q1:Q2:Q3:Q4</td>
<td>Growth</td>
<td>$450,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The grass wicket surface has been re-conditioned and new grass seed sown. Next Steps: Address minor outstanding items, and organise hand over to the Operations Management and Maintenance team.</td>
</tr>
<tr>
<td>2240</td>
<td>CF: Project Delivery</td>
<td>Eastdale Reserve - renew carpark</td>
<td>Eastdale Reserve car park renewal. This project is carried-over from the 2016/2017 programme (previous ID 3280).</td>
<td>Q1:Q2:Q3:Q4</td>
<td>ABSS: Capex</td>
<td>$100,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The detail design documentation is complete. Tendering in progress. Next Steps: Start physical works</td>
</tr>
<tr>
<td>2241</td>
<td>CF: Investigation and Design</td>
<td>Gittos Domain and Rizal Reserve - renew park structures</td>
<td>Renew park structures at Gittos Domain, Rizal Reserve</td>
<td>Q3:Q4</td>
<td>ABSS: Capex</td>
<td>$3,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: The business case is being worked on. Next steps: The planning phase will be worked on. This will include the creation of a project plan.</td>
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<tr>
<td>3015</td>
<td>CF- Project Delivery</td>
<td>Holly St to Heron Park - install walkway</td>
<td>Design and consent boardwalk connecting Holly Street to Heron Park through the Motu Manawa Marine Reserve. The proposed formation consists of a concrete path constructed within esplanade reserve and timber boardwalk constructed in the Coastal Marine Area (CMA). This project is carried forward from the 2016/2017 work programme, previous ID 4321</td>
<td>Q1,Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$550,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Resource consent for the boardwalk was granted in September 2017. Next steps: Finalising tender document for the physical works.</td>
</tr>
<tr>
<td>2231</td>
<td>CF- Investigation and Design</td>
<td>Kelston Community House - refurbish children’s room</td>
<td>Refurb walls, insulation, provide heating, and replace window glazing in the children's room</td>
<td>Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current steps: The business case has been completed. Next steps: The project has been handed to project delivery to complete the physical works.</td>
</tr>
<tr>
<td>3002</td>
<td>CF- Investigation and Design</td>
<td>Ken Mauder Park - install sand silts, drainage and irrigation on fields 3 and 4</td>
<td>FY18 - Develop sand silts, drainage and irrigation on fields 3 and 4</td>
<td>Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$50,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: The concept design is underway. Next steps: The tender documents for the physical works will be prepared and the resource consent application will be lodged. Current Status: Following testing of the ground conditions under the carpark surface, staff have received a full report from the engineer. Next steps: Complete business case with the construction specifications for the new surface and base.</td>
</tr>
<tr>
<td>3049</td>
<td>CF- Project Delivery</td>
<td>Lawson Park - renew retaining wall</td>
<td>Lawson Park - Construction of new retaining wall and stairs to replace existing ramp and wall. This project is carried forward from the 2016/2017 work programme, previous ID 3283</td>
<td>Q1</td>
<td>ABS: Capex</td>
<td>$10,000</td>
<td>Completed</td>
<td>Green</td>
<td>Current Status: Physical works are complete - no further works are required. Next steps: None</td>
</tr>
<tr>
<td>3126</td>
<td>CF- Project Delivery</td>
<td>Olympic Park - renew playground</td>
<td>Renewal/upgrade of the existing playground. New flying fox to be installed in the main playground. This project is carried forward from the 2016/2017 work programme, previous ID 3264</td>
<td>Q1,Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$35,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Currently waiting for the site to dry following heavy rain conditions. Next steps: Flying fox to be installed as soon as possible.</td>
</tr>
<tr>
<td>2245</td>
<td>CF- Investigation and Design</td>
<td>Olympic Park - renew sport fields</td>
<td>Renew sport fields. Investigation and design FY18, physical works FY19. Details of physical works to be provided by the end of the calendar year.</td>
<td>Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$20,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: The sportsfield surface renewal at Olympic Park is currently being scoped. Next steps: Physical works to begin October 2018.</td>
</tr>
<tr>
<td>3194</td>
<td>CF- Project Delivery</td>
<td>Sizer Rene Shadbolt Park - develop field 2 sand silts, drainage and irrigation</td>
<td>Sand silts drainage and irrigation. This project is carried-over from the 2016/2017 programme (previous ID 3437). This project is carried forward from the 2016/2017 work programme, previous ID 3437</td>
<td>Q1,Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$4,590</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Detailed design has been received from the consultant, the project is planned for delivery in financial year 2019/2020. Next steps: Prepare documentation to lodge resource consent.</td>
</tr>
<tr>
<td>2247</td>
<td>CF- Investigation and Design</td>
<td>Te Paea Reserve - renew play space</td>
<td>Renew play space. Investigation and design FY18, physical works FY19. Details of physical works to be provided by the end of the calendar year.</td>
<td>Q2,Q3,Q4</td>
<td>ABS: Capex</td>
<td>$2,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: A strategic review has been requested from Community Services of whether to renew this playground and for what age group. Next steps: Engage a play specialist to design the new playground.</td>
</tr>
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<tr>
<td>2248</td>
<td>CF: Project Delivery</td>
<td>Te Whau Pathway Stage 2a - develop boardwalk connections</td>
<td>Develop the Te Whau Pathway boardwalk connections between Roberts Field, Kenilworth and Rizal Reserve and Queen Mary Reserve and Archibald Park. This project is carried-over from the 2016/2017 programme (previous ID 3432)</td>
<td>Q1,O2,Q3-Q4</td>
<td>Growth</td>
<td>$ 1,000,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Resource consents have been lodged for four sections of pathway in reserves (Queen Mary, Rizal Reserve, Roberts Field and Tianna). Resource consent has been lodged for the pontoon for Archibald Park. Careful for custom design of waka ama storage at Archibald Park is on going. Tender has gone to five different consultants for quotes for resource consent services for the entire boardwalk in the Coastal Marine Area (stage two). Next Step: Obtain the quote and evaluation and award the contract to preferred consultants for resource consent services. Apply for resource consent for stage two of the project. To confirm design and go for tender.</td>
</tr>
<tr>
<td>2249</td>
<td>CF: Project Delivery</td>
<td>Tony Segedin Esplanade Reserve - renew footpath</td>
<td>Tony Segedin Esplanade Reserve path renewal. This project is carried-over from the 2016/2017 programme (previous ID 3285)</td>
<td>Q1,O2,Q3-Q4</td>
<td>ABS: Capex</td>
<td>$ 40,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The scope of works is being reviewed by the Investigation and Design team. Next steps: Review if this should be a minor maintenance job rather than a full handrail renewal.</td>
</tr>
<tr>
<td>2250</td>
<td>CF: Project Delivery</td>
<td>Tony Segedin Esplanade Reserve - renew structure</td>
<td>Tony Segedin Esplanade Reserve handrail renewal. This project is carried-over from the 2016/2017 programme (previous ID 3286)</td>
<td>Q1,O2,Q3-Q4</td>
<td>ABS: Capex</td>
<td>$ 65,700</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: The site investigations and options analysis have been completed between staff and contractors at Crum Park. The Rizal Reserve renewal will be completed as part of the Te Whau Pathway project. Next steps: Crum Park - as Crum Park is a closed landfill, staff are waiting on approval from the closed landfill team for the works to proceed. Rizal Reserve - The budget allocated to this renewal will be transferred to the Te Whau Pathway project.</td>
</tr>
<tr>
<td>2261</td>
<td>CF: Investigation and Design</td>
<td>Whau - improve park facilities</td>
<td>Renew footpaths in Rizal Reserve and Crum Park.</td>
<td>Q2,O3-Q4</td>
<td>ABS: Capex</td>
<td>$ 83,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: Site investigations and options analysis have been completed between staff and contractors at Crum Park. The Rizal Reserve renewal will be completed as part of the Te Whau Pathway project.</td>
</tr>
<tr>
<td>2252</td>
<td>CF: Investigation and Design</td>
<td>Whau - renew car parks 2017-18 and 2018-19</td>
<td>Renew car parks at Golf Road Domain and Wingate Reserve. Investigate and design FY18 and physical works FY19. Details to be provided by the end of the calendar year.</td>
<td>Q3,Q4</td>
<td>ABS: Capex</td>
<td>$ 12,500</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: The business case is underway. Next steps: The planning phase will be entered into. This will include the creation of a project plan.</td>
</tr>
<tr>
<td>3269</td>
<td>CF: Project Delivery</td>
<td>Whau - renew furniture FY17</td>
<td>This project is carried forward from the 2016/2017 work programme, previous ID 3290</td>
<td>Q1,O2,Q3-Q4</td>
<td>ABS: Capex</td>
<td>$ 87,100</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Quotations for the works have been requested. Next steps: Appoint a contractor upon receipt of quotations.</td>
</tr>
<tr>
<td>2253</td>
<td>CF: Investigation and Design</td>
<td>Whau - renew park fences 2017-18</td>
<td>Renew park fences in Taunton Terrace and Tony Segedin Esplanade Reserve.</td>
<td>Q1</td>
<td>ABS: Capex</td>
<td>$ 19,500</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: Site visit has been completed. The Tony Segedin bollards have already been renewed. Taunton Terrace fence is in good condition and does not need renewed. Next steps: Update community facilities asset data to reflect the fact that neither site requires renewal at this stage.</td>
</tr>
<tr>
<td>2254</td>
<td>CF: Investigation and Design</td>
<td>Whau - renew park furniture 2017-18</td>
<td>Renew park furniture in Akatea Park, Avondale West Reserve, Craigaron Park, Craigaron Park, Delta Triangle, Fentey Reserve, Green Bay Beach, Manawatu Wetland Reserve, Patua Reserve, Riverdale Reserve, Rua Reserve, Taunton Terrace, Blockhouse Bay Beach Reserve, and Temuka Gardens.</td>
<td>Q2,O3-Q4</td>
<td>ABS: Capex</td>
<td>$ 58,534</td>
<td>In progress</td>
<td>Green</td>
<td>Current Status: Tenders for the works have been called. Next steps: Appoint a contractor upon receipt of tenders.</td>
</tr>
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## Work Programme 2017/2018 Q1 Report

