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

**Date:** Wednesday, 21 March 2018  
**Time:** 04:30pm  
**Meeting Room:** Local Board Office,  
**Venue:** 2 Glen Road, Browns Bay

---

**Hibiscus and Bays Local Board**

**OPEN AGENDA**

---

**MEMBERSHIP**

**Chairperson**  
Julia Parfitt, JP

**Deputy Chairperson**  
Janet Fitzgerald, JP

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

(Quorum 4 members)

---

Vivienne Sullivan  
Local Board Democracy Advisor

15 March 2018

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

---

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

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

### Appointments to outside organisations

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<th>Local Board Member</th>
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</thead>
<tbody>
<tr>
<td>Vaughan Homestead (Torbay Historical Society)</td>
<td>Julia Parfitt&lt;br&gt;Chris Bettany - Alternate</td>
</tr>
<tr>
<td>Estuary Arts Charitable Trust</td>
<td>Mike Williamson</td>
</tr>
<tr>
<td>Victor Eaves Management Committee</td>
<td>Mike Williamson</td>
</tr>
<tr>
<td>Local Government New Zealand Zone One (Auckland and Northland)</td>
<td>Janet Fitzgerald</td>
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**Business Improvement Districts (BIDS)**

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<th>Local Board Member</th>
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</thead>
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<td>Destination Orewa Beach</td>
<td>Vicki Watson&lt;br&gt;David Cooper - Alternate</td>
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<tr>
<td>Torbay</td>
<td>Chris Bettany&lt;br&gt;Julia Parfitt - Alternate</td>
</tr>
<tr>
<td>Browns Bay</td>
<td>Gary Holmes&lt;br&gt;Chris Bettany - Alternate</td>
</tr>
<tr>
<td>Mairangi Bay</td>
<td>David Cooper&lt;br&gt;Julia Parfitt - Alternate</td>
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<td>Auckland Transport Update to the Hibiscus and Bays Local Board for March 2018</td>
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<td>New road name in the Orewa Developments Limited subdivision at 264 West Hoe Heights, Orewa</td>
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<td>New Road name in the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale</td>
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<td>25</td>
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</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.

4 Confirmation of Minutes
That the Hibiscus and Bays Local Board:
a) confirm the ordinary minutes of its meeting, held on Wednesday, 21 February 2018, including the confidential section, as a true and correct record.

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

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

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

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

8.1 East Coast Bays Returned Services’ Association
Representatives from the East Coast Bays Returned Services’ Association have requested a deputation to discuss the re-siting of the Oerlikon Gun from outside the RSA’s former premises in Browns Bay.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) thank the representatives of the East Coast Bays Returned Services’ Association for their presentation.
8.2 Metro Park East Trust Board
The Metro Park Trust Board have requested a deputation to make a presentation to the Hibiscus and Bays Local Board.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) thank the representatives of the Metro Park Trust Board for their presentation.

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

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

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

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

(a) The local authority by resolution so decides; and

(b) The presiding member explains at the meeting, at a time when it is open to the public,-

   (i) The reason why the item is not on the agenda; and

   (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting."

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

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

(a) That item may be discussed at that meeting if-

   (i) That item is a minor matter relating to the general business of the local authority; and

   (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."
11 Notices of Motion

There were no notices of motion.
Disposal recommendations report

File No.: CP2018/02359

Te take mō te pūrongo / Purpose of the report
1. To seek the Hibiscus and Bays Local Board's endorsement for Panuku Development Auckland to recommend to the Finance and Performance Committee the disposal of a council owned property in the Hibiscus and Bays Local Board area.

Whakarāpopototanga matua / Executive summary
2. The council-owned site at 8 Hiwi Crescent, Stanmore Bay is vacant land that was acquired for transport purposes. The site is no longer required for this purpose. The rationalisation process for 8 Hiwi Crescent, Stanmore Bay commenced in May 2016. Consultation with council departments and its Council Controlled Organisations, iwi authorities and the Hibiscus and Bays Local Board has now taken place. No alternative service use has been identified for the property through the rationalisation process. Due to this, Panuku Development Auckland recommends disposal of the site.

3. A resolution approving the disposal of the subject site is required from the Finance and Performance Committee before the proposed divestment can be progressed.

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

a) endorse Panuku Development Auckland’s recommendation to the Finance and Performance Committee to dispose of 8 Hiwi Crescent, Stanmore Bay.

Horopaki / Context
4. Panuku Development Auckland (Panuku) is required to undertake ongoing review of council’s property assets. This includes identifying properties from within council’s portfolio that are no longer required for council service purposes and may be suitable for potential sale, and development if appropriate. Panuku has a particular focus on achieving housing and urban regeneration outcomes. Identifying potential sale properties contributes to the Long-term Plan 2015-2025 (LTP) and the Auckland Plan focus of accommodating the significant growth projected for the region over the coming decades, by providing council with an efficient use of capital and prioritisation of funds to achieve its activities and projects.

5. Once a property has been identified as potentially surplus, Panuku engages with council departments and its Council Controlled Organisations (CCO) through an expression of interest process, to establish whether the property must be retained for a strategic purpose or is required for a future funded project. Once a property has been internally cleared of any service requirements, Panuku then consults with local boards, mana whenua and ward councillors. All sale recommendations must be approved by Panuku’s Board before a final recommendation is made to the Finance and Performance Committee.

Tātaritanga me ngā tohutohu / Analysis and advice

Property Information
6. 8 Hiwi Crescent, Stanmore Bay is a 809m\(^2\) vacant site acquired by the former Rodney District Council in 1998 for the purpose of Whangaparāoa Road widening project. The widening of Whangaparāoa Road remains a "live project" but this site is not included in the Whangaparāoa Road upgrade project (between Hibiscus Coast Highway to Red Beach Road).
7. The Auckland Transport (AT) Board resolved in November 2015 that 8 Hiwi Crescent, Stanmore Bay was no longer required for current or future transport related purposes. It was subsequently transferred to Panuku for rationalisation.

8. The Auckland Unitary Plan (AUP) zoning is residential - single house. It has a 2017 capital valuation of $530,000.

9. 8 Hiwi Crescent, Stanmore Bay is subject to the offer back obligations to the former owners in accordance with section 40 of the Public Works Act 1981.

Internal Consultation

10. The rationalisation process commenced in May 2016. No alternate service uses for the subject site were identified during the internal consultation.

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

11. Panuku attended a workshop with the Hibiscus and Bays Local Board regarding 8 Hiwi Crescent, Stanmore Bay in October 2017. The local board provided informal feedback that it supported retaining part of the subject site in council ownership and requested confirmation that the subject site is not required for the Weiti Crossing (Penlink) and Whangaparāoa Road widening projects. The local board also requested further information relating to AT's decision to release the subject site from service.

12. In response, both Panuku and AT have advised the local board that 8 Hiwi Crescent, Stanmore Bay is outside the extent of the AUP Penlink designation; that the subject site is not affected by the Whangaparāoa Road widening AUP designation which only includes the other side of Whangaparāoa Road at this point in the alignment; and confirmed that the subject site is not required for current or future strategic transport purposes.

13. Panuku and AT also provided the board with the November 2015 AT Board resolutions releasing 8 Hiwi Crescent, Stanmore Bay from service. Further information relating to AT’s assessment process supporting the decision has also been provided to the local board.

14. This report provides the local board with an opportunity to formalise its views regarding the subject site.

Tauākī whakaaweawe Māori / Māori impact statement

15. 14 mana whenua iwi authorities were contacted regarding the potential sale of 8 Hiwi Crescent, Stanmore Bay. The following feedback was received:

   a) Ngāti Wai
      No feedback received for the subject site.

   b) Ngāti Manuhiri
      No feedback received for the subject site.

   c) Te Runanga o Ngāti Whatua
      No feedback received for the subject site.

   d) Ngāti Whatua o Kaipara
      No feedback received for the subject site.

   e) Ngāti Whatua o Ōrākei
      No feedback received for the subject site.

   f) Te Kawerau a Maki
      No feedback received for the subject site.

   g) Ngāi Tai ki Tāmaki
No feedback received for the subject site.

h) Te Akitai - Waiohua
No feedback received for the subject site.

i) Ngāti Te Ata - Waiohua
No feedback received for the subject site.

j) Ngāti Paoa
No feedback received for the subject site.

k) Ngaati Whanaunga
No feedback received for the subject site.

l) Ngāti Maru
No feedback received for the subject site.

m) Ngāti Tamatera
No feedback received for the subject site.

n) Patukirikiri
No feedback received for the subject site.

Ngā ritenga ā-pūtea / Financial implications

16. Capital receipts from the sale of surplus properties contribute to Auckland Plan outcomes and the LTP by providing the council with an efficient use of capital and prioritisation of funds to achieve its activities and projects. In the 2017/2018 financial year, the LTP has forecast the disposal of non-strategic council assets to the combined value of $67 million.

17. In accordance with the Local Government Act 2002, the annual statement of intent states the activities and intentions of Panuku, the objectives that those activities will contribute to and performance measures and targets as the basis of organisational accountability. For the 2017/2018 financial year Panuku is required to identify properties from within council’s portfolio that may be suitable for potential sale to a combined value of $60 million and to sell $100 million of property by 30 June 2018.

Ngā raru tūpono / Risks

18. No risks associated with the recommendation contained in this report have been identified.

Ngā koringa ā-muri / Next steps

19. Following receipt of the Hibiscus and Bays Local Board’s resolutions, the subject site will be presented to the Finance and Performance Committee with a recommendation to divest. If the committee approves the proposed disposal of the subject site, Panuku will seek to divest of the subject site in a manner which ideally provides a housing outcome and optimal return to council.

20. The terms and conditions of any disposal would be approved under appropriate financial delegation.

21. The adjoining landowner has expressed interest in purchasing 8 Hiwi Crescent, Stanmore Bay should it be approved for sale. This can be explored further should the Finance and Performance Committee approve the proposed disposal.
## Ngā tāpirihanga / Attachments

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<td>Auckland Unitary Plan designations in relation to 8 Hiwi Crescent,</td>
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<td></td>
<td>Stanmore Bay</td>
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<tr>
<td>B</td>
<td>Images of 8 Hiwi Crescent, Stanmore Bay</td>
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</tr>
</tbody>
</table>

## Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Anthony Lewis - Senior Advisor, Portfolio Review, Panuku Development Auckland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Letitia Edwards - Team Leader Portfolio Review, Panuku Development Auckland</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Auckland Unitary Plan designations in relation to 8 Hiwi Crescent, Stanmore Bay
Images of 8 Hiwi Crescent, Stanmore Bay
Whangaparāoa Library Courtyard

File No.: CP2018/03356

Te take mō te pūrongo / Purpose of the report
1. To seek approval from the Hibiscus and Bays Local Board to proceed with detailed design for upgrade work to the Whangaparāoa Library Courtyard.

Whakarāpopototanga matua / Executive summary
2. The Whangaparāoa Library Courtyard in Whangaparāoa requires investment to ensure the currently underutilised existing space is upgraded to meet the needs of the wider community.

3. A number of options have been considered for the design of the space under guidance of Future Whangaparāoa. Ideas were developed including the addition of better seating, shade, play equipment and art tiles in the ground plane to provide visual interest, and activities for children within the space. Some of these ideas have been retained, while others reconsidered after extensive feedback from the Whangaparāoa Library and the council’s Parks team.

4. The Hibiscus and Bays Local Board and key stakeholders have been consulted on options for the courtyard and have indicated their support for the preferred option which aligns with the feedback from various stakeholders.

5. The recommended option provides for the renewal of the existing facilities, additional seating, shade options, art wall, and quiet space with informal play elements. Overall, the result will be a more dynamic courtyard with improved function.

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

a) approve the renewal and upgrade of the Whangaparāoa Library Courtyard as shown in Attachment A: ‘Whangaparāoa Library Courtyard: Landscape Concept’ dated 14.02.2018 – sheets 01, 02 and 03.