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<tr>
<td>2255</td>
<td>CF- Investigation and Design</td>
<td>Whau - renew park lighting 2017-18</td>
<td>Renew park lighting in Godley Green and Golf Road Domain.</td>
<td>Q1</td>
<td>ABS: Capex</td>
<td>$10,600</td>
<td>Approved</td>
<td>Green</td>
<td>Current Status: The lights at Golf Road Domain and Godley Green have been reassessed by the renewals coordinator and the asset management team. Next steps: All of the lights have been reassessed as being in a good-average condition and will not be renewed at this time.</td>
</tr>
<tr>
<td>3324</td>
<td>CF: Project Delivery</td>
<td>Whau - renew park signage - FY17</td>
<td>Park signage renewal</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABS: Capex</td>
<td>$50,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: The project is being scoped. Next steps: Once the scope of works has been decided quotes will be sought.</td>
</tr>
<tr>
<td>2256</td>
<td>CF- Investigation and Design</td>
<td>Whau - renew park signage 2017-18</td>
<td>Renew park signage in Avondale West Reserve, Bob Hill Reserve, Copley Park, Craigavon Park, Dallas Reserve, Delta Triangle, Golf Road Domain, Golf Road Domain, Green Bay Beach, Green Bay Domain, Hinau Reserve, Manawatu Wetland Reserve, Mason Park, Miranda Reserve, Northhall Park, Patts Reserve, Riversdale Reserve, Rua Reserve, and Taunton Terrace.</td>
<td>Q2;Q3;Q4</td>
<td>ABS: Capex</td>
<td>$33,500</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: A site investigation is required. Next steps: A business case will be written.</td>
</tr>
<tr>
<td>2258</td>
<td>CF- Investigation and Design</td>
<td>Whau - renew park walkways and paths 2017-18 and 2018-19</td>
<td>Renew park walkways and paths in Blockhouse Bay Recreation Res, Rial Reserve, Tanarua Reserve, Waitak Reserve. Investigate &amp; design year one, physical works year two.</td>
<td>Q2;Q3;Q4</td>
<td>ABS: Capex</td>
<td>$2,750</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: The business case is underway. Next steps: The planning phase will be entered into. This will include the creation of a project plan.</td>
</tr>
<tr>
<td>2259</td>
<td>CF- Investigation and Design</td>
<td>Whau - renew sports fields 2017-18</td>
<td>Renew sports fields in Ken Maunder Park and Olympic Park.</td>
<td>Q3;Q4</td>
<td>ABS: Capex</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Tenders have been called. Next steps: Appoint a physical works contract upon receipt of tenders.</td>
</tr>
<tr>
<td>1635</td>
<td>CF- Operations</td>
<td>Whau Maintenance Contracts</td>
<td>The maintenance contracts include all buildings, parks and open space assets, sports fields, tree management and maintenance, ecological restoration, pest management, riparian planting, coastal management and storm damage. The budget for these contracts is determined by the Governing Body.</td>
<td>Q1;Q2;Q3;Q4</td>
<td>ABS: Opex</td>
<td>$ -</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 120-149 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 hours emergency response. Replacement tree planting was completed over July/August. Annual inspections of street and park trees has 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>
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### Work Programme 2017/2018 Q1 Report

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<tr>
<td>2232</td>
<td>CF: Investigation and Design</td>
<td>Whau Recreation Centre - develop new recreation centre</td>
<td>Develop a recreation centre in Whau area</td>
<td>Not scheduled</td>
<td>ABS: Capex</td>
<td>$609,830</td>
<td>Deferred</td>
<td>Red</td>
<td>Risks/Issues: This project has been deferred to future years as there was insufficient budget to deliver this project within this financial year. Following the local board’s approval of the work programme, all projects were assessed and re-prioritised to align with local board budget. Low priority projects have subsequently been deferred to next year’s work programme. We will still try to deliver them earlier if it’s possible under the Risk Adjusted programme. The business case is completed.</td>
</tr>
<tr>
<td>2260</td>
<td>CF: Investigation and Design</td>
<td>Wingate Reserve - park buildings renewal</td>
<td>Renew park buildings, Investigation and design FY18 and physical works FY19. Details to be provided by the end of the calendar year.</td>
<td>Q2:Q3,Q4</td>
<td>ABS: Capex</td>
<td>$2,500</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: The business case has been completed. Next steps: The project will be handed to project delivery for the physical works to begin.</td>
</tr>
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</table>

#### Infrastructure and Environmental Services

| Item 16 | I&ES: Environmental Services | Bike Hub (EcoMatters) - Whau | To develop the repair centre for secondhand bikes at the EcoMatters precinct. To continue to develop and deliver bicycle skills programmes in conjunction with partner organisations. To develop a bike hire service that educates users about active transport and the Whau River environment. | Not scheduled | LDI: Opex | $10,000 | In progress | Green | Community use of the Bike Hub was sustained throughout quarter one, despite mid-winter usually being a quiet time for bike-related activities. During this period the Bike Hub was operational and accessible to the public from 9am to 1pm, Thursday to Sunday (16 hours per week). During these hours there was always a paid and experienced staff member onsite, as well as a number of volunteers. The Bike Hub has established a positive relationship with existing bike retail shops in the Whau. Both entities complement each other with referrals going both ways, and working to grow participation in cycling in the community. An arrangement with Bike 101 in New Lynn is now established where they donate unwanted bikes and parts to Damon Birfield (EcoMatters CEO) and Brent Brierly (Bike Hub Manager) were interviewed by Kathryn Ryan on Radio NZ about the Bike Hub on 24 August 2017. The following data provides a summary of some aspects of operation over July and August but Total Visitors: 1776/Bike Hub Visits from Whau area: 846/Bike volunteer hours contributed: 61/Bike assisted with maintenance/repairs: 61/Bike sold (low cost, reconditioned and safely checked): 11/Bikes donated: 61/Bikes loaned/hired: 4/Bike kits donated to the Bike Hub: 22/Bike development. |