Horopaki / Context
6. As a result of a 2016 community empowerment workshop run by Milkenko Matanovic, a group of passionate locals were inspired to do a local place-making project. Community empowerment is about communities having a sense of control over what happens at a local level and council’s role is to foster this. A key focus is to build capacity within the community to do things for themselves. The Whangaparāoa 2030 Visioning Project was formed and the Whangaparāoa Library Courtyard project began.

7. The group sought to address the findings from the 2015 Hibiscus Coast Needs Assessment, which identified that many people in Whangaparāoa faced a sense of isolation and loneliness. The project hosted workshops and worked within the community to create a vision.

8. Future Whangaparāoa 2030’s vision is for a community that:
   • is strong, safe and supportive
   • is violence free and well connected
   • supports local business and innovation
values and supports young people
values and cares for our beaches, streams and bush, and
works together.

9. The Future Whangaparāoa 2030 group has been working closely with the Whangaparāoa Library, plaza management and council. The goal is to maximise opportunities and collaborate with place-making projects to create a sense of belonging. The following activities have been funded by the local board:

- an activation event to celebrate the successful community engagement by redesigning the Whangaparāoa town centre area
- supporting a local landscape designer (Paul Murphy, Shafer Design) to develop a concept for the Whangaparāoa Library outdoor space based on community ideas
- engagement of young people to make a video to capture the process of community engagement and to educate people about place-making opportunities
- the development of a Whangaparāoa community website to support the key priorities outlined in the Whangaparāoa Businesss Survey commissioned by the local board I 2016
- attendance by three Whangaparāoa 2030 people to the Milenko workshop.

10. In more recent times the Hibiscus and Bays Local Board formally endorsed the expenditure of $92,036 (ID 2079) for the Whangaparāoa 2030 project (located at the library courtyard) from the 2017/2018 Community Facilities Work Programme. Resolution number HB/2017/1

11. A concept design was developed, and peer reviewed by an Auckland Council Service and Asset Planning Team specialist. Further changes were made to the concept after feedback from Auckland Council and stakeholders in late 2017. A final concept was prepared based on agreed outcomes for the courtyard.

Tātaritanga me ngā tohutohu / Analysis and advice

Discussion

12. The concept design process undertaken identified a number of issues with the existing space and sought to address these with design improvements. The issues included:

- Lack of shade
- Lack of seating options
- Lack of interest
- Lack of play options for younger children.

13. A series of concept designs were developed over the last year and a half addressing the issues and concerns. These concepts were discussed with various stakeholders and feedback sought. Alterations to the design were made to balance the needs of the various stakeholders.

14. The Hibiscus and Bays Local Board supported in principle the developed concept design presented to a workshop held on 1 February 2018 where various options and stakeholder feedback was discussed.

Options

15. The following is a breakdown of the three options developed and the specific considerations of each.
Hibiscus and Bays Local Board
21 March 2018

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<th>Scope</th>
<th>Budget</th>
<th>Consideration</th>
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<tbody>
<tr>
<td>Option 1</td>
<td>Provides new seating, shade structures, art tiles and formal play structures</td>
<td>$85-110k</td>
<td>Art tiles in floor plane do not meet slip resistance requirements and pose a health and safety concern. Formal play is found at nearby parks and therefore is not supported by Auckland Council Policy, nor by the Library adjacent to the meeting room. Shade sails pose health and safety concern due to requirements for installation/removal during storm events and winter months.</td>
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<td>18/06/2016</td>
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Option 2
Provides new seating
Stakeholder feedback about lack of shade and play structures for young children.
12/12/2017
$65-80k

Option 3
Provides new seating, shade structures, shade tree, and informal play structures
Design provides informal play allows activities for children within seating/garden environment. Long term provision of shade with deciduous tree planting. Shade sails provide short term shade option and limits health and safety concerns regarding removal and installation.
14/02/2018
$85-90k

Staff advice
16. Staff recommendation is to proceed with option 3. This option aligns with stakeholder feedback from the Library, Whangaparāoa 2030 and council staff.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views
17. This upgrade will add to the functionality and amenity of the Whangaparāoa Library Courtyard and will help the library invigorate the area and attract more users.

18. The courtyard will be improved by providing:
   - Improved and additional seating
   - Shade
   - Informal play opportunities
   - Increased amenity planting
   - Public art installation.

19. The project aligns with the Hibiscus and Bays Local Board Plan 2017 outcome: A great place to live because we planned for growth.

Tauākī whakaaweawe Māori / Māori impact statement
20. Ngati Wai, Ngāti Manuhiri, Te Rūnanga o Ngāti Whātua, Ngāti Whātua o Kaipara, Ngāti Whātua Ōrākei, Ngāi Tai Ki Tāmaki, Te Kawerau a Maki, Te Akitai Waiohua, Ngāti Te Ata Waiohua, Ngāti Paoa, Ngāti Maru, Ngāti Whanaunga, Ngāti Tamaterā, Te Patukirikiri will be consulted with at the Parks and Recreation Iwi Engagement North West Hui workshop. Their feedback will be sought in respect to the proposed upgrade.
Item 13

Ngā ritenga ā-pūtea / Financial implications
21. The cost estimate to deliver the preferred option is $85,000.00. This includes design, supervision and physical works.
22. This project has an approved Locally Driven Initiatives Capex budget of $92,036 in the 2017/2018 financial year.

Ngā raru tūpono / Risks
23. Unknown construction issues identified during construction could have implications on the total budget.

Ngā koringa ā-muri / Next steps
24. Following approval from the board, next steps are to:
   - complete detailed design
   - lodge and obtain building and/or resource consents (if required)
   - Consult with the Parks and Recreation Iwi Engagement North West Hui
25. It is expected procurement for physical works and construction will begin in the 2018/2019 financial year. The local board will receive regular updates on the project.

Ngā tāpirihanga / Attachments

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<td>Attachment B: Whangaparaoa Library Courtyard: Landscape Concept dated 14.02.2018 - sheet 02</td>
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<td>C</td>
<td>Attachment C: Whangaparaoa Library Courtyard: Landscape Concept dated 14.02.2018 - sheet 03</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Cherie Veza - Stakeholder Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Kim O’Neill - Head of Stakeholder and Land Advisory</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
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**EAST ELEVATION - A**

- New deciduous shade tree with underplanting
- New timber planter, cut into steps
- New shade sails
- New timber steps and seating over concrete
- Remove water feature, replace with planting
- Timber stack seat

**SOUTH ELEVATION - B**

- Shade sails over seating area to provide shade
- New raised timber planter with shade tree
- Deciduous tree for shade
- Timber cladding over existing steps for seating/ performance informal play

**SECTION - C**

- New cylindrical planters cut into concrete
- New pohutukawa planting
- New shrub planting
- New masonry planter
- New timber bench seat
- Art tiles over new masonry wall
- New timber bench slab seat (6000x6,45)
Auckland Tourism, Events and Economic Development Six Monthly Report to Hibiscus and Bays Local Board

File No.: CP2018/00937

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

Whakarāpopototanga matua / Executive summary
2. The attached report provides the Hibiscus and Bays Local Board with highlights of Auckland Tourism, Events and Economic Development’s activities in the local board area for the six months from 1 July to 31 December 2017.

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

a) notes the Auckland Tourism, Events and Economic Development six-monthly report for the period 1 July to 31 December 2017.

Horopaki / Context
3. The attached report provides the Hibiscus and Bays Local Board with an overview of Auckland Tourism, Events and Economic Development’s activities for discussion.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views
4. The attached report is for the Hibiscus and Bays Local Board’s information only.

Tauākī whakaaweawe Māori / Māori impact statement
5. 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 tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
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<tr>
<td>A</td>
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Ngā kaihaina / Signatories

Authors
- Michael Goudie, Senior Advisor, External Relations (ATEED)
- Samantha-Jane Miranda, Operational Strategy Advisor (ATEED)
- Richard Court, Manager, Operational Strategy and Planning (ATEED)

Authorisers
- Anna Verboekeet, Manager Stakeholder Relations
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1.0 Introduction

This report provides the Hibiscus and Bays Local Board with highlights of ATEED’s activities in the Hibiscus and Bays 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)) and 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 creating the world’s most liveable city, 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 strategic objectives are supported by more detailed action plans, investment proposals and delivery partnerships.

![ATEED Strategic Framework Diagram](image)

Figure 1 – ATEED’s Strategic Framework

1 As per ATEED’s Statement of Intent 2017-20
ATEED works with local boards, Council and CCOs to support decision-making on local economic growth and facilitates or coordinates 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 LED 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 north Auckland is located at 61 Constellation Drive, Rosedale, 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.
2.0 Hibiscus and Bays 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:

**Hibiscus and Bays - Eco tourism plan development**

The approach to developing the eco-tourism strategy was presented to the Local Board at the 7 September 2017 Local Board workshop. New Zealand Tourism research Institute (NZTR) has been appointed to undertake the following research as the first phase in the development of the eco-tourism strategy:

- Undertake a local tourism audit.
- Identify the opportunities to develop eco-tourism in the Hibiscus and Bays Local Board area.
- Identify the key operators in the Local Board area.
- Bring together the operators with a view to outline the opportunities, and seek to establish a tourism group to work with the Local Board to support and promote tourism and eco-tourism within the Local Board area.

The key deliverables are:

- A local tourism audit.
- A map and database of the visitor sectors operators and stakeholders.
- Establishment of Visitor Strategy Group (VSG), which will assist with the development of a strategy, implementation and/or advocacy.

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 Hibiscus and Bays 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.

**Hibiscus and Bays – Land and Employment**

With a view to meeting the Hibiscus and Bays Local Board objective to ensure residents have access to local employment some Local Board members met with an ATEED Business Attraction and Investment specialist to discuss private land available for development and sale. It was explained that
as the land is private, unlike Council owned land, neither ATEED, nor the Board can control how it is developed. A positive outcome of the meeting was that the Business Attraction and Investment team can now include Silverdale in the portfolio of Auckland property available for investment. The discussion also highlighted the need for an assessment of available commercial and employment land to support the surrounding residential development. Discussions continue in relation to these opportunities.

With a view to meeting the Hibiscus and Bays Local Board objective that town centres are vibrant and residents shop locally, ATEED continues to work closely with the BIDs in the area, whose focus is the local retail business sector.

Hibiscus and Bays – Ferry Service

ATEED awaits further advice from the Board on its plans to pilot a weekend ferry service to Gulf Harbour. It’s understood Auckland Transport and Fullers are involved in the discussions. ATEED is available to deliver support and advice once more detail is provided.

Unspent Local Development Initiative (LDI) Funding

At the time of writing ATEED notes that LDI funding will remain underspent unless the Board and advisers can agree on concrete proposals to ensure that budget is contractually committed and work substantially completed by 30 June. LDI operating expenditure cannot be carried forward. Both parties have an action to consider further options for this fund.

Other

ATEED is also currently developing two toolkits, one for tourism and one for town centres. Decision-makers, interested groups and passionate individuals can use the toolkits, and apply them to their qualifications to help identify how their subjects might be better prepared. The toolkits will identify stakeholders, how issues and opportunities are interconnected, and develop a plan for execution.

ATEED’s primary point of contact for the Hibiscus and Bays Local Board is Michael Goudie, Senior Advisor External Relations. Once a month Michael works from ATEED’s Orewa Office situated in the Orewa Service Centre. He can be contacted at any time on Michael.Goudie@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 RBN training/capability development voucher of up to $5,000 per annum to co-fund eligible business training via registered service providers. Priority is given to businesses accessing this expert advice for the first time.

There were 44 vouchers issued to businesses in the Hibiscus and Bays 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

Four 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.

Three companies received Callaghan Innovation grants, and two companies were referred to Callaghan Innovation services during the reporting period.

### 3.4 Connecting businesses

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 - 13
- Service providers - 150
- ATEED staff or initiatives - 2
- Business-to-business - 24
- Other - 71
3.5 Other support for new businesses

During this period, six new business owners from the Hibiscus and Bays 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 RBPIN services. Four businesses from the Hibiscus and Bays 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, 21 businesses from the Hibiscus and Bays 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 1280 attendees from across the Auckland region attended networking events.

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 Hibiscus and Bays 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 23 film permits were issued in the Hibiscus and Bays 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 Scheme (YES) across Auckland on behalf of the Young Enterprise Trust. The scheme encourages year 12 and year 13 students to embrace innovation and business by forming a legal company to produce and sell real-life goods and services.

There were 55 schools participating in the YES programme for 2017, with 1299 students completing the programme. Six Auckland YES companies were recognised at the national awards held in Wellington on 6 December. First place overall went to Otelei from Henderson High School, followed by Clear Free from Rangitoto College in second place. Four other YES Auckland teams were also rewarded with National Excellence awards.

Attachment A

Item 14

5 A film permit may be issued for filming at multiple locations.
On 1 January 2018, the Auckland Chamber of Commerce became the new delivery partner for the YES. ATEED will maintain a strategic role.

5.2 Youth Employment

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.

#BuildAKL 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.

#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.

JobFest – 11 October 2017

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

Auckland Council
JobFest (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:
- 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

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5 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.
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.

6.0 Grow the Visitor Economy

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)
83,609 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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<tbody>
<tr>
<td>Goat Island - Clearyaks</td>
<td>Ambury Regional Park</td>
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<tr>
<td>Tawharanui Beach</td>
<td>Otara Markets</td>
</tr>
<tr>
<td>Leigh Sawmill Brewery</td>
<td>Rainbows End</td>
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<td>Devonport</td>
<td>Butterfly Creek</td>
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<tr>
<th>3. Hauraki Gulf &amp; Islands</th>
<th>4. West Auckland</th>
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<tr>
<td>Kawau Island</td>
<td>Horse Riding - Woodhill Forest</td>
</tr>
<tr>
<td>Rotoroa Island</td>
<td>Muriwai Beach/Clifftops</td>
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<tr>
<td>Great Barrier Island</td>
<td>Hunting Lodge Winery</td>
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<tr>
<th>5. East Auckland</th>
<th>6. Central Auckland</th>
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<tr>
<td>Omana Regional Park</td>
<td>Pah Homestead (Hillsborough)</td>
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<tr>
<td>Clevedon Market</td>
<td>Home Bay (Heme Bay)</td>
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<tr>
<td>Howick Historical Village</td>
<td>Mt Eden</td>
</tr>
<tr>
<td>McNicoll Historic Homestead</td>
<td>One Tree Hill</td>
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Campaign evaluation research results 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.

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9 Source: ITM data, Statistics NZ
8 Source: VIP Programme
7 Source: Statistics NZ
6 Source: TNS Research
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 Hibiscus and Bays 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.

Residents in the Hibiscus and Bays 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

International student enrolments in New Zealand increased by 8 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\(^1\), 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 Whāitu Ōrākei 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 Whāitu Ōrākei 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.

Te take mō te pūrongo / Purpose of the report
1. To seek the Hibiscus and Bays Local Board’s endorsement for council to recommend to the Finance and Performance Committee the disposal of one council owned property, which is currently part of the Corporate Property Portfolio Strategy, in the Hibiscus and Bays Local Board area.

Whakarāpopototanga matua / Executive summary
2. Auckland Council’s Corporate Property team has developed a Corporate Property Portfolio Strategy, which seeks to contribute to a more efficient Corporate Property network. This is a self-funding programme of works, which utilises the capital receipts from the divestment of property that is no longer required by the Corporate Property network. The council-owned property at 50 Centreway Road, Orewa has been identified as surplus to council’s requirements as part of the review of the Corporate Property Portfolio Strategy. Consultation with impacted council departments, Panuku Development Auckland, iwi authorities and the Hibiscus and Bays Local Board has now taken place. Corporate Property recommends disposal of the site to enable the Corporate Property Portfolio Strategy to be implemented.

3. A resolution approving the disposal of this site is required from the Finance and Performance Committee before the proposed divestment can be progressed.

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

a) endorses Corporate Property’s recommendation to the Finance and Performance Committee to dispose of 50 Centreway Road, Orewa.

Horopaki / Context
4. On 6 August 2017 Regulatory Services announced that it would create efficiencies through an operating model that rationalises its teams to work from three major hubs in the North West (Albany/Westgate), City Centre (Bledisloe House) and the South (Manukau). Alongside this, Regulatory Services confirmed an approach of delivering more local services via a number of spokes (drop in spaces) across the region.

5. In response to the organisation’s goal to move to three hubs and a requirement for local spokes, Corporate Property developed the Corporate Property Portfolio Strategy, which describes how this organisational change would manifest in the property network. This includes establishing which locations will be retained and which were identified as surplus to requirements, and using existing council buildings such as libraries, leisure centres and local board offices where space was available for spokes. This strategy identified 50 Centreway Road, Orewa as surplus to our corporate accommodation requirements and as a potential site that could be sold to reinvest in the corporate network.

6. The sale of the sites in the Corporate Property Portfolio Strategy will contribute to a more efficient Corporate Property network aligned with the new organisational requirements and allow the proposed programme of works to be self-funding by utilising the proceeds of the sale.
7. There will be no change to customer service centres or local board accommodation functionality as a result of implementing this proposed strategy. Any local board office or customer service centre impacted by the proposed closure of a building, will be relocated to a suitable location within the area, in consultation with the appropriate local board.

8. Timing is critical in implementing this strategy, due to a number of major lease expiries over the next few years. Should we miss those lease expiries, then significant value locked up in any new leases will not be available to implement much need portfolio change.

Tātaritanga me ngā tohutohu / Analysis and advice

9. 50 Centreway Road, Orewa comprises two buildings known as Pacific and Tasman buildings. The property provides 7,876m² of office accommodation, Local Board offices and Customer Service Centre on a 19,305m² site.

10. The property was purchased by Rodney County Council in 1974 from the Crown.

11. We have received legal advice from external advisors that, “The Property is subject in part (being that part of the land that was formerly held in certificate of title NA75D/681 (Lot 1 DP 129390 and part Allotment 672 Parish of Waiwera)) to section 27B of the State-Owned Enterprises Act 1986 which:

- provides for the resumption of land on the recommendation of the Waitangi Tribunal; and
- does not provide for third parties, such as the owner of the land, to be heard in relation to the making of any such recommendation.”

12. Further advice in mitigation of this from our legal advisors was that, “We expect the risk of the land being acquired and transferred to Māori is likely to be low…”

13. The Auckland Unitary Plan zoning is Mixed Use Zone. It has a 2017 capital valuation of $28,800,000.

14. The council-owned site at 50 Centreway Road, Orewa is not likely to be subject to offer back obligations to the former owner under section 40 of the Public Works Act 1981.

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

15. Corporate Property attended a workshop with the Hibiscus and Bays Local Board regarding the sale of 50 Centreway Road in February 2018. The Hibiscus and Bays Local Board advised that, should the property be approved for sale, that any future spoke model in Orewa ensure access to council staff by the local board and community. The local board further requested Corporate Property investigate opportunities for the local board in the Browns Bay site to make the local board more easily accessible to the community.

16. The Hibiscus and Bays Local Board also provided informal advice that should this property be approved for sale, it would like Panuku Development Auckland (Panuku) to investigate if a health care provider would be interested in this site for provision of medical services to the community.

17. A second workshop scheduled with the Hibiscus and Bays Local Board in mid-March, will capture further feedback.

18. This report provides the local board with an opportunity to formalise its views regarding future options.

Tauākī whakaaweawe Māori / Māori impact statement

19. Fourteen mana whenua iwi authorities were contacted regarding the potential sale of 50 Centreway Road, Orewa on 4 December 2017. The following feedback was received, noting that some feedback received is commercially sensitive and cannot be included in this report:
Item 15

a) Ngāti Wai
No feedback received for this site.

b) Ngāti Manuhiri
No feedback received for this site.

c) Te Runanga o Ngāti Whatua
No feedback received for this site.

d) Ngāti Whatua o Kaipara
No feedback received for this site.

e) Ngāti Whatua Ōrākei
Ngāti Whatua Ōrākei has expressed potential commercial interest in this property.

f) Te Kawerau a Maki
No feedback received for this site.

g) Ngāi Tai ki Tāmaki
No feedback received for this site.

h) Te Ākitai - Waiohua
No feedback received for this site.

i) Ngāti Te Ata - Waiohua
Ngāti Te Ata has expressed a potential commercial interest and a desire to develop the property noting its close proximity to the beach, park, supermarkets and other amenities.

j) Ngāti Paoa
No feedback received for this site.

k) Ngaati Whanaunga
No feedback received for this site.

l) Ngāti Maru
No feedback received for this site.

m) Ngāti Tamatera
No feedback received for this site.

n) Te Patukirikiri
No feedback received for this site.

Ngā ritenga ā-pūtea / Financial implications
20. It is proposed that the capital receipts from the sale of surplus Corporate Property properties contribute to the Corporate Property Portfolio Strategy so that the proposed new network can be implemented and self-funded. This will provide efficiencies to the Corporate Property network.

Ngā raru tūpono / Risks
21. If the sites identified in the Corporate Property Portfolio Strategy that are surplus to the council’s corporate accommodation requirements are not approved for sale, there is a strong risk to the successful implementation of the Corporate Property Portfolio Strategy which would not be self-funded and need to be funded separately.
Ngā koringa ā-muri / Next steps

22. Following receipt of the Hibiscus and Bays Local Board’s resolutions, the Corporate Property Portfolio Strategy will be presented to the Finance and Performance Committee, along with an intended recommendation to divest of this site. If the committee approves the proposed disposal of the site, Corporate Property will work with Panuku who will seek to divest of the site in a manner that provides an optimal outcome and return to council. Funds realised will be ring-fenced to ensure the successful implementation of the Corporate Property Portfolio Strategy.

23. The terms and conditions of any disposal would be approved under appropriate financial delegation.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Stephen Greenhough – Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Kevin Ramsay - General Manager Corporate Finance and Property</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Auckland Transport Update to the Hibiscus and Bays Local Board for March 2018

File No.: CP2018/02949

Te take mō te pūrongo / Purpose of the report

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

Whakarāpopototanga matua / Executive summary

2. This particular report provides updates and information on:
   - Update on the Local Board’s Transport Capital Fund Projects;
   - Penlink;
   - Whangaparaoa Dynamic Laning Project;
   - Regional Land Transport Plan 2018;
   - March Madness;
   - Consultations on regulatory processes;
   - Traffic Control Committee results;
   - Issues Raised by Elected Members.

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:
a) notes the Auckland Transport Update to the Hibiscus and Bays Local Board for March 2018.

Horopaki / Context

Update on the Hibiscus and Bays Local Board Transport Capital Fund Projects

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

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

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

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

6. Construction of Project 558, the upgrade of four crossings at the intersections of Hibiscus Coast Highway / Moana and Moenui Avenues, has been affected by unforeseen delays with the tendering process, due to its unique design and the need for skilled labourers to be involved in its delivery.

7. The revised timeline for the work is therefore:
   - market tender to close 23 March 2018;
   - construction to start early April 2018; and
   - construction completed early May 2018.

8. Rough order costs for the following projects requested by the local board at its meeting on 15 November 2017 (HB/2017/187) will be provided to members for further discussion at a workshop in April:
   - completion of the portion of Stage 3 of the Orewa Boulevard Project from Empire Road to Riverside Road;
   - construction of Stage II of the Torbay Parking project on the Auckland Council Reserve located at 1022 Beach Road, Torbay;
   - implementation of Slow Zones in the town centres of Mairangi Bay, Browns Bay, Silverdale and Torbay;
   - modification of seven of the fourteen existing bench seats in the area between 292 and 350 Hibiscus Coast Highway, Orewa;
   - raising the existing zebra crossing located adjacent to 419 Beach Road, Mairangi Bay, by approximately 150mm;
   - a bike rack at Gulf Harbour, adjacent to the ferry terminal.