<p>| Item 16 | I&amp;ES: Environmental Services | Bus subsidies for participation in education for sustainability - Whau | To provide bus subsidies for the 26 schools within the Whau Local Board area to attend education for sustainability programmes at Arataki, and other experience centres. The Sustainable Schools team operates six experience centres around Auckland which offer hands-on education for sustainability experiences, inspiring children to make a difference for their environment. Staff are aware, from direct teacher feedback, that the cost of buses is restricting students from being able to attend these experience centres. As a guide, $1,500 would allow 10 schools to attend an experience centre. | Not scheduled | LDI: Opex | $2,100 | In progress | Green | In quarter one marketing collateral was produced and distributed via email to principals and key sustainability teachers at all schools in the Whau local board area. Funds will be awarded throughout the following quarters on a first-come-first-served basis and distributed to up to 14 schools. The schools are expected to organise a transport fund and to pay buses directly to the school following their visit. In quarter one, Keirton Intermediate received funding and attended the Arataki Education Centre. |</p>
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<tr>
<td>129</td>
<td>I&amp;ES: Environmental Services</td>
<td>EcoMatters Environment Centre and Sustainability Hub (EcoMatters) - Whau</td>
<td>To provide funding to support the operation of EcoMatters Environment Centre and associated education programmes, as well as provide baseline funding for EcoMatters Trust. EcoMatters deliverables include: • Manage the EcoMatters Environment Centre • Promote service to the diversity of Whau communities • Provide and promote free or affordable meeting space to other environmentally focused community groups • Deliver a minimum of 26 sustainability-related seminars and workshops within the funding period</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$41,000</td>
<td>In progress</td>
<td>Green</td>
<td>In quarter one the Environment Centre was open to the public for 33 hours per week which is consistent with its operating target of being open at least 30 hours per week. EcoMatters is on track to achieve their target of delivering at least 26 sustainability-related seminars or workshops during the funding year. A total of twelve workshops were held in the first quarter covering zero waste, gardening, fruit preserving, making reusable food wraps, reusable bags and cleaning care products, and how to upgrade a computer. All of the workshops held in August 2017 had a waste minimisation theme. Evaluations were carried out for each workshop and in quarter one 74% of participants rated the workshops as excellent, 26% rated them as good and 0% rated them average/poor. On 22 July 2017 EcoMatters held a Kiwi Bottle drive event at the Environment Centre to promote the potential of a ‘container take back scheme’ to the public. The workshop and events programme for quarter two was developed and distributed prior to the end of quarter one. Two quarter two workshops commenced with a “Big Little Bike Day” (family fun day event) being held on 1 October 2017.</td>
</tr>
<tr>
<td>123</td>
<td>I&amp;ES: Environmental Services</td>
<td>EcoMatters Sustainability Hub activation (EcoMatters) - Whau</td>
<td>To continue to implement improvements to the EcoMatters precinct at Olympic Park in response to 2014 review • Community organic garden and urban organic food production systems are developed and maintained • Nursery for native and edible plants is established and developed • Development of new education programmes</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green</td>
<td>An education programme is being offered for visiting schools, kindergartens, and play centres in the Whau local board area. Visiting schools/centres can participate in workshops covering gardening, composting/recycling/reuse/upcycling/repair, conservation/restoration, energy efficiency and local food. Twice weekly Edible Gardening Sessions are held for the local community to be involved in planting, weeding, harvesting, and growing food at EcoMatters and to share the harvested vegetables and fruit. This programme began in August 2017 and there are currently five regular community gardeners. A total of 32 volunteer hours were completed by the community gardeners in August 2017. This programme will continue to be promoted to the local community in the following quarters. In quarter one a total of 1,000 plants were propagated in the EcoMatters community nursery and 50 plants were used for a planting initiative at Green Bay Primary School.</td>
</tr>
<tr>
<td>125</td>
<td>I&amp;ES: Environmental Services</td>
<td>EcoWest Festival (EcoMatters) - Whau</td>
<td>To provide funding to support the EcoWest Festival which will run from March-April 2018. EcoMatters deliverables include: • Provide a community-based environmental festival with access to free public events • Design and deliver an event that provides information and practical ideas for making sustainable living easy • Market the festival to businesses, institutions and community groups acknowledging Whau Local Board’s funding • Promote the festival in ways that target the diversity and distribution of the population To work collaboratively with other agencies who may be delivering similar events in the other sub-regions at the same time.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$9,000</td>
<td>In progress</td>
<td>Green</td>
<td>In quarter one funding applications were completed and submitted to The Trusts’ Community Foundation (TCF) for further financial support of the EcoWest Festival and the flagship EcoDay event. The outcome of the TCF application is due in October 2017. In quarter two, recruitment for the EcoWest Festival delivery team will commence as well as a call for expressions of interest from event organisers to register their event(s).</td>
</tr>
<tr>
<td>70</td>
<td>&amp;ES: Healthy Waters</td>
<td>Friends of Oakley Creek Restoration Project</td>
<td>To provide a grant to the Friends of Oakley Creek to support volunteers to continue the protection, enhancement and restoration of the ecological health of Oakley Creek.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$3,000</td>
<td>In progress</td>
<td>Green</td>
<td>This restoration project is due to commence in the second quarter. Friends of Oakley Creek will work with volunteers to propagate native plants ready for planting in riparian areas within the Whau local board area in the fourth quarter.</td>
</tr>
</tbody>
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<td>79</td>
<td>I&amp;ES: Environmental Services</td>
<td>Healthy Rentals - Whau</td>
<td>To improve the quality of rental housing and improve household energy efficiency. The programme is targeted at private rental properties with low housing quality, low income tenants, or tenants who have health conditions related to cold, damp housing. This project assists landlords to meet their obligations under the recent changes to the Residential Tenancies Act and offers subsidies towards the costs of clean heating and interventions to control dampness. The project: 1. Provides landlords with free independent, technical assessment of their rental property 2. Offers subsidies to landlords to make improvements that increase the energy efficiency 3. Educates tenants on how they can improve the health of their home and save money on their power bills through behaviour changes which they can take with them to future rental properties.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$25,000</td>
<td>In progress</td>
<td>Green</td>
<td>The 2016/2017 Healthy Rentals project was completed during quarter one with the carry-forward funds used to continue the project throughout the winter months. The 2016/2017 project evaluation was commenced with surveys developed to gather feedback from tenants and landlords. A summary project report will be supplied to the board at the beginning of quarter two. The 2017/2018 Healthy Rentals project will align with the district health board Healthy Homes Initiative. Alignment of the two projects will enable tenants to access a wider range of products and services, for example installing shower flow restrictions or energy efficient light bulbs, and replacing gas heaters with more efficient electrical heaters. Local funding will enable landlords to receive reports on the condition of the home, and access to subsidies to improve energy efficiency such as ground sheets and insulation.</td>
</tr>
<tr>
<td>102</td>
<td>I&amp;ES: Environmental Services</td>
<td>Home Energy Advice in Whau</td>
<td>Doorstep provision of home energy advice and energy saving devices to residents, including new migrants, in high priority locations. Follow up of participants to evaluate effectiveness of action taken as a result of the provision of advice, information and or targeted energy efficiency devices for use in the home. The project has two objectives: to reduce residential energy use and associated carbon emissions, and to improve the quality of house by keeping houses warmer and drier. Insulation, ventilation and efficient heating are critical to improving the health outcomes in poor quality homes in Auckland. Efforts to improve insulation, ventilation and heating, along with the use of more efficient appliances such as water heating, cooking appliances, refrigeration and lighting, are key to making homes warm while lowering domestic energy use.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$25,000</td>
<td>In progress</td>
<td>Green</td>
<td>In quarter one the final results were received for the 2016/2017 project. For 217 households (646 residents) that were visited and given personalised advice on how to reduce home energy use, a total of 551 energy efficiency recommendations were made and residents committed to 476 actions. Follow-up contact established that residents undertook a combined total of 424 actions averaging 2.6 actions per household. Personalised journey planning provided to 215 households with 120 travel commitments made by residents resulted in 73 people changing the way they travel. It is estimated that the initiative resulted in an emissions reduction of 87 tonnes of carbon equivalent per year. This report will be presented to the board at a workshop scheduled for November 2017. Procurement will be undertaken in quarter two for the quarter four delivery of the 2017/2018 initiative.</td>
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<tr>
<td>103</td>
<td>I&amp;ES: Environmental Services</td>
<td>Household and Communities Engagement: Ethnic Communities Engagement</td>
<td>Continuing to support ethnic communities and harnessing their interests and energy to benefit the environment and to provide positive outcomes for their communities. This includes: • Continuing to provide support to the Auckland Environmental Protection Association (Chinese eco-elders) to enable their waste minimisation and environmental restoration activities and care of the New Lynn Friendship Garden. • Training for groups in waste management at events. • Translation services in support of this and other Whau environmental initiatives.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$5,000</td>
<td>In progress</td>
<td>Green</td>
<td>During quarter one the Auckland Environmental Protection Association (AEPAs) continued to nurture and maintain the New Lynn Friendship Garden. The AEPAs also participated in the Te Whau Pathway Mayors Million Trees Planting Day hosted by Mayor Phil Goff, which was held at Archibald Park, Kelston on 9 September 2017. Engagement with the AEPAs is planned for quarter two to discuss future community gardening opportunities and upcoming waste minimisation initiatives.</td>
</tr>
<tr>
<td>37</td>
<td>I&amp;ES: Healthy Waters</td>
<td>Industrial Pollution Prevention Programme</td>
<td>To support improvements to waterways through a proactive programme supporting and encouraging businesses to be more aware of how their practices can impact on local waterways.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green</td>
<td>A workshop with the board on 30 August 2017 discussed target areas for this project. Through the workshop a target area incorporating businesses in Rosebank Peninsula, Kelston and Glendene has been identified, and the project is scheduled to commence at the end of quarter 3. Work has been staged for quarter 3 to ensure contractor availability, and to allow for the completion of contaminant load monitoring project (The Whau Project) early in 2018.</td>
</tr>
<tr>
<td>524</td>
<td>I&amp;ES: Environmental Services</td>
<td>Integrated Ecological Framework for the Whau</td>
<td>The Whau Local Board Plan has clear high-level environmental aspirations, and the board is investing in a range of environmental activities in the board area. However the board does not have a strategic plan with clear priorities to guide that investment to maximise the ecological outcomes for the board area. The proposed project will provide integrated advice on the most effective and efficient ways of achieving their aspirations, taking into account significant ecological values across public and private land and freshwater environments; community engagement in environmental care; as well as compiling key opportunities across council work programmes to achieve ecological benefits in the Whau Local Board area. The plan will take into account the local board plan aspirations for increasing stewardship within the Whau, overlaying the information gathered in the WEAR report and aligning with the findings of the recent work commissioned from Rachael Trolman - Upping the Ante: Making Real Environmental Gains in the Whau.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$5,000</td>
<td>In progress</td>
<td>Amber</td>
<td>The integrated ecological framework is at risk of delays owing to staff resource to deliver. Staff are working to prioritise delivery within quarters two through four. Resources allocated to this project changed in quarter one, and this has caused a delay in implementation. Staff are working to prioritise delivery within quarters two through four. Work will focus on mapping and restoration opportunities in consultation with community groups and existing activity.</td>
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<tr>
<td>124</td>
<td>I&amp;ES: Environmental Services</td>
<td>Love Your Neighbourhood (EcoMatters) - Whau</td>
<td>To provide rapid response assistance up to a value of $500 to support volunteer-driven practical environmental initiatives, for instance environmental clean-ups and restoration, community planting, and food growing. This will include providing practical assistance to not-for-profit preschools to enable environmental education initiatives; in particular edible gardens and water saving and collection devices. • Promote the availability of the assistance through appropriate networks across the Whau Local Board area. • Respond to requests from the Whau Local Board to support community action.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Green</td>
<td>Assistance was provided during quarter one as follows - four restoration sessions with Green Bay High School students comprising weeding and mulching at their school and Waitakere water testing at La Rosa Gardens Reserve. - Te Pou Theatre Whananui Day where EcoMatters provided two activities, potting up of native plants and clay seed bombs. About 30 families participated. - Planting of 100 plants at the Titirangi Golf Course and another 160 at the back of Blockhouse Bay School involving five volunteers. - Three sites along the Waitahurangi had contractor weeding maintenance to support their ongoing restoration projects including sites that were planted. Promotion of the Love Your Neighbourhood initiative commenced using Facebook and an improved poster and flyer is being developed to distribute at libraries and community centres early in quarter two. Also scheduled for quarter two is a mail out to schools, kindergartens and play centres.</td>
</tr>
<tr>
<td>61</td>
<td>I&amp;ES: Healthy Waters</td>
<td>Manukau Harbour Forum - Whau Local Board</td>
<td>To continue to support the Manukau Harbour Forum.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$5,000</td>
<td>In progress</td>
<td>Amber</td>
<td>Work programme has not been finalised and agreed to by the Forum as yet. The next opportunity for the Forum to finalise the work programme is at a scheduled meeting on 20 October 2017. The Manukau Harbour Forum considered its work programme at its August 2017 meeting. Funding was approved for a communications programme with the forum reserving its decision on $30,000 of budget until receipt of a report on the marine education programmes and funding of external programmes. Local board services department will look to incorporate the governance review of the forum within the wider Governance Framework Review currently underway.</td>
</tr>
<tr>
<td>127</td>
<td>I&amp;ES: Environmental Services</td>
<td>Project HomeWise (EcoMatters) - Whau</td>
<td>A minimum of six workshops to be provided to communities on topics such as: • Waste minimisation (how to sort household rubbish, including composting, options and demonstration) • Water saving (how to reduce water consumption and bills) • Energy efficiency (how to reduce power bills) • Sustainable living</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>No workshops were held in the Whau local board area in quarter one. The engagement process with potential participants has started, including a request to speak about the initiative at an upcoming Fijian Indian Senior Citizens meeting. Planned engagement with community groups will enable development of the workshop schedule for quarter two onwards. The Healthy Rentals programme is going well in the Whau local board area and may provide some further referrals for applicable groups.</td>
</tr>
<tr>
<td>69</td>
<td>I&amp;ES: Healthy Waters</td>
<td>Whau River Catchment Trust</td>
<td>This project would be an extension of the current Whau River knowledge sharing project from the 2016/2017 financial year. The activities that will be funded through this project will be developed based on the learnings from the 2016/2017 Whau River knowledge sharing symposium. This symposium will raise awareness of the science and the state of the environment monitoring for the Whau River catchment, as well as planning for the future of the catchment.</td>
<td>Not scheduled</td>
<td>LDI: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>A funding agreement was signed with Whau River Catchment Trust by end of September 2017. The Trust will be developing a community environmental monitoring programme for the Whau Catchment in quarter two. They will be contacting local schools and community to invite them to become part of the Bioblitz which will run in April/May 2018. The information gathered will be used to inform the Whau Local Board of where restoration can take place, monitoring water quality and mapping areas that have been monitored.</td>
</tr>
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<tr>
<td>1369</td>
<td>CS: Libraries &amp; Information</td>
<td>Celebrating cultural diversity and local communities - Whau</td>
<td>Celebrate cultural diversity and local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes: Pacifica, Diwali, Lunar New Year, Pacific Language weeks, Heritage Festival, Family History month, Christmas celebrations, PRIDE, ANZAC Day, Local Board events, Local history events, Local Business Association events. (Funded within ABIS Opex budget activity: &quot;Library hours of service - Whau&quot;)</td>
<td>Q1:Q2,Q3,Q4</td>
<td>ABIS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Avondale Library held a special Eid storyline in July to mark the end of Ramadan which was attended by 31 people. In Blockhouse Bay Library 30 people took part in workshops about available resources for genealogy and how to get the best out of on-line searching. Of note also were 2 events: pop up performance by local poet Leilani Tamu for National Poetry Day and a performance of Blockhouse Bay Primary's Kauri Choir. Currently, new outreach opportunities to the Burmese community and collaborations with Eco West, Whau Arts and Generation Ignite are in progress.</td>
</tr>
<tr>
<td>1367</td>
<td>CS: Libraries &amp; Information</td>
<td>Celebrating Te Ao Māori and strengthening responsiveness to Māori - Whau</td>
<td>Celebrating te ao Māori with events and programmes including regionally coordinated and promoted programmes: Te Tiriti o Waitangi, Matariki and Māori Language Week. Engaging with hai and Māori organisations. Increasing the use and visibility of te reo Māori. (Funded within ABIS Opex budget activity: &quot;Library hours of service - Whau&quot;)</td>
<td>Q1:Q2,Q3,Q4</td>
<td>ABIS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Promotion for Te Wiki o te Reo included book displays, guides and banners to encourage greeting, better pronunciation and basic learning. In New Lynn library te reo Māori was incorporated into both storytimes and Wiggle and Rhyme sessions during this period.</td>
</tr>
<tr>
<td>1364</td>
<td>CS: Libraries &amp; Information</td>
<td>Children and Youth engagement - Whau</td>
<td>Provide children and youth activities and programming, including a programme of children's activities during school holidays, which encourage learning and literacy. Engage directly with local schools in the board area to support literacy and grow awareness of library resources. (Funded within ABIS Opex budget activity: &quot;Library hours of service - Whau&quot;)</td>
<td>Q1:Q2,Q3,Q4</td>
<td>ABIS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>The July school holidays saw a variety of events being held with the theme 'What Lies Beneath'. 21 activity sessions were held with 1019 children and adults taking part. A varied programme offering a mix of crafts, movies, treasure hunts and active games and stories, the most popular being Davy Jones’s treasure hunt, making wearable art and the visiting Black Stacks. A combined promotional booklet put together by the Whau Libraries and New Lynn/Avondale community centres was a popular guide for parents and will be used again for the next holidays.</td>
</tr>
<tr>
<td>1361</td>
<td>CS: Libraries &amp; Information</td>
<td>Extended hours and additional programme Whau</td>
<td>3 additional opening hours at Avondale Library. 3 additional opening hours at Blockhouse Bay Library. 1 additional opening hour at New Lynn Library. Develop and deliver targeted programmes utilizing additional resources.</td>
<td>Q1:Q2,Q3,Q4</td>
<td>LDI: Opex</td>
<td>$ 51,000</td>
<td>In progress</td>
<td>Green</td>
<td>The funding support from the Whau Board for additional hours in the libraries is appreciated resulting in increased access and targeted programmes on the weekends including family storytime on Sundays at New Lynn, bi-lingual storytimes at Blockhouse Bay and Avondale, make space sessions, digital drop-in sessions and longer study/question time for students. Extended hours are noticeably increasing patronage at all three sites and are also allowing the libraries hours to be aligned with local businesses, to benefit the whole community.</td>
</tr>
<tr>
<td>1362</td>
<td>CS: Libraries &amp; Information</td>
<td>Information and lending services - Whau</td>
<td>Provide information and library collections lending services. (Funded within ABIS Opex budget activity: &quot;Library hours of service - Whau&quot;)</td>
<td>Q1:Q2,Q3,Q4</td>
<td>ABIS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Item issues from the Whau Libraries has seen a 2% increase this quarter compared to the same period last year with an 8% increase at New Lynn and 5% at Blockhouse Bay which is due to the closure of Tiritiri Library for refurbishment.</td>
</tr>
<tr>
<td>1360</td>
<td>CS: Libraries &amp; Information</td>
<td>Learning and Literacy programming and digital literacy support - Whau</td>
<td>Provide learning programmes and events throughout the year including: classes, Book a Librarian sessions, make space activities, Adult Learner week. Provide support for customers using library digital resources including PCs, Wi-Fi, eResources and customers' own devices. (Funded within ABIS Opex budget activity: &quot;Library hours of service - Whau&quot;)</td>
<td>Q1:Q2,Q3,Q4</td>
<td>ABIS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Book a Librarian sessions numbered 84 and continue to be appreciated by customers who often bring their own devices to learn more about Facebook, Trade Me, e-mail tips and tricks and e-resources and the benefits of web access and cloud printing. The Internet PC and WiFi sessions this quarter numbered 105,461, a reduction of 2% compared to the same period last year. Avondale library hosted bi-lingual English-Mandarin digital literacy classes, Blockhouse Bay Library an adults Arts e-resources class and New Lynn Careers NZ classes and Te Whānanga drop in sessions.</td>
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### Work Programme 2017/2018 Q1 Report

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<tr>
<td>1360</td>
<td>CS: Libraries &amp; Information</td>
<td>Library hours of service - Whau</td>
<td>Provide library service at Avondale Library for 52 hours over 7 days per week. ($524,356 - FY17/18) Provide library service at Blockhouse Bay Library for 52 hours over 7 days per week. ($468,433 - FY17/18) Provide library service at New Lynn Library for 56 hours over 7 days per week. ($738,027 - FY17/18)</td>
<td>Q1; Q2; Q3; Q4</td>
<td>ABS: Opex</td>
<td>$ 1,750,816</td>
<td>In progress</td>
<td>Green</td>
<td>The Whau libraries together have seen a one per cent increase in customer visits this quarter compared to the same period last year with a four per cent increase at New Lynn. This is due to the closure of Titirangi Library for refurbishment.</td>
</tr>
<tr>
<td>1363</td>
<td>CS: Libraries &amp; Information</td>
<td>Preschool programming - Whau</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: Wiggle and Rhyme, Rhymetime, Storytime, multilingual storytimes. Outreach to ECE providers and language nests. (Fund within ABS Opex budget activity: “Library hours of service - Whau”)</td>
<td>Q1; Q2; Q3; Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Pre-school programming continues to remain popular in all of the Whau libraries with all programmes showing increased numbers this quarter. 125 sessions were delivered with 5,164 participants. Numbers attending the new bi-lingual Mandarin/English and Zumba storytimes are increasing as more people are made aware of the offer. Visits into the libraries from early childhood educators (ECEs) and out to them numbered 22 this quarter. First Steps preschool and Lolipop’s childcare visit New Lynn Library every fortnight. A highlight this quarter was all three libraries hosting the Little Souls Music Academy as part of the Whau Pacific Festival. 210 children and adults participated and clearly enjoyed the pacific songs, instrumental music and dance.</td>
</tr>
<tr>
<td>1365</td>
<td>CS: Libraries &amp; Information</td>
<td>Summer reading programme - Whau</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. (Fund within ABS Opex budget activity: “Library hours of service - Whau”)</td>
<td>Q2; Q3</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Promotion of 2017 Kia Mika te Wha regional summer reading programme will be scheduled in the fourth school term. Planning is underway.</td>
</tr>
<tr>
<td>1366</td>
<td>CS: Libraries &amp; Information</td>
<td>Supporting customer and community connection - Whau</td>
<td>Provide programmes that facilitate customer connection with the library and community including book clubs, events, author talks, themed clubs, rest home visits, seniors groups. Provide community space for hire at New Lynn War Memorial Library. (Fund within ABS Opex budget activity: “Library hours of service - Whau”)</td>
<td>Q1; Q2; Q3; Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Blockhouse Bay Library held its annual Arts at the Library in July with over 140 participants taking part in pottery, painting, photography and card making workshops. The John Pinte photography and pottery workshops for beginners and intermediate level were popular with participants some adults coming subjects to these subjects for the first time. Book clubs, ESOL group tours, makerspace and Minecraft sessions are some of the activities offered this quarter to help build the connectedness of people to grow community. Such is the demand for the ever popular chess club at New Lynn and Avondale with 686 people taking part means that an additional afternoon is being considered. All three libraries celebrated Comic Book Month in September with activities, displays competitions and movies. More than 200 people of all ages and there has been a noted surge of interest and borrowing of comic books and graphic novels.</td>
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<tr>
<td>900</td>
<td>ATEED: Local Economic Growth</td>
<td>Economic Development Action Plan review and implementation</td>
<td>The Whau Local Economic Development (LED) Action Plan was produced in 2013 and has been implemented in part over the last 4 years. This project is to undertake a review of the Whau LED Action Plan to ensure actions are aligned with the direction of the new Local Board Plan and is more focused on deliverable activities that the local board can focus on over the next three years. Actions could focus on growing existing businesses and attracting new businesses to the Whau that provide well-paid employment opportunities in the area and reduces the reliance on commuting to access those opportunities. Actions must focus on those areas the local board, Auckland Council and others are able to influence. This project will prioritise actions for delivery in 2017/18 and commence delivery.</td>
<td>Q1,Q2</td>
<td>LDI: Opex</td>
<td>$30,000</td>
<td>Approved</td>
<td>Green</td>
<td>Draft scope for the project has been developed. Awaiting a workshop to bring the scope to the local board for discussion.</td>
</tr>
<tr>
<td>1113</td>
<td>ATEED: Local Economic Growth</td>
<td>Young Enterprise Scheme (Whau)</td>
<td>ATEED: on behalf of the Young Enterprise Trust, delivers the Young Enterprise Scheme (YES) in Auckland. YES is a practical, year-long programme for year 12 and 13 students. Through the programme, students develop creative ideas into actual businesses, complete with real products and services and experience real profit and loss. The funding from the local board will support the delivery of the Young Enterprise Scheme Enterprise-Days in February 2018. The e-days are held in sub-regions (north, south, east, central/west) and are the first day students get to meet the Young Enterprise team, and find out about their 2018 year, what YES is all about, and what is in store for them.</td>
<td>Q3</td>
<td>LDI: Opex</td>
<td>$1,000</td>
<td>Approved</td>
<td>Green</td>
<td>The Young enterprise Scheme E (Enterprise)-days are scheduled for delivery in February 2018. The use of the funds will be drawn down in quarter three to support the E-days delivery. As a result there is no update for Q1 reporting as no activity has occurred.</td>
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### Parks, Sport and Recreation