9. Recommendations to progress those projects members wish to proceed with may then be considered at the April meeting of the local board.

Penlink

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

11. Members were advised on 27 February 2018 that Auckland Transport (AT) staff had met informally with Member Parfitt late in 2017 to clarify the request.

12. It had been hoped to provide a response at the local board’s meeting scheduled for 21 March 2018. However, it has been necessary to obtain advice about the use of public transport in relation to a transport network that includes Penlink. The results of this work may be influential in supporting the case for Penlink funding so it is important that a thorough and credible analysis be completed.

13. Staff were therefore not in a position to provide a response at this meeting but will do so as soon as possible.
Whangaparaoa Road Dynamic Laning Project

14. AT extended the operation of dynamic lanes on Whangaparaoa Road during the afternoon (PM) peak by an additional hour (4pm to 7pm) from Monday, 26 February 2018. The previous hours were 4pm to 6pm.

15. The dynamic lane concept, similar to tidal flow lanes, uses the existing road network more efficiently for the movement of people and vehicles. It makes use of traffic control devices and an adaptive LED light system to create an extra lane for vehicles travelling in the peak direction.

16. Data collected since the start of the trial on 24 January 2018 has shown a positive improvement to the PM peak traffic flow on Whangaparaoa Road. Travel times have reduced and there is less queuing on Hibiscus Coast Highway, which is also having a positive impact on the flow of traffic heading towards Orewa.

17. Extending the PM peak duration will allow customers to gain the most value from the system, particularly during March when congestion throughout Auckland is historically at its highest level.

18. The principle goal with this trial is to ensure that the system operates as expected, not only in terms of driver behaviour but also in terms of the infrastructure and back-end technology that makes it possible.

19. Key highlights of the trial have been:
   - driver behaviour has generally been excellent;
   - both the start and end transition areas have operated smoothly;
   - road users have largely demonstrated a high level of confidence and understanding of how the system works;
   - observations of the system to date indicate that increased gaps have been provided, managing concerns for right turning vehicles along the trial area and for pedestrians to cross; and
   - the period before 6pm experienced free flow conditions while after 6pm vehicle flow quickly changed to a continuous line of slow moving traffic.

20. The start of the morning (AM) peak trial is still set to commence from 18 April 2018. Although the impact on AM peak travel times is not expected to be as significant as the afternoon peak, due to there being only one existing left turn lane as well as Auckland bound queuing on Hibiscus Coast Highway, some improvement is expected.

21. To help with the AM peak flow on Whangaparaoa Road, work is being done to enable left turn movement from the traffic lights at the Hibiscus Coast Highway intersection. However, it is not expected that the improvement to travel times will be as obvious as during the PM peak.

22. If the trial is successful, AT will continue to operate dynamic lanes on Whangaparaoa Road and investigate its introduction in other parts of Auckland.

23. For more information on the trial visit: https://at.govt.nz/projects-roadworks/whangaparaoa-road-dynamic-lane-control-trial/

Regional Land Transport Plan (RLTP) 2018

24. The Regional Land Transport Plan (RLTP) is a plan of how transport delivery agencies intend to respond to growth and other challenges facing Auckland over the next 10 years. It includes a 10-year prioritised delivery programme of transport services and activities.

25. AT prepares the draft RLTP jointly with the NZ Transport Agency and KiwiRail. It is a statutory plan describing how these agencies intend to respond to growth and other
challenges facing Auckland over the next ten years. It will include a ten-year, prioritised delivery programme of transport services and activities.

26. The original intention was to consult on the plan alongside Auckland Council’s Long-term Plan (LTP). However, consultation for the RLTP has been disengaged from the LTP and moved into April 2018 to ensure it is informed by, and strongly aligned with, the Government’s soon to be released Policy Statement on Transport and a refreshed Auckland Transport Alignment Project.

March Madness

27. AT has a plan to ensure its public transport services can cope with the increased numbers of customers in late February and March 2018, the time of the year known as ‘March Madness’. As with the same period last year, provision is being made for extra spaces on key routes and adding capacity where it is needed, with all services being monitored throughout the period.

28. Staff have built on the work done in March 2017, matching the number of seats added previously and in some cases adding more. There will be 99 double deckers operating on various routes which will help with demand and, while staff are confident customers will be able to get on the services provided, there may be some queuing, some people will need to stand and in some cases the first buses might be full.

29. Provisions made on the bus network for this year and in 2017 include:

- Significant additional capacity was provided on key corridors prior to March 2017 of 56 more city-bound bus trips each morning peak (~5,400 spaces), equivalent to five percent more capacity and up to 34 percent on some corridors. This, along with greater capacity provided in June and December 2017 as part of full service network upgrades in West and East Auckland, provides a good base for March 2018 annual transport demand peak.

- A total of 99 double deckers will be operating as part of the 1300 fleet that add to capacity and customer experience. No double decker buses operated in Auckland only a few years ago, and around 70 double deckers were in service in March 2017.

- Overall an extra 4,600 additional seats per day on the North Shore compared to the standard timetable, the majority of which will be temporary unless ongoing demand warrants further permanent capacity:
  - Northern Express (NEX) - additional 10 double decker buses from 12 February 2018 will be operating until mid-April under the Explorer brand, an additional 3000 more seats per day compared to the standard 2017 timetable.
  - The 881 service has changed to a limited stop service and is promoted as a ‘University Express’. A further 700 seats have been added, the same as last March.
  - An additional 850 seats per day will be provided from 19 February to 20 May 2018 on routes 973, 974 and 950 Birkenhead services via eight additional trips using new double decker buses. This is 250 seats per day more than March last year.

- The Airporter route 380 service between Manukau / Airport / Onehunga was doubled in frequency from December 2017.

- New bus networks have been rolled out in the west, south and east, which provide significant additional capacity.

- In the central corridors, additional capacity added prior to March 2017 is considered sufficient, together with the additional trips on the 625 and 299 services.

- Operators and AT will be monitoring daily demand and capacity and moving capacity to respond to excess demand where possible.
In the past year AT has added 2.6 kilometres of bus lanes and extended bus and transit lane hours on five key corridors.

30. Provisions made on the rail network with the addition of 1,200 spaces in March 2017 during the morning peak mean that there is still some capacity available, although some services will be busy. During peak, all services on the Western, Eastern and Southern Lines will be six-car sets.

31. Close monitoring of all ferry services will be undertaken, in particular on the Hobsonville and West Harbour services, with additional capacity for the shoulder peak to be potentially available if necessary through the provision of a shuttle bus service between Hobsonville and West Harbour.

32. Overall, public transport totaled 91.1 million boardings for the 12 months to December 2017, an increase of 7.4 percent or 6.3 million boardings on the 12 months to December 2016. Rail boardings totaled 20.4 million, an increase of 12.3 percent or 2.2 million boardings; bus boardings totaled 64.5 million, an increase of 6.5 percent or 3.9 million boardings; and ferry boardings totaled 6.2 million, an increase of 2.1 percent or 0.1 million boardings on the 12 months to December 2016.

33. Cycling counts also continue to grow, with the carrying capacity of protected cycleways now 4500 people per hour. Auckland Central Business District cordon cycle counters recorded 173,000 for March last year (about 5,500 per day) which is normally the busiest month of the year because of good weather and students cycling. An additional 5.2 kilometres of cycleways has been added to the regional cycle network since July 2017.

34. An overall network snapshot of levels of congestion on the roading network for the first two weeks of February 2018 compared to the same period last year for the morning peak hour is shown in the table below:

<table>
<thead>
<tr>
<th>Congestion Level of Service</th>
<th>Feb-17</th>
<th>Sep-17</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Speed</td>
<td>32%</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td>35</td>
<td>33</td>
</tr>
</tbody>
</table>

Note: Congestion level of service is, simply put, the percentage of the arterial network that operates at travel speed of slower than half the posted speed limit (i.e. slower than 25km/h for 50km/h roads) for the peak hour 7:30am to 8:30am. Average speed is the average over the arterial network.

35. February 2018 is therefore slightly better than the same time last year, though the first two weeks of March is expected to become slightly worse, peaking to an expected 33% of the network being considered congested in March.

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

Consultations on Regulatory Processes

36. A proposal to remove the slip lane and signalise the West Hoe Road/Hibiscus Coast Highway intersection in Orewa, to improve safety at the intersection, reduce crossing distance for pedestrians and improve left turn tracking from Hibiscus Coast Highway into West Hoe Road, was forwarded to Hibiscus Coast subdivision members on 2 February 2018. Member Fitzgerald commented on AT removing slip lanes when there were other issues important to ratepayers that could be addressed. No other objections were received.

37. Documentation describing a proposal to install angle parking in Watea and Wairere Roads, Torbay, was forwarded to members on 28 February 2018 with a request for feedback no later than 14 March 2018.

38. Documentation describing a proposal to construct a footpath on Hibiscus Coast Highway, Orewa, extending from Puriri Avenue to Arundel Reserve, was forwarded to Hibiscus Coast...
subdivision members on 1 March 2018 with a request for responses no later than 14 March 2018. The proposal included additional pedestrian crossing facilities, some parking and possible tree removal, and is part of a region-wide programme to improve pedestrian safety walking connections between residential areas and key destinations. Members Parfitt and Fitzgerald advised that they were supportive of the proposal, Member Fitzgerald requesting that good crossing points for mobility scooters and walkers be included because of the high numbers of elderly people living in Orewa.

39. Documentation describing a proposal to construct a footpath on Rishworth Avenue, Whangaparaoa, extending from 2 Rishworth Avenue to its intersection with Wade River Road, was forwarded to Hibiscus Coast subdivision members on 1 March 2018 with a request for responses no later than 14 March 2018. This proposal includes additional pedestrian crossing facilities, retaining walls and parking restrictions, and is part of a region-wide programme to improve pedestrian safety and walking connections between residential areas and key destinations. Member Fitzgerald responded that she was supportive of the proposal.

40. Documentation describing a proposal to install No Stopping at all Times (NSAAT) restrictions on Weatherly Road and Glamorgan Drive, Torbay, to improve visibility for drivers approaching the bend and reduce conflict with oncoming traffic, was forwarded to East Coast subdivision members on 2 March 2018 with a request for responses no later than 16 March 2018.