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<tr>
<th>ID</th>
<th>CS: PSR: Active Recreation</th>
<th>Avondale Intermediate Pool - Facility Partnership</th>
<th>Provide a facility partnership grant to Avondale Intermediate towards enclosing and heating the school's existing outdoor swimming pool. Grant includes the Western Joint Funding Committee ($500,000) and $100,000) and the Central Facility Partnership Committee ($400,000)</th>
<th>Q1,Q2,Q3,Q4</th>
<th>ABS: Opex</th>
<th>$ -</th>
<th>In progress</th>
<th>Green</th>
<th>Avondale Intermediate have received a proposal from Swimmation to work in partnership. Sport and Recreation staff have provided advice on the proposal and the school is intending to meet with Swimmation to discuss options further.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1416</td>
<td>CS: PSR: Active Recreation</td>
<td>Avondale College Courts - Facility Partnership</td>
<td>Provide a facility partnership grant to Avondale College for resurfacing and floodlighting of the netball and tennis courts ($320,000)</td>
<td>Q1,Q2,Q3,Q4</td>
<td>ABS: Opex</td>
<td>$ -</td>
<td>In progress</td>
<td>Green</td>
<td>Pre-application memo received from Auckland Council consenting team advises that a resource consent for floodlighting may be required, supported with reports on use, noise, traffic, lighting and environmental effects. In addition to these specialist reports Avondale College is likely to require assistance of a planning consultant. The cost implications for the project are being explored by Avondale College.</td>
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<tr>
<td>1432</td>
<td>CS: PSR: Active Recreation</td>
<td>Avondale College: Community Access 2017/2018</td>
<td>Provide a community access grant to Avondale College to enable community use of the Avondale College Stadium and support maintenance of the facility. Funding allocation will be determined by the Governing Body. The Local board will be responsible for setting and monitoring key performance indicators (KPIs).</td>
<td>Q1, Q2, Q3, Q4</td>
<td>All: Opex</td>
<td>$40,000</td>
<td>In progress</td>
<td>Green</td>
<td>Funding Agreements including the outcomes and KPI’s defined by the relevant local boards will be drafted and sent to Avondale College for approval and signature before the release of the funding.</td>
</tr>
<tr>
<td>858</td>
<td>CS: PSR: Park Services</td>
<td>WH area: Planning for the delivery of Open Space Network and Greenways Plans</td>
<td>Planning of Parks Sport and Recreation services across the Whau Local Board area for projects identified in the Open Space Network and Local Paths plans.</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$50,000</td>
<td>In progress</td>
<td>Green</td>
<td>Details of the work programme was work shopped and approved by the local board in August 2017. Progress has been made on all projects, as detailed below. - Crum Park Concept Plan - The Community Facilities design team have been briefed, an initial site visit undertaken and initial engagement with the Kelston community complete. A draft design is to be developed which will be workshopped with the board in Quarter two. - Motu Manawa Walkway Planning - Work on high level options and feasibility plans for stages two and three of the coastal walkway is underway. - Encroachment Investigation - The approach for identifying and resolving encroachments on parks has been finalised and desktop analysis is underway. Parks staff are working collaboratively with Auckland Transport, Healthy Waters and Compliance staff on the New Lynn industrial area’s encroachment issues. - Green Bay Open Space Activation and Planning - The Community Facilities design team has been briefed and a site visit with Green Bay community centre staff and the design team was conducted. Design work and public consultation is ongoing, with a draft activation and improvements plan to be developed in quarter two.</td>
</tr>
<tr>
<td>1446</td>
<td>CS: PSR: Active Recreation</td>
<td>Whau area: Delivering recreation programmes</td>
<td>Provide a grant to Sport Waitakere for delivery of sport and recreation participation initiatives that are designed to get more residents active in the Whau area.</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$40,000</td>
<td>In progress</td>
<td>Green</td>
<td>Key Performance Indicators have been agreed by the Sport and Recreation Lead and Sport Waitakere. A funding agreement has been sent to Sport Waitakere for signing.</td>
</tr>
<tr>
<td>3331</td>
<td>CS: PSR: Park Services</td>
<td>Whau Greensways Plan implementation</td>
<td>Deferred Greensways planning budget</td>
<td>Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green</td>
<td>Options for projects which could be funded from this budget are being developed by staff, and will be work shopped with the local board in quarter two.</td>
</tr>
<tr>
<td>1198</td>
<td>CS: PSR: Park Services</td>
<td>Whau local parks: Creating a Māori identity</td>
<td>Identifying opportunities for park and facility naming/renaming and engaging with Manu Whenua to develop Māori names and enhance Auckland’s Māori identity and Māori heritage.</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>Strategy and approach for the renaming process has been worked with the local board. Investigation into historic names currently underway with support from Libraries. Expressions of interest from mana whenua to lead on the renaming project in the Whau area have been received.</td>
</tr>
<tr>
<td>1944</td>
<td>CS: PSR: Park Services</td>
<td>Whau River Catchment: Park Community Partnership</td>
<td>Whau River Catchment Trust programme funding</td>
<td>Q1, Q2, Q3, Q4</td>
<td>LDI: Opex</td>
<td>$65,000</td>
<td>In progress</td>
<td>Green</td>
<td>Restoration planting is underway on Eastern Rosebank esplanade reserves and 4800m² of land has been prepared for the planting of over 4000 plants. Local schools planted 1000 plants on the Rosebank Domain esplanade. Planning for extra clearance of weeds and preparing many further sites is underway using the Mayor’s million trees funding. The animal pest control programme on Kurt Birdner Reserve is ongoing and has been running smoothly throughout the quarter.</td>
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| 1945| CS: PSRR: Park Services| Whau: Ecological volunteers and environmental programme| Programme of activity supporting volunteer groups to carryout ecological restoration and environmental programmes in local parks including:  
- Community planting events;  
- Plant and animal pest eradication;  
- Litter removal;  
- Contractor Support;  
- Tools and Equipment;  
- Beach Clean Ups;  
- Brochures | Q1:Q2:Q3:Q4 | LDI: Opex | $37,000 | In progress | Green | A pontoon on trailer has been purchased for the Whau River Catchment Trust. Planning is underway for restoration planting areas for the Friends of Oakley Creek. Further work is being planned for volunteer planting sites on Rosebank East Esplanades and the contractor Te Ngaahere is carrying out some post planting weed control for persistent weeds at Rosebank East. |
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<th>ID</th>
<th>Lead Dept/Unit or CCO</th>
<th>Activity Name</th>
<th>Activity Description</th>
<th>Timeframe</th>
<th>CL: Final Lease Expiry Date</th>
<th>CL: Annual Rent Amount (excluding GST)</th>
<th>CL: Annual Opex Fee (excluding GST)</th>
<th>Activity Status</th>
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<tr>
<td>1535</td>
<td>CF: Community Leases</td>
<td>Citizens Advice Bureau Auckland City - Avondale</td>
<td>Renewal of lease for part of 99 Rosebank Road, Avondale</td>
<td>Q4</td>
<td>30/06/2024</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>A multi premises lease has been drafted and provided to Auckland Citizens Advice Bureau, the umbrella for Citizens Advice Bureaus across the region. This was sent 11 July 2017 and is for their review and if in order, execution. We await their response.</td>
</tr>
<tr>
<td>1536</td>
<td>CF: Community Leases</td>
<td>Citizens Advice Bureau Waitakere - New Lynn</td>
<td>Renewal of lease for part of New Lynn Library, 3 Memorial Drive, New Lynn</td>
<td>Q4</td>
<td>30/06/2024</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>Approved</td>
<td>Green</td>
<td>Multi premises lease has been drafted and provided to Auckland Citizens Advice Bureau, the umbrella for Citizens Advice Bureaus across the region. This was sent 11 July 2017 for their review and if in order, execution. We await their response.</td>
</tr>
<tr>
<td>1537</td>
<td>CF: Community Leases</td>
<td>NZ Plunket Society Inc - New Lynn</td>
<td>New lease for part of New Lynn Community Centre, 45-47 Totara Avenue, New Lynn</td>
<td>Q1</td>
<td>27/08/2023</td>
<td>$ 150.00</td>
<td>$ 150.00</td>
<td>In progress</td>
<td>Green</td>
<td>The plunket rooms are located within the New Lynn Community Centre. Refurbishment of the centre is planned and proposed multi premise lease is being considered.</td>
</tr>
<tr>
<td>1538</td>
<td>CF: Community Leases</td>
<td>FNZ Plunket Society - Green Bay</td>
<td>New lease or assignment of lease for part of Barron Green, 1 Barron Drive, Green Bay</td>
<td>Q1</td>
<td>10/07/2033</td>
<td>$ 1.00</td>
<td>$ -</td>
<td>Completed</td>
<td>Green</td>
<td>Plunket is processing its lease documents in its national entity across the region. The lease approved by the Whau Local Board on 11 July 2013 Resolution # WH/2013/113 stands. This matter is now completed.</td>
</tr>
</tbody>
</table>
Appendix C - Financial Performance

Financial Summary

<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</td>
</tr>
<tr>
<td>Operating revenue (ABS)</td>
<td>76</td>
<td>67</td>
</tr>
<tr>
<td>Operating revenue (LDI)</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Operating expenditure (ABS)</td>
<td>2,443</td>
<td>2,083</td>
</tr>
<tr>
<td>Operating expenditure (LDI)</td>
<td>201</td>
<td>331</td>
</tr>
<tr>
<td>Operating expenditure (LGS)</td>
<td>389</td>
<td>389</td>
</tr>
<tr>
<td><strong>Net Cost of Service</strong></td>
<td>2,956</td>
<td>2,733</td>
</tr>
</tbody>
</table>

Subsidies and grants for capital expenditure

|                                | 1,541 | 0      | 1,541   | 0      | 0      |

Capital expenditure

|                                | 344   | 1,194  | 850     | 3,311  | 7,966  |

$0.4m in capital expenditure and $3.0m net operating expenditure has been invested in the Whau local board area for the 3 months ended 30 September 2017.

Net cost of service for the three months ended 30 September 2017 is $0.2m (8%) over budget and is explained in the following pages. The main variance relates to the higher parks maintenance than planned.

The majority of the capital spend is in the Park, Sport and recreation assets of $0.4m. Overall capital expenditure is $0.9m below budget. Details of the specific assets are the following pages.

Capital expenditure subsidies refer to contribution received for the Te Whau Pathway from the Whau Coastal Walkway Environmental Trust.

The following LDI opex budgets were carried forward from the previous financial year:

**Specific project or programme FY18**

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avondale development</td>
<td>16,000</td>
</tr>
<tr>
<td>Migrant Business support</td>
<td>5,825</td>
</tr>
<tr>
<td>Rental Housing Quality project</td>
<td>3,051</td>
</tr>
<tr>
<td>Greenways plan</td>
<td>20,000</td>
</tr>
</tbody>
</table>
Operating Revenue

Operating Revenue ($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>76</td>
<td>70</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td>76</td>
<td>70</td>
</tr>
</tbody>
</table>

Revenue is $76k to date, $6k (8%) above budget.

This mainly refers to increased utilisation of New Lynn community centre offset by lower than expected revenue from Avondale community 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>994</td>
<td>1,121</td>
</tr>
<tr>
<td>Local environmental management</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Local governance</td>
<td>389</td>
<td>389</td>
</tr>
<tr>
<td>Local parks, sport and recreation</td>
<td>1,281</td>
<td>824</td>
</tr>
<tr>
<td>Local planning and development</td>
<td>339</td>
<td>438</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td><strong>3,033</strong></td>
<td><strong>2,802</strong></td>
</tr>
</tbody>
</table>

Operating expenditure is $0.2m above budget.

The operational budget of parks, sport and recreation is $457k above budget to date and refers largely to parks maintenance. The new maintenance contract is still bedding in and until baselines at local board level are established at the end of this financial year the trend may continue through the year and will be monitored by the community facilities department for any budget movements that are required. The community services underspend refers to lower library/community centre administration costs and timing of community place making/building programmes and local events not yet delivered.
Attachment C

Item 16

Capital expenditure to date is $344k an under-spend of $850k to date. The majority of the capital spend in the quarter to September was in development work at Craigavon Park and on the Te Whau pathway projects.

The underspend mainly relates to;

a) Parks asset renewal projects delayed due to consent and tendering issues which at various stages of progress $238k.

b) Greenway and walkway development (Te Whau Pathway) resource consents lodged and currently in tendering process for services $185k.

c) General park development (Holly St to Heron Park) walkway-resource consent granted September, next steps to tender for physical works. $174k.

The revised budget takes account of any phasing related to the status of capital projects.

In the current financial year there is a $4.6m decrease in the total capital budget. The main movements relate to stormwater pond (Crown Lynn precinct) LDI capex, recreation centre and sports development.
## LDI 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>ANZAC</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capacity building programme</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Community Arts Programmes</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>Community facilities - support programme</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Community placemaking initiatives</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Extended Library hours</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Kai Across the Whau</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Local civic functions</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Local community grants</td>
<td>64</td>
<td>59</td>
</tr>
<tr>
<td>Local events fund</td>
<td>10</td>
<td>44</td>
</tr>
<tr>
<td>Maori responsiveness</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Neighbourhood development</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Pacific and Ethnic voices</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Youth capacity building</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Youth connections across Auckland</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Total Local community services</td>
<td>150</td>
<td>247</td>
</tr>
<tr>
<td>Business subsidies - sustainability</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Catchment Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Community environmental services</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>Environmental management programmes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ethnic Communities Engagement</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Healthy homes project</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Landcare report</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manukau Harbour Forum</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rental housing quality project- West</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Sustainable Initiatives</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total Local environmental management</td>
<td>30</td>
<td>30</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>Creating a Maori identity</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Greenways plans</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>LDI Volunteers parks</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Park community partnerships</td>
<td>16</td>
<td>10</td>
</tr>
<tr>
<td>Recreation programmes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Local parks, sport and recreation</td>
<td>19</td>
<td>26</td>
</tr>
<tr>
<td>Avondale development programme coordination</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Heritage protection project</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Local Economic Development Program</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Migrant Business Support program</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Revitalisation of town centres</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Young Enterprise Scheme</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Local planning and development</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>201</td>
<td>328</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</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td>ACE - Community house and centre renewals</td>
<td>8</td>
<td>40</td>
</tr>
<tr>
<td>Library furniture and fitting renewals</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>Local library renewals</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Community centre replacement (Avondale)</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Community services (GoA)</td>
<td>9</td>
<td>108</td>
</tr>
<tr>
<td>Parks - Asset renewals</td>
<td>29</td>
<td>267</td>
</tr>
<tr>
<td>Greenway and walkway development</td>
<td>52</td>
<td>237</td>
</tr>
<tr>
<td>General park development</td>
<td>182</td>
<td>213</td>
</tr>
<tr>
<td>General park restoration (SH16/20)</td>
<td>16</td>
<td>190</td>
</tr>
<tr>
<td>Sport development</td>
<td>34</td>
<td>85</td>
</tr>
<tr>
<td>Play space, walkway and landscaping (Crown Lynn)</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>Locally driven initiatives (LDI Capex)</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>Recreation centre development</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Parks - Sports fields renewals</td>
<td>(2)</td>
<td>14</td>
</tr>
<tr>
<td>Sports Field Capacity</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Parks sport and recreation (GoA)</td>
<td>335</td>
<td>1,086</td>
</tr>
<tr>
<td>Stormwater pond (Crown Lynn precinct)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Planning (GoA)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>343</td>
<td>1,194</td>
</tr>
<tr>
<td>Subsidies and grants for capital expenditure</td>
<td>1,541</td>
<td>0</td>
</tr>
</tbody>
</table>
Whau Performance Measure Results

1. Introduction

<table>
<thead>
<tr>
<th>Performance Breakdown by Activity (YE Outlook as at Q1)</th>
<th>Performance Measure Result Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks, sports and recreation</td>
<td>2</td>
</tr>
<tr>
<td>Community services</td>
<td>5</td>
</tr>
<tr>
<td>Planning and development</td>
<td>1</td>
</tr>
<tr>
<td>Environmental management</td>
<td>1</td>
</tr>
</tbody>
</table>

- Achieved
- Substantially achieved
- Not achieved
- No result

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 Whau Board’s measures, showing how we are tracking after the first quarter of FY18.