Traffic Control Committee Results

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

<table>
<thead>
<tr>
<th>Decision</th>
<th>Report Type</th>
<th>Nature of Restriction</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whangaparaoa Road, Red Beach</td>
<td>Permanent Traffic and Parking changes</td>
<td>No Stopping At All Times restrictions (NSAATs)</td>
<td>Carried</td>
</tr>
<tr>
<td>Hibiscus Coast Highway/ Moenui Avenue/ Moana Avenue, Orewa</td>
<td>Permanent Traffic and Parking changes</td>
<td>NSAATs, Angle Parking, Motorcycle Only Parking, Edge Line, Flush Median, Shoulder Marking, Give-Way, Pedestrian Crossing</td>
<td>Carried</td>
</tr>
<tr>
<td>Laurie Street/ Walton Street/ Bay Street, Red Beach</td>
<td>Permanent Traffic and Parking changes</td>
<td>NSAATs, Give-Way</td>
<td>Carried</td>
</tr>
<tr>
<td>Duncansby Road, Stanmore Bay</td>
<td>Permanent Traffic and Parking changes</td>
<td>NSAATs, Stop Control</td>
<td>Carried</td>
</tr>
</tbody>
</table>

Issues Raised by Elected Members

42. The following list summarises issues raised by elected members and local board services staff to 5 March 2018:
<table>
<thead>
<tr>
<th>Location</th>
<th>Issue</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mairangi Bay Town Centre</td>
<td>Pavers in Mairangi Bay Town Centre</td>
<td>A trial to confirm the effectiveness of a treatment process recommended by Horizon International, the suppliers of pavers installed in the retail centre of Mairangi Bay to improve their skid resistance is being undertaken. The results of the trial will determine any future treatment and members will be provided with further information at the conclusion of the trial.</td>
</tr>
<tr>
<td>Glenvar Road/East Coast Road/Lonely Track Roads, Torbay</td>
<td>Request for information regarding crashes at the intersection of Glenvar Road/East Coast Road/Lonely Track Roads, Torbay.</td>
<td>MP for East Coast Bays, Erica Stanford, asked for information on the reported accidents at the intersection of Glenvar Road/East Coast Road/Lonely Track Roads, Torbay, over the past twelve months, and details of the number of fatalities at the intersection over the past ten years. On 8 February 2018, the MP’s Office was advised that NZTA’s crash database showed there had been no fatalities over the last ten years; one serious accident involving a motorcycle that had lost control; nine minor incidents; and 28 non-injury crashes. Two of these crashes happened in 2017, one a head-on collision involving speed and failure to give way, and the other a minor, rear end incident. Neither of these crashes resulted in injury.</td>
</tr>
<tr>
<td>1022 Beach Road, Torbay</td>
<td>Request for NSAAT restrictions and installation of a one-way system at 1022 Beach Road, Torbay.</td>
<td>Member Parfitt asked for the installation of NSAAT restrictions on the service lane at 1022 Beach Road, Torbay, along the length of the building located at 1028 Beach Road, to make it easier for vehicles exiting angle parking recently installed. Member Parfitt also asked for consideration of a one-way system being installed on the service lane, with the entry point at 1022 Beach Road and the exit point between the properties 1042 and 1054 Beach Road, noting that there is also the option to turn left and drive through the community hall's car park. Referred to Traffic Engineering.</td>
</tr>
<tr>
<td>Wade River Road and Link Crescent, Whangaparaoa</td>
<td>Request for safety improvements at the intersection of Wade River Road and Link Crescent, Whangaparaoa.</td>
<td>Member Parfitt asked on 25 February 2018 that safety at the intersection of Wade River Road and Link Crescent, Whangaparaoa, be investigated, suggesting that the owner of the property whose shrubs block visibility for those turning right be asked to trim these. Referred to Traffic Engineering.</td>
</tr>
<tr>
<td>East Coast Road, Mairangi Bay</td>
<td>Request for pedestrian crossing on East Coast Road, Mairangi Bay.</td>
<td>Member Parfitt asked for the installation of a pedestrian crossing on East Coast Road near Kowhai Road, Mairangi Bay, on 26 February 2018. A resident has suggested that there</td>
</tr>
</tbody>
</table>
should be a crossing where drivers are forced to stop somewhere between Constellation Drive and Tristram Avenue so that space would be created for cars to turn onto East Coast Road from side streets and for pedestrians to cross. Referred to Traffic Engineering.

5  Whangaparaoa Road, Red Beach  Request for a bus stop and bus shelters on Whangaparaoa Road, Red Beach.

Member Fitzgerald asked on 28 February 2018 if it would be possible to install a bus stop on a flat area opposite the Waitemata Health complex on Whangaparaoa Road; and whether any of the bus stops along the stretch of road involved in the Dynamic Laning trial on Whangaparaoa Road will be provided with bus shelters before winter. Referred to PT Facilities.

Tauākī whakaaweawe Māori / Māori impact statement
43. No specific issues with regard to impacts on Māori are triggered by this report and any engagement with Māori will be carried out on an individual project basis.

Ngā ritenga ā-pūtea / Financial implications
44. All proposed schemes are subject to prioritisation, funding and consultation.

Ngā raru tūpono / Risks
45. All proposed schemes are subject to risk analysis and no specific issues have been triggered by this report.

Ngā tāpirihanga / Attachments
There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Ellen Barrett – Elected Member Relationship Manager, Auckland Transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Jonathan Anyon – Elected Member Relationship Team Manager, Auckland Transport</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To seek approval for a new road name in the Orewa Developments Limited subdivision at 264 West Hoe Heights, Orewa.

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 across the Auckland Region.
3. The applicant, Orewa Developments Limited, has submitted the following names for a 290 residential lot staged subdivision at 264 West Hoe Heights, Orewa:
   - Crozier Place
   - Polheim Place

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

a) approve the new road name of Crozier Place for the Orewa Developments Limited subdivision at 264 West Hoe Heights, Orewa, in accordance with section 319(1)(j) of the Local Government Act 1974.

Horopaki / Context
4. A 290 residential lot staged subdivision has been approved at 264 West Hoe Heights, Orewa, and the council reference is R61238.
5. Names have been approved for stages one and three and a name is now required for stage 1E.
6. The proposed road name was an alternative name for the previous stage of the subdivision.
7. A condition of the subdivision consent was to suggest to council a name for the newly constructed road.

Tātaritanga me ngā tohutohu / Analysis and advice
8. Auckland Council’s road naming criteria typically require that road names reflect:
   - A historical or ancestral linkage to an area;
   - A particular landscape, environment or biodiversity theme or feature; or
   - An existing (or introduced) thematic identity in the area.

9. By way of background the applicant decided to name the subdivision ‘Aurora Views’. The ‘aurora’ are stars and constellations that are visible from both the Arctic and Antarctic regions. The proposed road names in this instance, have been selected for their particular relevance to Antarctic landmarks. Cape Crozier is the most easterly point of Ross Island in Antarctica.
10. An alternative name provided is Polheim Terrace. Polheim was Amundsen’s name for his camp at the South Pole.

11. Land Information New Zealand has confirmed the proposed and alternative names are acceptable and no duplicates exist.

12. All iwi in the Auckland area were written to and invited to comment. Ngati Manuhiri replied and requested that several names be used and these have now been used on the earlier stage.

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

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

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

### Tauākī whakaaweawe Māori / Māori impact statement

15. The applicant has corresponded with local iwi who has given their support for Crozier Place.

### Ngā ritenga ā-pūtea / Financial implications

16. 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

17. 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 process.

### Ngā koringa ā-muri / Next steps

18. Approved road names are notified to Land Information New Zealand who records them on their New Zealand wide land information database which includes street addresses issued by councils.

### Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Crozier Place Locality Map</td>
<td>59</td>
</tr>
<tr>
<td>B</td>
<td>Crozier Place Scheme Plan</td>
<td>61</td>
</tr>
</tbody>
</table>

### Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Frank Lovering – Senior Subdivision Advisor, Orewa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Trevor Cullen - Team Leader Subdivisions, Northern Resource Consenting and Compliance</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
New road name in the Orewa Developments Limited subdivision at 264 West Hoe Heights, Orewa
New road name in the Orewa Developments Limited subdivision at 264 West Hoe Heights, Orewa
New Road name in the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale

File No.: CP2018/02992

Te take mō te pūrongo / Purpose of the report
1. To seek approval for a new road name in the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale.

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, Matvin Group Limited, has submitted the following road names for the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale:
   - Alberto Lane
   - Weta Lane

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) approve the new road name of Alberto Lane for the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale, in accordance with section 319(1)(j) of the Local Government Act 1974.

Horopaki / Context
4. A seven-lot commercial subdivision has been approved at 1 Hibiscus Coast Highway, Silverdale, and the council reference is R65628.
5. The short road initially provides access into the new Z service station at Silverdale.
6. When the adjoining land is developed the road will be extended to provide access to further subdivided land.
7. A condition of the subdivision consent was to suggest to council a name for the newly constructed road.

Tātaritanga me ngā tohutohu / Analysis and advice
8. Auckland Council’s road naming criteria typically require that road names reflect:
   - a historical or ancestral linkage to an area;
   - a particular landscape, environmental or biodiversity theme or feature; or
   - an existing (or introduced) thematic identity in the area.
9. The director of Matvin Group has chosen the name Alberto Lane as this has special meaning to him.
10. The developer has struggled to find any other acceptable and unused names so contacted the Silverdale Historical Society and the local iwi for suggestions.
11. Although the developer has twice contacted the historical society he has not received a reply.

12. Iwi suggested Weta Lane as the Weta is a large insect that is well known to us. The developer does not wish to use this name as some people are uncomfortable with wetas. Also there is a Weta Road at Hobsonville so it is not acceptable to use.

13. Although the proposed new name Alberto is similar to Albert and Alberta, Land Information New Zealand confirms it is both unique and acceptable.

14. Ngati Manuhiri has been consulted and has suggested the alternative name.

15. The proposed name is deemed to meet the council’s road naming guidelines.

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

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

**Tauākī whakaaweawe Māori / Māori impact statement**

17. The applicant has corresponded with local iwi who has suggested the alternative name.

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

18. 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**

19. 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 process.

**Ngā koringa ā-muri / Next steps**

20. Approved road names are notified to Land Information New Zealand who records them on their New Zealand wide land information database which includes street addresses issued by councils.

**Ngā tāpirihanga / Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
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<tbody>
<tr>
<td>A</td>
<td>Alberto Lane Locality Map</td>
<td>65</td>
</tr>
<tr>
<td>B</td>
<td>Alberto Lane Scheme Plan</td>
<td>67</td>
</tr>
</tbody>
</table>

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Authors</th>
<th>Frank Lovering – Senior Subdivision Advisor, Orewa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Trevor Cullen - Team Leader Subdivisions, Northern Resource Consenting and Compliance</td>
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<tr>
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<td>Lesley Jenkins - Relationship Manager</td>
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</tbody>
</table>
New Road name in the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale
New Road name in the Matvin Group Limited subdivision at 1 Hibiscus Coast Highway, Silverdale
Revising the local board Standing Orders

File No.: CP2018/02733

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

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

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

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

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

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

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

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

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

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

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

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

Background

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

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

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

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

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

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

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

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

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

Key changes

20. Key substantive suggested changes from the current Local Board Standing Orders are set out below.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Suggested changes</th>
<th>Purpose of suggested change</th>
<th>Reference in the revised LB Standing Orders</th>
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</table>
| Quorum                        | Provision for the Chairperson to extend the 30 minute waiting time for a quorum, *at the start 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, *after a meeting starts*, member(s) leave and there is no longer a quorum) from 20 minutes to 10 minutes. | Assists smooth running of meeting and ensures consistency with GB Standing Orders | 3.1.4 and 3.1.6 |
| Record of a workshop          | Deletion of the requirement for the chairperson to sign-off the record of a workshop.  
Record of workshop proceedings will be circulated.                                                                                                                                                                                                                                                                                                                                                             | Assists smooth running of meeting                                                                                                                                                                                      | 12.1.4 |
| 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 publicly 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, 7.3.3 |
| Non-financial interests       | Suggested new provision regarding procedure for dealing with non-financial interests of members. If a member considers that there is a conflict of interest for an item, they may not take part in the discussions about or vote on the relevant matter.                                                                                                                                                                                                                      | Helps ensure robust, legally defensible decisions and consistent with GB Standing Orders | 1.3.8 |
| Repeat Notices                | Suggested amendment that a Notice of Motion that the                                                                                                                                                                                                                                                                                                                                                                                                                              | Assists                                                                                                                                                                                                             | 2.5.8 |</p>
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<tr>
<th>Item</th>
<th>Motion</th>
<th>Procedural motions</th>
<th>Urgent items</th>
<th>Governing body input</th>
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<td>of Motion</td>
<td>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.)</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>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>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, to enable sufficient time for it to appear on the agenda.</td>
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<td>smooth running of meetings and ensures consistency with GB Standing Orders</td>
<td>Assists smooth running of meeting and ensures consistency with GB Standing Orders</td>
<td>Clarification 2.4.5 and Appendix D</td>
<td>More permissive input provisions</td>
<td>Part 5</td>
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<td>Item 19</td>
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<td><strong>However, this is at the discretion of the Chairperson and can be shortened if necessary.</strong></td>
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<td>The suggested speaking time is five minutes, in accordance with provisions in the Governing Body Standing Orders.</td>
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<td><strong>Order of business</strong></td>
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<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>
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<td>The items listed in this section have been amended to fit with the order of business generated by Infocouncil.</td>
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<td><strong>References to working parties and briefings</strong></td>
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<td>These have been taken out, as these forums tend to be less formal and not covered by Standing Orders.</td>
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<td><strong>Public forum</strong></td>
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<td>Suggested changes clarifying that:</td>
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<td>• public forum may not be required at the inaugural meeting, extraordinary meetings or a special consultative procedure</td>
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<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>
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<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>
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<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>
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<td><strong>Suspension of standing orders</strong></td>
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<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>
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<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>
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<td><strong>Notice to be seconded</strong></td>
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<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 Consistency with GB Standing Orders</td>
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<td><strong>Clarification</strong></td>
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<td><strong>Clarification and ensures consistency with GB Standing Orders</strong></td>
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<td><strong>Order of business</strong></td>
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<td><strong>References to working parties and briefings</strong></td>
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<td><strong>Relevance</strong></td>
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<td><strong>Public forum</strong></td>
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<td><strong>Clarification</strong></td>
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<td><strong>7.8</strong></td>
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<td><strong>Suspension of standing orders</strong></td>
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<td><strong>1.7.11</strong></td>
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<td><strong>Notice to be seconded</strong></td>
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<td><strong>Item 19</strong></td>
<td><strong>Revising the local board Standing Orders</strong></td>
<td><strong>Page 74</strong></td>
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<tr>
<td><strong>Chairperson discretion</strong></td>
<td>The discretion of the Chairperson has been clarified and</td>
<td>Clarification and consistency</td>
<td>Parts 5 and 6, 7.7 and 7.8</td>
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<td>made as consistent as possible in Standing Orders relating</td>
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<td>to Governing Body input, Māori input, public forum and</td>
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<td>deputations.</td>
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<td><strong>Māori responsiveness</strong></td>
<td>Suggested provisions for representatives of Māori</td>
<td>Recognition of the special status of Māori and</td>
<td>Part 6 and 4.2.2</td>
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<td>organisations to provide input at local board or committee</td>
<td>IMSB’s role under section 85 of the Local</td>
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<td>meetings via speaking rights during relevant items. The</td>
<td>Government (Auckland Council) Act 2009</td>
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<td>main purpose of the provisions is to recognise the special</td>
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<td>status of Māori and increase the council’s responsiveness</td>
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<td>to Māori.. The provisions also provide more flexibility than</td>
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<td>the deputations process, which restricts the number of</td>
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<td>deputation members that may address the meeting.</td>
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<td>The suggested notice period is seven clear working days,</td>
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<td>to enable sufficient time for such an item to appear on the</td>
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<td>agenda. However, this is at the discretion of the chair and</td>
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<td>can be shortened if need be.</td>
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<td><strong>Working days / clear working days</strong></td>
<td>The term “clear working days” has been used throughout the</td>
<td>Clarification and consistency</td>
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<td>document, to refer to the number of working days prescribed</td>
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<td>for giving notice. It excludes the date of service of that</td>
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<td>notice and the date of the meeting itself. This is in</td>
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<td>accordance with legislation (Local Government Act 2002,</td>
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<td>Local Government Official Information and Meetings Act 1987</td>
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<td>and the Interpretation Act).</td>
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<td><strong>Governing body input, Māori input, public forum, deputations</strong></td>
<td>The provisions in these sections have been made as</td>
<td>Clarification</td>
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<td>consistent as possible and, where appropriate, in</td>
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<td>accordance with the Governing Body Standing Orders.</td>
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<td>Legal advice has been followed regarding the subjects a</td>
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<td>speaker may not speak about and the questions which can</td>
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<td>be put to speakers.</td>
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<tr>
<td><strong>New appendices</strong></td>
<td>New appendices have been added, setting out who must</td>
<td>Clarification</td>
<td>Appendices B-D</td>
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<td>leave the meeting when the public is excluded and how business</td>
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<td>is brought before a meeting.</td>
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<td>Provisions in the current local board Standing Orders</td>
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<td>relating to workshops have been placed in an appendix,</td>
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<td>given their exemption from Part seven of the Local Government</td>
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<td>Official Information and Meetings Act 1978.</td>
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<td><strong>Electronic attendance at business meetings</strong></td>
<td>Recent changes to the Local Government Act 2002 now allow</td>
<td>Allows members to attend meetings whilst away on council</td>
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<td>members to attend meetings by audio or audio-visual means in</td>
<td>business, or during illness or other emergency.</td>
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<td>certain situations.</td>
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<td>There are a number of restrictions for this provision in the</td>
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<td>legislation including that relevant technology is available</td>
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<td>and of suitable quality, all those participating can hear</td>
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<td>each other and there is no reduction in accountability or</td>
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<td>accessibility of the member in relation to the meeting. Members</td>
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<td>attending meetings by electronic link may vote but are not</td>
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<td>counted as part of the quorum.</td>
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<td>The revised Standing Orders contain provisions to enable</td>
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<td>members to attend meetings by electronic link, where the</td>
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<td>member is representing the council at a place that makes</td>
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<td>their physical presence at the meeting impossible or</td>
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impracticable, to accommodate the member’s illness or infirmity or in emergencies.

This provision will only apply where the technology is available.

Membership of committees

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

Powers of delegation

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

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

Key differences from the governing body standing orders

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

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

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

Tauākī whakaaweawe Māori / Māori impact statement

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

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

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

- a section on Māori input, to recognise the special status of Māori and encourage their input at local board meetings. This is in accordance with advice from Te Waka Angamua and work being undertaken by some local boards on a co-design process with mana whenua to improve Māori input into local board decision-making
- clarifying that the Independent Maori Statutory Board (IMSB) must appoint a maximum of two people to sit as members of committees that deal with the management and stewardship of natural and physical resources (in accordance with the Local Government (Auckland Council) Act 2009, section 85)
• providing for Māori to be spoken at public forum, and by the Governing Body or Māori organisations providing input, as long as two clear working days’ notice is given of the intention to do so.

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

Ngā koringa ā-muri / Next steps

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

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

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

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<th>Blair Doherty - Kaipatiki Local Board Democracy Advisor</th>
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<tr>
<td>Authorisers</td>
<td>Carol McKenzie-Rex – Acting General Manager Local Board Services</td>
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<td>Lesley Jenkins - Relationship Manager</td>
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¹ Sections 14 and 81.
Standing Orders
of the
Hibiscus and
Bays
Local Board

21 March 2018
Summary of most common standing orders referred to during a meeting

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

Meeting procedures (1)

Chairperson’s role (1.2)
• Chair presides if present, unless vacates the chair
• Deputy presides in absence of chair
• If neither present, the meeting elects a chair
• Chair decides all questions not covered by standing orders
• Chair decides all points of order
• Members 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,
  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; recovered 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 (1.7–1.3.8)
• 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
• Similiar oral statements at meeting

Rules of debate (1.5)
• Member can secord a motion or amendment and reserve right to speak later in debate
• No irrelevant matters or tedious repetition – chair’s ruling final
• 2 consecutive speakers in support or opposition – chair will 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

Notions 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 Foreclosed 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 it for discussion
• Once seconded and put, notions 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 submit 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 untruthly 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
  o 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
  (f) item of business be referred to relevant committee
  • Are put immediately without debate if seconded
  • Multiparty 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) when 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 objects 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 (19)
- 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) If questioned immediately then division
  - (c) Chair or member can call division at start or after voices/hands.
- If confusion on division - second division taken
- Chair may request staff to restate 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 ten 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 LGOIMA 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*

Original motion is amended

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

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

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*

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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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.

[sl 28(1), (5) & (6), sch 7, LGA 2002]
1.2.2 Committees

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

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

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

1.2.3 Mode of address for chairperson

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

1.2.4 Chairperson to decide

The chairperson is to decide all questions where these standing orders make no provision or insufficient provision, and all points of order (see Standing Order 1.8.5 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.

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

*Note: Also refer to Standing Order 1.3.4 Disorderly conduct*

1.3.7 **Financial interests**

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

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

[86(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.

[85, LGOIMA 1967]

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.

[85, LGOIMA 1967]

1.4.3 Qualified privilege additional to any other provisions

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

[85, LGOIMA 1967]
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, 1.5.11 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 seconds in the debate and members who have spoken to the original (or substituted) motion, may then propose a further amendment. [Also note requirements in Standing Order 1.6.7 Amendments to motions].

1.6.13 Procedure until resolution

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

1.6.14 Withdrawal of motions and amendments

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

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

1.6.15 No speakers after reply or motion has been put

A member may not speak to any motion once:

a) the mover has started their right of reply in relation to the motion
b) the chairperson has started putting the motion.

1.7 Procedural motions

1.7.1 Procedural motions to close or adjourn a debate

Any member who has not spoken in a debate may move one of the following procedural motions to close or adjourn a debate:

a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)
b) that the motion under debate should now be put (a closure motion)
c) that the item being discussed should be adjourned to a specified time and place
d) that the meeting should move directly to the next item, replacing the item under discussion
e) that the item being discussed should lie on the table, and not be further discussed at that meeting
f) that the item being discussed should be referred (or referred back) to the local board or relevant committee.

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

1.7.2 Procedural motions take precedence

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

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

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

1.7.4 Debate on adjourned items

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

1.7.5 Remaining business at adjourned meetings

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

1.7.6 Referral or referred back to committee

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

1.7.7 Chairperson may accept closure motions

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

1.7.8 Closure motion to be put if no further speaker

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

1.7.9 Closure motion on amendment

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

1.7.10 Right of reply following closure

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

1.7.11 Suspension of standing orders

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

1.7.12 Other types of procedural motions

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

1.8.1 Members may raise points of order

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

1.8.2 **Subjects for points of order**

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

a) disorder – bringing disorder to the attention of the chairperson
b) language – use of disrespectful, offensive or malicious language
c) irrelevance – the topic being discussed is not the matter currently before the meeting
d) misrepresentation – misrepresentation of any statement made by a member or Auckland Council staff
e) breach of standing order – the breach of any standing order
f) record words – a request that the minutes record the words objected to.

1.8.3 **Contradictions**

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

1.8.4 **Point of order during division**

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

1.8.5 **Decision of chairperson final**

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

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

1.9 **Voting**

1.9.1 **Decisions by majority vote**

Unless the Local Government Act 2002 or these standing orders provide otherwise, any act or question 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.

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

2.1 Legal requirement to hold meetings and inaugural meeting

2.1.1 Legal requirement to hold meetings

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

Meetings must be called and conducted in accordance with:

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

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

2.1.2 Inaugural meeting called by chief executive

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

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

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

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

2.1.3 Business to be conducted at inaugural meeting

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

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

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

2.2.1 **Notice for members**

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

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

[*d 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.

[*d 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.

[*d 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.
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.

[id 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.

[id 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) Chairpersons report  
13) Members reports  
14) Consideration of extraordinary business items

Public excluded section

15) 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.

[s46A and 48, LGOIMA 1987]

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

An item that is not on the agenda for a meeting may be dealt with at the meeting if:
   a) the local board or committee by resolution so decides; and
   b) the presiding member explains at the meeting at a time when it is open to the public:
      i. the reason why the item is not on the agenda; and
      ii. the reason why the discussion of the item cannot be delayed until a subsequent meeting.

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

[s46A(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.

[64A(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

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

2.5.7 When notices of motion lapse

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

2.5.8 Repeat notices

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

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

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

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

3.1 Quorums

3.1.1 Definition of quorum for local board or joint committee meetings

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

a) half of the members if the number of members (including vacancies) is even; or

b) a majority of members if the number of members (including vacancies) is odd.

[id 23(3)(a) & 30A(b), 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.

[id 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.

[id 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.

[cf 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.

[cf 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 or 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.

[st 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.

[st 31(3) & (4), sch 7, LGA 2002]
[a85, 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.

[st 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.

[st 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.

[jd 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.

[jd 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.