2. The year-end outlook is that 42 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.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Achieved Target has been met or exceeded</td>
</tr>
<tr>
<td>✔️</td>
<td>Substantially achieved Target has not been met by a slim margin</td>
</tr>
<tr>
<td>🔄</td>
<td>Not achieved but progress made Target has not been met but the result is an improvement from the prior year</td>
</tr>
<tr>
<td>❌</td>
<td>Not achieved Target not achieved and prior-year result has not been improved</td>
</tr>
<tr>
<td>—</td>
<td>No result The measure was not surveyed or no result was available</td>
</tr>
</tbody>
</table>
## 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><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 participants satisfied with council delivered local arts activities</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>
Revising the local board Standing Orders

File No.: CP2017/25384

Purpose
1. To consider and adopt revised Standing Orders for local board meetings.

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 (SOs) 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 boards Standing Orders requires a majority vote of not less than 75% of members present.

Recommendation
That the Whau Local Board:

a) adopt 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.
Comments

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.

13. Local Board Standing Orders were modelled on the Governing Body Standing Orders.

14. 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).

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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

23. 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 |
| 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. |
<p>| 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 and 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 | 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 meetings 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>
</tbody>
</table>
| Item 17 | Whau Local Board  
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>28 February 2018</td>
</tr>
<tr>
<td></td>
<td>Revising the local board Standing Orders</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<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.</td>
<td></td>
</tr>
<tr>
<td>The suggested speaking time is five minutes, in accordance with provisions in the Governing Body Standing Orders.</td>
<td></td>
</tr>
<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.</td>
</tr>
<tr>
<td>The items listed in this section have been amended to fit with the order of business generated by Infocouncil.</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>
</tr>
<tr>
<td>Public forum</td>
<td>Suggested changes clarifying that:</td>
</tr>
<tr>
<td>• public forum may not be required at the inaugural meeting, extraordinary meetings or a special consultative procedure</td>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
</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.</td>
</tr>
<tr>
<td>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>
</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 revoke or alter a previous resolution.</td>
</tr>
<tr>
<td>Consistency with GB Standing Orders</td>
<td>2.5.2</td>
</tr>
<tr>
<td>Clarification and ensures consistency with GB Standing Orders</td>
<td>2.4.2</td>
</tr>
<tr>
<td>Clarification</td>
<td>7.8</td>
</tr>
<tr>
<td>Relevance</td>
<td></td>
</tr>
<tr>
<td>1.7.11</td>
<td></td>
</tr>
<tr>
<td>1.7.11</td>
<td></td>
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<tr>
<td>1.7.11</td>
<td></td>
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</tbody>
</table>
### Chairperson discretion

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.

<table>
<thead>
<tr>
<th>Clarification</th>
<th>Parts 5 and 6, 7.7 and 7.8</th>
</tr>
</thead>
</table>

### Māori responsiveness

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.

| Recognition of the special status of Māori and IMSB’s role under section 85 of the Local Government (Auckland Council) Act 2009 | Part 6 and 4.2.2 |
|-------------------------------------------------|-----------------

### Working days / clear working days

The term “clear working days” 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).

<table>
<thead>
<tr>
<th>Clarification and consistency</th>
<th></th>
</tr>
</thead>
</table>

### Governing body input, Māori input, public forum, deputations

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.

<table>
<thead>
<tr>
<th>Clarification</th>
<th></th>
</tr>
</thead>
</table>

### New appendices

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.

<table>
<thead>
<tr>
<th>Clarification</th>
<th>Appendices B-D</th>
</tr>
</thead>
</table>

### Electronic attendance at business meetings

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 impracticable, to accommodate the member’s illness or infirmity or in emergencies.

This provision will only apply where the technology is available.

<table>
<thead>
<tr>
<th>Allows members to attend meetings whilst away on council business, or during illness or other emergency</th>
<th>3.3</th>
</tr>
</thead>
</table>
Key differences from the governing body standing orders

24. 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.

Consideration

Local board views and implications

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

Māori impact statement

26. 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.

27. 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.

28. 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. 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.

Implementation

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

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

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

Attachments

<table>
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<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
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<td>B</td>
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<td>165</td>
</tr>
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</table>

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Blair Doherty - Kaipatiki Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Carol McKenzie-Rex - Relationship Manager, Mangere-Otahuhu, Otara-Papatoetoe, Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau</td>
</tr>
</tbody>
</table>

1 Sections 14 and 81.
Auckland Council

Standing Orders of the Local Board

[Insert date] 2017
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:
  o points of order
  o closure or deferral motions
  o points of explanation
  o requests for chair’s indulgence
- Members may question staff, at chair’s discretion

Members conduct (1.3)
- Members must not:
  o be disrespectful
  o use offensive or malicious language
  o impute improper motives to other members or staff
- Chair may order a member to withdraw from the meeting if:
  o member refuses to obey the chair’s instruction to stop speaking, or
  o member refuses to obey the chair’s instruction to withdraw and apologise for offensive or malicious expression, or
  o 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
- Similar re 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:
  o Movers speaking to motion 10 minutes
  o Movers right of reply 5 minutes
  o Others 5 minutes
- 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:
  o A matter before the meeting
  o A motion or amendment they are proposing
  o A point of order
  o Personal explanation with permission of chair
  o Explanation re previous speech in same debate, with permission of chair

Motions and amendments (1.6)
- Terms:
  o Substantive motion: a motion is either procedural or substantive; a substantive motion deals with a matter of substance
  o Original motion: the substantive motion moved at the commencement of the debate; if it is amended it is no longer the original motion and is referred to as the substantive motion
  o Substituted motion: the meeting agrees to substitute the original motion with different wording with the agreement of the mover and seconder
  o Foreshadowed motion: when an amendment is being debated, a member, when speaking in debate, may indicate a further amendment once the current amendment is dealt with
- Seconder is required for all motions and amendments, then chair states the motion and proposes if for discussion
- Once seconded and put, motions or amendments cannot be withdrawn without consent of majority of members present and voting
- Chair may require motions in writing
- Chair may require motion to be decided in parts
- A meeting may substitute a motion with an amendment provided the mover and seconder agree ("substituted motion")
  - In any debate a member may:
    o speak once to each motion, including the original motion, a substituted motion or an amendment
    o move or second a motion once only
  - See flowchart for more detail
- Meeting deals with one amendment before another amendment permitted
- An amendment must be relevant
- An amendment cannot be a direct negative (which would have same effect as the motion being lost)
- No member can speak to a motion once the mover has commenced the reply or the chair has commenced putting the motion
- No member may unduly criticise the validity of a resolution

Procedural motions to close or adjourn debate (1.7)
- Terms:
  o 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) meeting be adjourned
    (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 lies on the table with no further discussion at that meeting
  - If item of business be referred to relevant committee
  - Are put immediately without debate if seconded
  - Majority vote required for procedural motions to close or adjourn debate. If lost no further procedural motion within 15 minutes
  - Closure motion may be accepted by chair after two speakers for and two speakers against, or chair considers it reasonable
  - Closure 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)
  - Adjourned items are to be taken first at the subsequent meeting
Points of Order (1.8)
- Terms:
  - Point of order: relates to the proper conduct (order) of the meeting
- Speaker currently speaking to stop
- Member must state subject matter
- Types:
  - (a) where disorder is drawn to the attention of the chairperson, or
  - (b) use of disrespectful offensive or malicious language, or
  - (c) discussion of a question not before the meeting, or
  - (d) misrepresentation of any statement made by a member or by Auckland Council staff, or
  - (e) the breach of any standing order, or
  - (f) a request that words objected to be recorded in the minutes.
- Contradiction is not a point of order
- Chair may hear further argument before deciding
- Ruling of chair is not open to discussion and is final
- During division needs chair’s permission

Voting (1.9)
- Chair has casting vote
- All voting to be open
- Members may abstain
- Members may request minutes record their vote or abstention
- Voting methods:
  - (a) Voices or show of hands
  - (b) Division
  - (c) If questioned immediately then division
  - (d) Chair or member can call division at start or after voices/hands.
- If confusion on division - second division taken
- The chair may request staff to res tarde the motion prior to a division

Meeting quorums and attendance (3)

Quorum (3.1)
- Quorum for local board or joint committee meetings are half of the members if number is even, or majority of members if number is odd.
- Quorum for committee meetings is not fewer than two members, and must include one local board member (in the case of a committee other than a subcommittee)
- Quorum not present at commencement
  - (a) meeting lapses after 30 minutes,
  - (b) chair can extend this in specific circumstances
- Quorum lost during meeting
  - (a) meeting lapses after 10 minutes
- Business of lapsed meeting is adjourned to next meeting unless chair calls earlier meeting

Governing body (5)

Governing body input
- Governing body members may provide input at the discretion of the chair
- May speak for up to five minutes
- Chair may prohibit offensive, repetitious or vexatious speech. Or speech that breaches these Standing Orders
- Governing body members can also request to speak as a deputation (when supported by resolution)

Māori input (6)
- Representatives of Māori organisations may provide input at the discretion of the chair
- May speak for up to 10 minutes
- Chair may prohibit offensive, repetitious or vexatious speech. Or speech that breaches these Standing Orders

Public (7)

Exclusion of public (7.4)
- Resolution to exclude the public must be in the specified form
- Must be passed when public are present

Public order (7.5)
- Any member of public likely to prejudice orderly conduct of meeting may be required to leave
- If necessary, any constable or Auckland Council staff may physically remove such person
- Security contractors act under instruction from authorised staff
- See LGQMA 1987 s50 for full legislation and separate guidance for chairs

Deputations (7.7)
- At the discretion of the chair
- Not more than two members may address meeting (unless have approval of local board for more)
- May speak for 10 minutes
- Chair may terminate presentation if disrespectful, offensive or where statements are made with malice

Public Forum (7.8)
- Time extension, from 30 minutes, can be obtained by vote to suspend standing orders
- Questions in order to obtain information or clarification may be asked with permission of chair
- Cannot be debated unless on the agenda or the process for extraordinary business is used
- Chair may prohibit a speaker from speaking if offensive, repetitious, vexatious or in breach of standing orders
- Where relevant to a committee a matter should be referred to that committee

General (9)

Alteration or suspension of standing orders (9.2.4 and 9.2.5)
- 75 per cent majority vote required
- Resolution to suspend must state reason
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*

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

Lost

Original motion is amended

Amendment carried
Debate on original motion, as amended, continues. Those who have not spoken to the original motion may:
• speak once to the amended motion (the substantive motion)
• propose or second a further amendment when speaking*

CARRIED

Mover of original motion – right of reply**

Vote

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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Item 17

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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.