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

4.4 **Powers of delegation**

4.4.1 **Delegations to committees, members and staff**

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

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

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

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

d) the power to propose the revocation of a bylaw

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

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

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

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

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

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

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

[cl 36D, sch 7, LGA 2002]

4.4.2 Onward delegation of Auckland Transport matters

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

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

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

4.4.3 Use of delegated powers

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

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

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

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

5.1.1 Governing body speaking rights

A request for speaking rights from a Governing Body member may be agreed to at a business meeting at the discretion of the chairperson.

5.1.2 Governing body members update

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

5.1.3 Chairperson's discretion

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

5.1.4 Subjects

A speaker may not speak about a matter that:
- a) has already been considered and decided;
- b) has a separate public hearings or consultation process attached to it;
- c) is subject to a quasi-judicial process;
- d) is outside the scope or functions of that local board or committee.

5.1.5 Notice

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

5.1.6 Language for speeches

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

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

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

6.1.1 Māori speaking rights

A request for speaking rights from representatives of Māori organisations or their nominees may be agreed to at a business meeting at the discretion of the chairperson.

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

Chairperson’s discretion (continued)

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:

- has already been considered and decided
- has a separate public hearings or consultation process attached to it
- is subject to a quasi-judicial process
- 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.

[ss 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.

[ss 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 advertice 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.

[ss 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.

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

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

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

[s 46 (5) & (6), LGOIMA1987]

7.3 Public access to information

7.3.1 Information to be available to public

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

[s 5 & 49 LGOIMA 1987]

7.3.2 Availability of agendas and reports

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

The agendas:

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

b) shall be accompanied by either:

i. the associated reports, or

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

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

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

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

[s 46A(1)-(6) LGOIMA1987]

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.

[§ 48A(8), 5 & 49(d), LGOIMA1997]

7.3.5  Agenda made available at meetings

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

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

[§ 49, LGOIMA 1997]

7.3.6  Public entitled to inspect minutes

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

The public may be given a copy of such minutes.

[§ 51, LGOIMA1997]

7.3.7  Minutes for public excluded sessions

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

[§ 51(3), LGOIMA1997]

7.3.8  Reporting and recording meetings

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

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

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

[§ 49(a), LGOIMA1997]

7.4  Public exclusion

7.4.1  Motions and resolutions to exclude the public

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

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

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

[§ 48 & schedule 2A, LGOIMA1987]

### 7.4.2 Specified people may remain

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

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

[§ 48 (5) & (6), LGOIMA1987]

### 7.4.3 Public excluded business not to be disclosed

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

This restriction does not apply where:

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

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

c) the information is no longer confidential.

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

### 7.4.4 Standing orders

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

### 7.5 Public order

#### 7.5.1 Chairperson may require members of the public to leave meeting

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

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

Any police officer or Auckland Council staff may, at the request of the chairperson, remove or exclude a member of the public from a meeting if they have been required to leave in accordance with Standing Order 7.5.1 and
a) refuses or fails to leave the meeting; or
b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.

[as 50, LGO/MA1967]

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 or use offensive language or include statements made with malice (see Standing Orders 1.4 regarding qualified privilege).

7.6.3 Petition presented by petitioner

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

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

7.6.4 Petition presented by member

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

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

7.7.1 Notice

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

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

7.7.2 Chairperson's discretion

The chairperson may:

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

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

7.7.3 Subjects

A speaker may not speak about a matter that:

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

7.7.4 Urgency or major public interest

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

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

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

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

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

7.7.6 Procedures for deputations

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

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

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

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

7.7.7 Deputations from the governing body or other local board

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

7.7.8 Termination of presentation if disrespectful

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

7.7.9 Time limit on presentation

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

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

7.8 Public Forum

7.8.1 Time

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

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

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

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

7.8.2 Subjects of public forum

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

7.8.3 Questions of speakers during public forum

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

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

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

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

7.8.4 Language for speeches

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

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

7.8.5 Chairperson’s discretion

The chairperson may:

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

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

8.1 Minutes

8.1.1 Minutes to be evidence of proceedings

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

[sl 28, sch 7, LGA 2002]

8.1.2 Matters recorded in minutes

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

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

[sl 28, sch 7, LGA 2002; See Standing Orders 7.4.1, 1.3.5, 1.3.8, 3.1.4, 3.2.7, 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).

[ss 51, LGOIMA 1997]
9. General

9.1 Members must obey standing orders

9.1.1 Members must obey standing orders

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

[(d 10(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.

[(s 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.)

[(d 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.

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

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

9.3 Interpretation

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

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

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

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

9.4 Definitions

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

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

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

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

*Chairperson* means the person who presides at a meeting.

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

*Clear working days* means the number of working days prescribed in 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.

AI 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 wai 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

(i) Would be likely otherwise to damage the public interest; or
(e) Avoid prejudice to measures protecting the health or safety of members of the public; or
(f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
(g) Maintain the effective conduct of public affairs through the protection of members, officers or employees of any local authority from improper pressure or harassment; or
(h) Maintain legal professional privilege; or
(i) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
(j) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
(k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded, unless in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable in the public interest that the public not be excluded.
A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would

(a) Be contrary to the provisions of a specified enactment; or
(b) Constitute contempt of Court or of the House of Representatives

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of the local authority named or specified in the First Schedule to that 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 have 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) a 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 Waiwera Local Board), Julie Fairey (Chair of Pukekohe Local Board) and Collin Davis (Deputy Chair of Orewa 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. Quorums must be present, the meeting must be open to the public unless the public are legally excluded and the meeting may make resolutions. The rules relating to debate and making amendments are simply suspended to allow for informal discussion.
22. Given these options already exist under current Standing Orders, the working party does not recommend any changes to standing orders to allow for workshops taking place in conjunction with committee meetings.

23. A separate report on this agenda, relating to committee terms of reference, addresses workshops within the context of current committees and the meeting schedule.

24. The current Standing Orders were compiled in 2010 by the Auckland Transition Agency from legacy council standing orders and the NZ Model Standing Orders. It is appropriate to review them. Furthermore, the NZ Model Standing Orders are not easy to navigate to find answers to meeting issues that arise in real time.

25. The Working Party supports a change to the layout in order to:
   - remove material that is not relevant to the conduct of meetings
   - group standing orders in a logical layout that is easier to use
   - improve the wording to comply with plain language standards

26. The new layout puts standing orders that are most relevant at a meeting first:
   - meeting procedures
   - holding meetings
   - meeting quorums and attendance
   - committees
   - workshops
   - local boards
   - public
   - minutes
   - general

27. In addition, a two-page summary of key standing orders and flow chart are included in the front for ease of reference during a meeting.

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 be 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, CCCs or members of the public addressing the meeting).
38. The new provision does not in itself require any council to provide technology. Furthermore,
the Act makes the provision subject to:
   • the council’s standing orders allowing it to happen and setting out the conditions
   • the presiding member being satisfied that:
     o the technology is available and of suitable quality
     o all those participating can hear each other
     o this does not reduce the accountability or accessibility of the member in relation to the
       meeting
     o the requirements of LGOIMA are met.
39. The accountability and accessibility of a member would include the meeting and the minutes
of the meeting being clear which items the member was in attendance for and which items
the member was not in attendance for.
40. A member attending by audio or audio-visual means is not counted towards the quorum.
41. The working party supports making provision in standing orders so these have been
included in the new standing orders. The provision would only apply once technology was
available. The working party was assisted by draft standing orders prepared through LGNZ.
42. These draft standing orders are based on the following principles:
   • Attendance by audio or audio-visual means should only occur when a member is not able
to physically attend because:
     o the member is representing the Council at a place which makes physical attendance
       impossible
     o the member is ill or infirm
     o there is an emergency (for example, the ability for members to meet without being
       physically present was an issue raised some years ago during planning for a
       pandemic).
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>If it is rejected by the meeting, the same motion can be put forward again within six months:</td>
</tr>
<tr>
<td>(i) a second time with signatures of one-third</td>
<td>(i) only a second time, with signatures of a majority</td>
</tr>
<tr>
<td>(ii) a third time with signatures of a majority.</td>
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Notices of motion to revoke a previous resolution

52. The Standing Orders provide for the revocation of a previous decision by way of notice of motion with one third signatures. There is no express provision in Standing Orders for repeat notices of motion to revoke. Words have been added to the Standing Orders to make clear there is no provision for a repeat.

53. Because a notice of motion to revoke causes a meeting to debate a matter a second time, the requirement for signatures should be a majority to show that this is the will of the meeting. This is consistent with the proposal above for an ordinary notice of motion.

54. A previous decision can always be revisited by way of report from the chief executive or chairperson if there is genuine new information that needs to be considered.

Notice of motion to revoke a previous resolution

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

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<th>No.</th>
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<tr>
<td>A</td>
<td>Revised Standing Orders</td>
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Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Warwick McNaughton - Principal Advisor - Democracy Services</th>
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</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Marguerite Debet - Manager Democracy Services</td>
</tr>
<tr>
<td></td>
<td>Grant Taylor - Governance Director</td>
</tr>
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<td></td>
<td>Stephen Town - Chief Executive</td>
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Standing Orders - Proposed changes
Te take mō te pūrongo / Purpose of the report
1. To inform local boards about the Local Government New Zealand Annual Conference and General Meeting in Christchurch Sunday from 15 July 2018 to Tuesday 17 July 2018 and to invite local boards to nominate elected members to attend.

Whakarāpopototanga matua / Executive summary
2. The Local Government New Zealand Annual Conference and General Meeting take place at Christ's College from 12 noon on Sunday 15 July 2018 to 1pm on Tuesday 17 July 2018.
3. Local board members are invited to attend the conference. In 2018, with the venue in Christchurch and given the cost of elected member attendance, staff recommend that one member per local board attend.
4. In addition to the official delegates, Local Government New Zealand requires prior notice of which local board members plan to attend the Annual General Meeting. Members wishing to attend are asked to register their intention with the Kura Kāwana programme by Friday 13 April 2018, so that this information can be provided to Local Government New Zealand.

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

a) nominates one elected member to attend the Local Government New Zealand 2018 Conference and Annual General Meeting from Sunday 15 July 2018 to Tuesday 17 July 2018.

b) confirms that conference attendance including travel and accommodation will be paid for in accordance with the current Auckland Council Elected Member Expense Policy.

c) notes that any members who wish to attend the Local Government New Zealand Annual General Meeting must provide their names to the Kura Kāwana project team by Friday 13 April 2018 to ensure that they are registered with Local Government New Zealand.

Horopaki / Context
5. This year the Local Government New Zealand (LGNZ) conference and Annual General Meeting (AGM) will be held at Christ's College, Christchurch, from Sunday 15 July 2018 to Tuesday 17 July 2018. The AGM will commence at 12.00pm on Sunday 15 July 2018 with the conference programme commencing at 4.15pm on Sunday 15 July 2018 and concluding at 1.00pm on Tuesday 17 July 2018.

6. The conference programme has the theme “We are firmly focused on the future: Future-proofing for a prosperous and vibrant New Zealand”. The full programme is attached as Attachment A.

7. The AGM takes place on the first day of the conference. The LGNZ constitution permits the Auckland Council to appoint four delegates to represent it at the AGM, with one of the delegates being appointed as presiding delegate.
8. Elected members who hold LGNZ roles are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Mayor Phil Goff</td>
<td>Metro Sector representative on the National Council</td>
</tr>
<tr>
<td>Councillor Penny Hulse</td>
<td>Chair of Zone One and Zone One representative on National Council,</td>
</tr>
<tr>
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<td>Member Conference Committee</td>
</tr>
<tr>
<td>Deputy Mayor Bill Cashmore</td>
<td>Auckland Council representative on Regional Sector</td>
</tr>
<tr>
<td>Councillor Wayne Walker</td>
<td>Auckland Council representative on Zone One</td>
</tr>
<tr>
<td>Councillor Alf Filipaina</td>
<td>LGNZ Te Maruata Roopu Whakahaere</td>
</tr>
<tr>
<td>Councillor Richard Hills</td>
<td>Member Policy Advisory Group</td>
</tr>
<tr>
<td>Waitemata Local Board Chair Pippa Coom</td>
<td>Member Governance and Strategy Advisory Group</td>
</tr>
</tbody>
</table>

9. Traditionally the four AGM delegates have been the Mayor, the Chief Executive and two Governing Body members who hold LGNZ roles.