[el 26(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.

[ct 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 denotes 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 1.8.5 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.

[cf 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.

[6(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, LGOMA 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, LGOMA 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, 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.

[55, LGOMA 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 these 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.

[cl 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.

[cl 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.

[td 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.

[cl 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.

[cl 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.

[cl 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.

([cl 19(5), 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.

([cl 19(6), 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.

([cl 20, 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.

[sl 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.

[sl 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.

[sl 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 4B, 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, on 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]
3.3.3 **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.

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

3.3.4 **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 technological issue with the link, this will not invalidate any acts or proceedings of the local board or its committees.

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

3.3.5 **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.

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

3.3.6 **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.

[cl 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.

[cl 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.

[cl 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; or

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; or

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

[cl 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]

[ss5, 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.

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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).

[ci 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.

[ts 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 of 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 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 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.

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.

[§ 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.

[§ 46(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.

[§ 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.

[§ 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.

[as 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.

[as 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:
- 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.
- shall be accompanied by either:
  - the associated reports, or
  - 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.

[as 46A(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.

[46A(5), 5 and 49(d), LGOIMA1987]

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.

[49, LGOIMA 1987]

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.

[51, LGOIMA1987]

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.

[51(3), LGOIMA1987]

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.

[49(a), LGOIMA1987]

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.

[ss 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 person 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.

[ss 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.

[ss 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.

[is 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.

[c 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.

[c 28, sch 7, LGA 2002; See Standing Orders 7 4.1, 1.3.5, 1.3.8, 3.1.4, 3.2.2, 3.2.4, 1.5.11, 1.9.5, 1.9.7, 1.3.7 ]

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
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).

[ts 51, LGOIMA 1987]
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.

[cl 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 1991 have powers under the Commissions of Inquiry Act 1908.

[is 41, Resource Management Act 1991]

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.)

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

9.2.5 Alteration of standing orders

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

[cl 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 their 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 these 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.
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 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 Meeting 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 LGOIMA 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 LGOIMA 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), Shale Chambers (Chair of Waitakarua Local Board), Julie Fairey (Chair of Puketapapa Local Board) and Colin Davis (Deputy Chair of Orakei 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.

Readability

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, CCOs 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:
     - the technology is available and of suitable quality
     - all those participating can hear each other
     - this does not reduce the accountability or accessibility of the member in relation to the meeting
     - 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:
     - the member is representing the Council at a place which makes physical attendance impossible
     - the member is ill or infirm
     - 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).
• Formal permission is given by the meeting. For example, at the start of a meeting when receiving apologies the meeting would receive and approve any requests to attend by audio or audio-visual means. Approval would be subject to the chair being satisfied that the criteria in the legislation are met.
• If a member is attending by audio or audio-visual means when the public are excluded, the member must ensure no-one apart from the member is able to hear or see the meeting and that this part of the meeting is not recorded.

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 a 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></td>
</tr>
<tr>
<td>(i) a second time with signatures of one-third</td>
<td></td>
</tr>
<tr>
<td>(ii) a third time with signatures of a majority.</td>
<td></td>
</tr>
<tr>
<td>If it is rejected by the meeting, the same motion can be put forward again within six months:</td>
<td></td>
</tr>
<tr>
<td>(i) only a second time, with signatures of a majority.</td>
<td></td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Lodged by proposer, having signatures of one-third.</td>
<td></td>
</tr>
<tr>
<td>Standing orders are silent on whether such a notice of motion could be repeated if it is rejected.</td>
<td></td>
</tr>
<tr>
<td>Lodged by proposer having signatures of a majority.</td>
<td></td>
</tr>
<tr>
<td>Clarify that the same notice of a motion to revoke a decision cannot be brought a second time within six months.</td>
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</tr>
</tbody>
</table>

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.
(which were taken into account in the previous report), the speaking rights of local boards at meetings of the Governing Body and its committees, and the speaking rights of councillors at local board meetings.

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>
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<tbody>
<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 Delbet - Manager Democracy Services</td>
</tr>
<tr>
<td></td>
<td>Grant Taylor - Governance Director</td>
</tr>
<tr>
<td></td>
<td>Stephen Town - Chief Executive</td>
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</tbody>
</table>

Standing Orders - Proposed changes

Page 9
Te take mō te pūrongo / Purpose of the report
1. This report presents records of workshops held by the Whau Local Board on:
   - 6 December 2017
   - 7 February 2018

Whakarāpopototanga matua / Executive summary
2. At the workshop held on Wednesday, 6 December 2017, the Whau Local Board had briefings on:
   - Panuku Unlock Avondale Update
   - Whau Low Carbon Plan
   - Local Board Agreement Planning process - Workshop 4 - consultation material and business meeting
   - Community Facilities update (bi-Monthly)
3. At the workshop held on Wednesday, 7 February 2018, the Whau Local Board had a briefing on:
   - Crown Lynn Update
   - Te Kawerau a Maki Relationship Agreement
   - Panuku Development update (bi-monthly)
   - New Lynn activation report
   - Green Bay Beach project
   - Mid-block signalised intersection on Great North Road
4. The workshop records are attached to this report.

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:
a) confirm the records of the workshops in Attachments A and B held on the following dates:
   - 6 December 2017
   - 7 February 2018

Ngā tāpirihanga / Attachments

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<tr>
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<td>Records of workshop 6 Dec 2017</td>
<td>177</td>
</tr>
<tr>
<td>B6</td>
<td>Records of workshop 7 Feb 2018</td>
<td>181</td>
</tr>
</tbody>
</table>
Ngā kaihaina / Signatories

| Authors          | Riya Seth - Democracy Advisor  
|                 | Mark Allen - Senior Local Board Advisor |
| Authoriser      | Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau |
**WHAU Board Workshop Record**

**Date of Workshop:** Wednesday 6 December 2017  
**Time:** 9:00 am to 12:00 noon  
**Venue:** Whau Local Board office, 31 Totara Avenue, New Lynn  
**Present:** Tracy Mulholland (Chair); David Whitley; Catherine Farmer; Te’eva Matafa; Susan Zhu; Derek Battersby  
**Apologies:** Duncan Macdonald  
**Officers present** Mark Allen, Antonina Georgetti, Pepe Sapolu-Reweti, Michelle Hutchinson; Melissa Lelo; David Rose

*Note:* Final workshop for the year opened 9:01. Board meeting on 6 December 2017

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Discussion Summary</th>
</tr>
</thead>
</table>
| **Item 1: Administration**  
Keeping Informed | Board administration & upcoming events/meetings and last workshop’s draft record |
| **Item 2: Panuku Unlock Avondale Update**  
Keeping informed |  
- Strategic Investment fund – utilised around unlock locations; criteria is to invest back into the fund within a four year period; use for further acquisitions.  
- Strategic fund acquisition of the Avondale central (Bai site).  
- Avondale HLPP endorsed in by November Planning Committee as well as Finance & Performance. Now planning the associated place making, plan being drafted by Panuku – coming to board 2018.  
- Avondale Central Development site – Panuku planning work on intent commenced - Potentially go to market before end of second quarter of 2018.  
- LTP Funding determined Feb 2018 – will identify proposed budget timeline for Pool/Rec facility,  
- Vision for Avondale: Build on the centre’s accessibility, transport connection; schools and environment to create a strong, vibrant centre where the growing community wants to live, work and play.  
- Work with board and community to develop INTERIM activation prior to development. Propose 3 month rolling calendar – start 1 Dec – Mar. Champion behavioural change. Improve aspect of site – create people space – retain certain level of parking. Unclear of timeline. Phasing process: clean and safe site; create place for ongoing activities; transition to development future look and feel/vibe/slick /show homes; Lastly Ready for development  
- Communications with stakeholders eg Whau Local Board, Mana Whenua, local schools etc |
<table>
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<tr>
<th>Workshop Item</th>
<th>Discussion Summary</th>
</tr>
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<tbody>
<tr>
<td><strong>Item 3: Whau Low Carbon Plan</strong></td>
<td>To receive feedback – gain support in principle – explain process. <strong>Whau’s component works toward a regional target.</strong> It references Live Lightly: move/eat/energy/buy/grow/talk [Action: coming back to talk to board about this in new year.]</td>
</tr>
</tbody>
</table>
| **Engagement**                                    | • Local Level – build network of champions. Homes, schools, business and community. Encourage residents to measure and track own carbon emissions  
   • Targets: **Business; Residents** – composting – food supplies etc; and **Homes and buildings** eg reduce comm facilities carbon emissions  
   Chair feedback: - congratulations on an easily understandable, well-structured plan.                                                                 |
| **Jaimee Maha (apology)**                         |                                                                                                                                                                                                                  |
| **Emma Joyce**                                    |                                                                                                                                                                                                                  |
| **Rebecca Hayden**                                |                                                                                                                                                                                                                  |
| **Carolyn Cox**                                   |                                                                                                                                                                                                                  |
| **Item 4: Local Board Agreement Planning**        | To discuss draft consultation material. [Early start at 10.18 am]                                                                                                                                                  |
| **process - Workshop 4 - consultation**           | • Mayor’s Proposal – high level intents released last week. Indication is that the Whau One Initiative of Pool & Rec facility will be consulted on. Will invite Sport Waitakere input.  
   • Consultation Feb & March 2018 – LTP & Auckland Plan refresh. Each LB requested to have at least one consultation event. Under-represented groups identified. |
| **material and business meeting**                 |                                                                                                                                                                                                                  |
| **Local initiative / preparing for specific**     |                                                                                                                                                                                                                  |
| **decisions**                                      |                                                                                                                                                                                                                  |
| **Mark Allen**                                    |                                                                                                                                                                                                                  |
| **Proposed programme of Whau LB engagement: March** | 1 x Have Your Say (town hall style) at Avondale (Wed 21 Mar)  
1 x Drop-In session at New Windsor (Sat 10 Mar)  
   • Offer to present at current community and business network meetings (e.g. Blockhouse Bay, NLBA?)  
   • Stall at community events (e.g. Green Bay, Seniors event)  
1 Static display at Board office and New Lynn Library  
1 West Auckland LTP focused forum led by ward councillors at Kelston community centre  
**Feedback from board:** Support proposed timetable and it will be coming for resolution. |
| **Proposed LB Agreement Questions:** Recommend Board goes out with five (5) questions; currently six proposed questions are: | 1. Have we got our priorities right? [Refers to LBP priorities.]  
2. Do you support building the Whau pool and recreation centre and if it is over 7 years away should the Board think about a targeted rate to bring this project earlier? |
Workshop Item | Discussion Summary
--- | ---
3. What should the board focus on to strengthen and connect our diverse communities?  
4. How should the Board progress increased care and protection for our significant trees?  
5. What would make our town centres and our transport centres outstanding?  
6. What should the Board focus on towards Whau’s lower carbon living?  

**Board discussion:**
- **Board will need to resolve on questions in next board meeting.**
- **LTP will identify which year the Pool/Rec facility to go live as a project.**
- **Target rate to speed up pool facility:** There were diverse views on whether or not to go out for public consultation now for public to input on whether or not to investigate a targeted rate to progress quicker. Approach is to not progress at this time.
- **Plan does not prioritise where to spend money – this is the next step.**
- **Q3. Wording – Action:** retain “diverse” and remove “ethnic” in order to ensure that the pacific communities are included.
- **Trees; RMA has list but does not include all trees that public might consider “significant”. Look at other ways to address.**

**Item 5: Community Facilities update (bi-Monthly)**

**Keeping informed**
Marcel Morgan  
Cherie Veza  
Rodrigo Pizarro

To provide a general update against work programmes, key issues, good news stories etc. The intent is to promote a ‘no surprises’ approach (looking back one month and looking ahead 2 months) to what we’re delivering. This would capture updates against the Renewals, Development, Operational and Community Leases work programmes.

- **Snapshot been circulated**
- **Operational Manager Maintenance brief overview given:**
  - Green Bay Beach – working partnership Healthy Waters. Potential remove pipe / daylighting waterway – may need to change location of barbecue.
  - Avondale Comm Centre – antisocial activities in unused centre addressed by CF team.
  - Enhanced the delivery team capabilities. Reflected by better response.
  - Walkabout: Whau members and CF staff walkabout proved insightful tough AT not yet responded to matters brought to their attention. **Action: plan for more in New Year.**
  - Clark Street Bridge – CIPTED assessed risk. Combined
### Workshop Item | Discussion Summary
---|---
| | efforts from staff, Police, Salvation Army & Ambrico community. Removed all rubbish – fence to act as deterrent 2.4 m high with barb wire. **Action: Whau parks contingency fund will be used for this project – no resolution required as fund was set up by resolution for such purpose.**
| | ○ Rata Street – berm unmowed - rubbish dumped on verge. Log call through 3010101. AT intervention level is over 200 mil.
| | ○ Member Battersby will send email to Raf re raingardens in New Lynn.
| | ○ Reduced herbicide: Tait Park. Request sent directly to CF by board member. **Action: 1. Share emails with all board members on this particular matter. 2. In future board members asked to share information when making direct requests.**

**Note:** Item 3 and 4 where shorter than scheduled, so item 5 moved to an much earlier start time – therefore Eastdale Reserve was not discussed due to staff not having arrived.

*Meeting closed at 11.48 am.*
Whau Local Board Workshop Record

Record of the Whau Local Board workshop held 7 February 2018 at Whau Local Board boardroom, 31 Totara Avenue, New Lynn, Auckland 0600

PRESENT
Chairperson: Tracy Mulholland
Members: Catherine Farmer
Derek Battersby, QSM, JP
Duncan Macdonald, JP
David Whitley
Te'eva Matafai

Apologies – Susan Zhu (deputy chair)

Notes: Meeting opened by Chair at 11.30am.

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of discussions</th>
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</thead>
<tbody>
<tr>
<td>Administration</td>
<td>• Board administration and upcoming events/meetings</td>
</tr>
<tr>
<td></td>
<td>• Context setting of today’s items</td>
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<td></td>
<td>• Last workshop’s draft record</td>
</tr>
<tr>
<td>1. Crown Lynn Update</td>
<td>Presenters: Pippa Sommerville, Mark Miller, Letitia Edwards (Panuku), Priya Kumar, Thomas Dixon, Stephen Scard</td>
</tr>
<tr>
<td>Governance role: Keeping</td>
<td>Members received an update on the planning of development of Crown Lynn. The following</td>
</tr>
<tr>
<td>Informed</td>
<td>points were discussed:</td>
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<tr>
<td>Time: 11.50am – 12.45pm</td>
<td>• Noted that the total area for special housing is 11.3 ha with proposed park land</td>
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<tr>
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<td>area of 1.3ha</td>
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<td>• Board members were in favour of retaining 13 Crown Lynn which can be part of open</td>
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<td>space/park. This will increase the land area for proposed park (it was noted that advice</td>
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<td>from Parks and Healthy Waters is that it is highly likely that 13 Crown Lynn Place</td>
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<td>will not be required for open space or stormwater purposes).</td>
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<tr>
<td></td>
<td>• Noted that open spaces/parks will be needed more in future due to development of this</td>
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<td>housing area (along with other developments around in New Lynn).</td>
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<td>• It was noted that parks have looked at possibility of pool and leisure centre but the</td>
</tr>
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<td>site is not big enough to accommodate development of this size.</td>
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<td>• Healthy waters team updated the board regarding new proposed alignment for stormwater</td>
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<td>infrastructure. The proposed pipe has been designed to convey a 10 year storm event;</td>
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<td>for greater than the 10 year event, the dry detention area will store excess stormwater</td>
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<td>runoff.</td>
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<td>• Current proposed programme:</td>
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<tr>
<td></td>
<td>• Preliminary Design Completed – May 2018</td>
</tr>
<tr>
<td></td>
<td>• Resource Consent Granted – October 2018</td>
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<tr>
<td></td>
<td>• Physical Works Tendered – November 2018</td>
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<td>• Physical Works Commenced – February 2019</td>
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<tr>
<td>Workshop Item</td>
<td>Summary of discussions</td>
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<td>---------------------------------------------------</td>
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<tr>
<td>2. Te Kawerau a Maki Relationship Agreement</td>
<td>Presenters: Dean Martin Members discussed the draft relationship agreement between Te Kawerau a Maki and Auckland Council. The following points were discussed:</td>
</tr>
<tr>
<td>Governance role: Engagement</td>
<td>• Purpose, shared principles and roles &amp; responsibilities of the draft agreement.</td>
</tr>
<tr>
<td>Time: 1.05pm – 1.40pm</td>
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<tr>
<td>3. Panuku Development (bi-monthly Update)</td>
<td>Presenters: Marieke Numan, Mike Bush, Chris White, John Carter This item was discussed in confidential part of the workshop.</td>
</tr>
<tr>
<td>CONFIDENTIAL</td>
<td></td>
</tr>
<tr>
<td>4. New Lynn activation report</td>
<td>Presenters: Melissa Laing, Pepe Sapolu-Reweti New Lynn Town Centre activation report (June - October 2017) was presented to the board by the Whau Community Arts Broker Melissa Laing.</td>
</tr>
<tr>
<td>Governance role: Keeping Informed</td>
<td>• It was noted that four main sites were activated – NL transport centre, Memorial square, upper GNR (between Rata st and Clarke st) and Totara Pl.</td>
</tr>
<tr>
<td>Time: 2.15pm – 2.35pm</td>
<td>• The following activities were funded:</td>
</tr>
<tr>
<td></td>
<td>Pop Up Performances</td>
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<td></td>
<td>New Lynn Transport Centre, McCrae Way and Memorial Square</td>
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<td>22 June - 29 July</td>
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<td>Wheel of Experience</td>
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<td>Memorial Square</td>
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<td>Friday 1 &amp; Saturday 2 September</td>
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<td></td>
<td>Collaborations with Local Shops</td>
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<td>Upper Great North Rd</td>
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<td>16 September, 7 October</td>
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<td>Photography Workshop</td>
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<td></td>
<td>New Lynn Community Centre and Town Centre</td>
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<tr>
<td></td>
<td>9 - 11 October</td>
</tr>
<tr>
<td>5. Green Bay Beach project</td>
<td>Presenters: Roberto Bruni (Thomas Consultants), Peter Kovacevich (Thomas Consultants), Jaimee Maha Members received an update on Green Bay beach project. The following points were discussed:</td>
</tr>
<tr>
<td>Governance role: Keeping Informed</td>
<td>• A stream with a catchment area of some 7 ha flows through the reserve into the Manukau Harbour.</td>
</tr>
<tr>
<td>Time: 2.35pm – 2.55pm</td>
<td>• The stream valley divides the reserve into two with the principal recreational area on the western side of the valley and the changing rooms/toilets on the eastern.</td>
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<tr>
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<td>• A 450mm diameter pipe exists at the site to drain flows from the stream to the harbour. However, this pipe is silted and blocked at both ends.</td>
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<td>• A temporary 375mm diameter PVC pipe was installed to manage the overland flows through the reserve until a long term solution could be implemented.</td>
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<tr>
<td>Workshop Item</td>
<td>Summary of discussions</td>
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<td>• A more appropriate approach to this runoff is to modify the lower section of path and provide a formed channel to direct the flow into the stream above the footpath.</td>
</tr>
<tr>
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<td>• Access to the reserve from Portage Road is via a narrow and steep footway. Vehicular access would be confined to small and narrow machines</td>
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<td>• It was recommended that the stream and tributary be managed to allow overland flows through the area with the minimum of hard infrastructure. This approach would favour an open watercourse through the majority of the area with a specifically designed channel through the footway to cater for a minimum of the one in one hundred year climate change adjusted storm.</td>
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<tr>
<td></td>
<td>• The Board were supportive of this approach being developed further.</td>
</tr>
</tbody>
</table>

| 6. Mid-block signalised intersection on Great North Road | Presenters: Felicity Merrington (AT), Patrick Chan (AT), Catherine Yung (AT) |
| Governance role: Keeping Informed | Members received an update on the safety investigation of GNR (in front of Lynn mall) from Auckland Transport. The followings points were noted: |
| Time: 2.55pm – 3.20pm | • AT has done pedestrian and traffic count to understand pedestrian demand and desire lines. Traffic modelling has been undertaken to understand the potential effect on general traffic. |
| | • The two traffic modelling are – priority given to vehicles and priority given to pedestrians |
| | • It was noted that the board will like to meet with Auckland Transport to discuss this further. |
Te take mō te pūrongo / Purpose of the report
1. To present the Whau Local Board with its updated governance forward work calendar.

Whakarāpopototanga matua / Executive summary
2. The governance forward work calendar for the Whau Local Board is in Attachment A. The calendar is updated monthly, reported to business meetings and distributed to council staff.
3. The governance forward work calendars were introduced in 2016 as part of Auckland Council’s quality advice programme and aim to support local boards’ governance role by:
   • ensuring advice on meeting agendas is driven by local board priorities
   • clarifying what advice is expected and when
   • clarifying the rationale for reports.
4. The calendar also aims to provide guidance for staff supporting local boards and greater transparency for the public.

Ngā tūtohunga / Recommendation/s
That the Whau Local Board:
a) note the Whau Local Board Governance Forward Work Calendar – February 2018.

Ngā tāpirihanga / Attachments

<table>
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<tr>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Riya Seth - Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Glenn Boyd - Relationship Manager Henderson-Massey, Waitakere Ranges, Whau</td>
</tr>
<tr>
<td>Month</td>
<td>Governance Role</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>March</td>
<td>Keeping informed</td>
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<td></td>
<td>Accountability to the public</td>
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<tr>
<td>April</td>
<td>Keeping informed</td>
</tr>
<tr>
<td>May</td>
<td>Local initiative / preparing for specific decisions</td>
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<tr>
<td></td>
<td>Accountability to the public</td>
</tr>
<tr>
<td></td>
<td>Setting direction / priorities / bud subsequently need to considered by the governing body</td>
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</tbody>
</table>

Governance Forward Work Programme

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