10. The Governing Body will consider an item on AGM attendance at its meeting on 23 March 2018 which includes the recommendation that Mayor Phil Goff be the presiding delegate and the other three delegates be comprised of either:
   - two members of the Governing Body who hold a formal representation role with LGNZ and the Chief Executive; or
   - one member of the Governing Body who holds a formal representation role with LGNZ and the Chief Executive, and a local board member.

11. Delegates in 2017 were:
   - Mayor Phil Goff
   - Deputy Mayor Bill Cashmore
   - Councillor Penny Hulse
   - Local board chairperson Pippa Coom

12. The Governing Body will also consider an item on conference attendance at its meeting on 23 March 2018 which includes the recommendation that Mayor Phil Goff and the other Governing Body members chosen to be the delegates to the AGM be approved to attend the conference, and that other councillors be chosen to attend so that up to a total of six Governing Body members can attend the conference.

Tātaritanga me ngā tohutohu / Analysis and advice

13. Local board members are invited to attend the conference. In 2018, with the venue in Christchurch and given the cost of elected member attendance, it is recommended that one member per local board attend.

14. This means that a maximum of 27 Auckland Council elected members would attend the conference.

15. Delegates who attend are encouraged to report back to their local boards.

16. In addition, local board members can attend the AGM as observers, or as a delegate (depending on the Governing Body decision), provided their names are included on the AGM registration form, which will be signed by the Mayor.
17. LGNZ requires prior notice of which local board members plan to attend the AGM. Members wishing to attend are asked to register their intention with the Kura Kāwana programme by Friday 13 April 2018 so that this information can be collated and provided to LGNZ.

18. The LGNZ Annual conference has relevance to local board members and their specific roles and responsibilities.

19. The LGNZ National Council has a sub-committee, Te Maruata, which has the role of promoting increased representation of Māori as elected members of local government, and of enhancing Māori participation in local government processes. It also provides support for councils in building relationships with iwi, hapu and Māori groups. Te Maruata provides Māori input on development of future policies or legislation relating to local government. Councillor Alf Filipainaina is a member of the sub-committee. Te Maruata will hold a hui on 14 July 2018.

20. The normal registration rate is $1,410 (early bird) or $1,510 (standard).

21. Costs of attendance for one member from each local board are to be met from the elected members’ development budget as contained in the Kura Kawana Programme.

22. The key risk is of delayed decision making impacting costs — the sooner the registration for the nominated local board member can be made, the more likely it is that Auckland Council can take advantage of early bird pricing for the conference and flights.

23. Once members are confirmed to attend, the Kura Kāwana programme will co-ordinate and book all conference registrations, as well as requests to attend the AGM.

**Ngā tāpirihanga / Attachments**

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<tr>
<td>A</td>
<td>Conference Programme</td>
<td>151</td>
</tr>
</tbody>
</table>

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Authors</th>
<th>Linda Gifford, Kura Kāwana Programme Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Kerri Foote, Local Board Services Improvements Manager</td>
</tr>
</tbody>
</table>
We are firmly focused on the future.

Programme

Saturday 14 July

Te Maruata hui
Time TBC Members only

Sunday 15 July

Registration desk open
9.00am - Christ's College, Auditorium foyer, 33 Rolleston Ave
6.00pm Barista coffee available in the Dining Hall from 2pm
Kindly sponsored by Fonterra

Council hosted tours
9.30am - 11.30am
- Connected communities at the heart of our resilient city
- City smarts in an emerging creative city

Ticketed event. Departing from Christ's College, 33 Rolleston Ave. For further information click here

National Council meeting
Followed by lunch
9.30am Rydges Latimer, Clarendon Room, 33 Latimer Square
Members only

Young Elected Members catch up
9.30am - 11.30am Bunsen Cafe, The Arts Centre
Members only

Local Government New Zealand AGM
9.30am - 11.30am Rydges Latimer, Ballroom, 33 Latimer Square
Members only

Followed by a photo of all Mayors and Chairs
Coach transfer to Christ's College available immediately following AGM
From 2.00pm
Afternoon tea
Christ's College Dining Hall, 33 Rolleston Ave
Member only meetings
- Mayors Taskforce for Jobs AGM
- Regional Sector meeting
2.45pm
Young Elected Members meeting
Christ's College, 33 Rolleston Ave
Members only

4.15pm
Mihi Whakatau and opening ceremony
Christ's College Auditorium, 33 Rolleston Ave
Dave Cull, President, LGNZ
Lianne Dalziel, Mayor, Christchurch City Council

4.45pm
Government's address
Christ's College Auditorium

4.50pm
LGNZ President's address
Christ's College Auditorium
Dave Cull, President, LGNZ

5.00pm
Opening keynote address: Building resilience for a vibrant and prosperous future
Christ's College Auditorium, 33 Rolleston Ave

5.15pm
Infrastructure, environment and future proofing our communities in the global context.

5.50pm
Welcome from Simpson Grierson
Jonathan Salter, Partner, Simpson Grierson

7.30pm
Followed by Simpson Grierson welcome reception
Christchurch Art Gallery
For more information click here

Monday 16 July
All conference sessions on Monday 16 July take place at Christ's College, 33 Rolleston Ave.

7.30am
Registration desk open
Barista coffee available
Kindly sponsored by Fonterra

7.00am
Transpower breakfast session with Robett Hollis
Ticketed event. For further information click here
Rydges Latimer
Kindly sponsored by Transpower

8.30am
Master of ceremonies
Creating resilient, sustainable and liveable places
Place-making for resilient communities.
Kindly sponsored by Chorus

Building a strong community - a tale of a new region
The Canterbury regions’s collaboration and vision for a new life, new identity and new opportunities.
Chair, Joanna Norris, Chief Executive, ChristchurchNZ
Malcolm Johns, Chief Executive, Christchurch Airport (CIAL)
Josiah Tualamali, Chair, PYLAT Council - Pacific Youth Leadership and Transformation
Arihia Bennett, CEO, Te Runanga o Ngai Tahu

9.25am
Morning tea

Building strong local economic prosperity
Social, cultural, economic and environmental policy settings can place New Zealanders among the most prosperous and happiest people in the world.

10.05am
Michael Dunlop, Acumen Republic
Oliver Hartwich, NZ Initiative
Martine Udalhemuka, NZ Initiative
Margaret Jeffries, Chair, Project Lyttleton

Inspiring Maori connections to grow thriving, prosperous communities
How to interact and engage appropriately with Maori as a strategic partner.
Associate Professor Te Maire Tau, Director, Ngai Tahu Research Centre

10.45am

11.25am
Lunch

Responding to climate change: pathways to a low emissions economy
Climate change adaption and mitigation.
Minister for Climate Change, Hon James Shaw
LGNZ representative
Kindly sponsored by Ministry for the Environment

Working together to protect and improve New Zealand’s water and environment
Healthy and resilient water sources.
Simon Upton, Parliamentary Commissioner for the Environment
LGNZ representative
Kindly sponsored by DairyNZ

Presentation of Minister of Local Government EXCELLENCE Award for Outstanding Contribution to Local Government
Hon Nanaia Mahuta, Minister of Local Government
Kindly sponsored by Te Tari Taiwhenua Internal Affairs

1.05pm

1.45pm

2.25pm
Hon Nanaia Mahuta, Minister of Local Government
Kindly sponsored by Te Tari Taiwhenua Internal Affairs

2.25pm
Afternoon tea

2.35pm
Interactive sessions (delegates select an interactive workshop or the city walking tour)

3.00 -
5.00pm
Interactive workshops (at the venue)
1. Building excellence in locally delivered infrastructure and services
2. The challenges of climate change decision making and opportunities for adaptation
3. Working together to protect and improve New Zealand’s water and environment

City walking tour (offsite - tour departs from Christ’s College)
Christchurch resilience tour

For further information on interactive sessions please click here

6.45pm
Fulton Hogan conference dinner and LGNZ EXCELLENCE Awards
Wigram Air Force Museum
For more information including coach transport please click here

Tuesday 17 July
All conference sessions on Monday 16 July take place at Christ’s College, 33 Rolleston Ave.

8.00am
Registration desk open
Banjia coffee available
Kindly sponsored by Fonterra

9.00am
Minister of Local Government address
Hon Nanaia Mahuta, Minister of Local Government

Inspiring health and wellbeing of our communities
Healthy communities lead to prosperous, resilient and vibrant communities.
Deidre Otene, CEO, The Moko Foundation

9.20am
Morning tea

Harnessing localism and empowering communities to succeed
Social groups making positive change in their communities.

11.00am
Angela O’Leary, Hamilton City Council and Julie Nelson, Joint Chief Executive, Wise Group
Michelle Sharp, Trustee, Akina Foundation

Closing keynote: Shaping the future of our communities
Leadership, infrastructure, environment, sustainability, localism, arts and culture, economies and future proofing our communities.
Daniel Flynn, founder and managing director of Thankyou
Kindly sponsored by GHD

12.00pm
Early bird registration prize draw
(you must be in the audience to win)

12.50pm
Conference closing address

1.00pm
Lunch
Additions to the 2018 Hibiscus and Bays Local Board Business Meeting Schedule

File No.: CP2018/03242

Te take mō te pūrongo / Purpose of the report
1. Seeking approval for two meeting dates to be added to the 2018 Hibiscus and Bays Local Board meeting schedule in order to accommodate the 10-year Budget 2018-2028 timeframes.

Whakarāpopototanga matua / Executive summary
2. The Hibiscus and Bays Local Board adopted the 2018 meeting schedule on Wednesday, 15 November 2017.
3. At that time the specific times and dates for meetings for local board decision making in relation to the local board agreement as part of the 10-year Budget 2018-28 were unknown.
4. The local board is being asked to approve two meeting dates as additions to the Hibiscus and Bays Local Board meeting schedule so that the 10-year Budget 2018-2028 timeframes can be met.

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

a) approve two meeting dates to be added to the 2018 Hibiscus and Bays Local Board meeting schedule to accommodate the 10-year Budget 2018-28 timeframes as follows:
  i) Thursday, 3 May 2018 at 4.30pm
  ii) Thursday, 7 June 2018 at 4.30pm
b) note the venue for both meetings will be the Council Chamber, Orewa Service Centre, 50 Centreway Road, Orewa.

Horopaki / Context
5. The Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) have requirements regarding local board meeting schedules.
6. In summary, adopting a meeting schedule helps meet the requirements of:
   • clause 19, Schedule 7 of the LGA on general provisions for meetings, which requires the chief executive to give notice in writing to each local board member of the time and place of meetings. Such notification may be provided by the adoption of a schedule of business meetings.
   • sections 46, 46(A) and 47 in Part 7 of the LGOIMA, which requires that meetings are publicly notified, agendas and reports are available at least two working days before a meeting and that local board meetings are open to the public.
7. The Hibiscus and Bays Local Board adopted its business meeting schedule at its Wednesday, 15 November 2017 business meeting.
8. The timeframes for local board decision making in relation to the local board agreement which is part of the 10-year Budget 2018-28 were unavailable when the meeting schedule was originally adopted.

9. The local board is being asked to make decisions in early May and early June to feed into the 10-year Budget 2018-2028 process. These timeframes are outside the local board’s normal meeting cycle.

**Tātaritanga me ngā tohutohu / Analysis and advice**

10. The board has two choices:
   i) Add the two meetings as additions to the meeting schedule.
   or
   ii) Add the two meetings as extraordinary meetings.

11. For option one, statutory requirements allow enough time for these meetings to be scheduled as additions to the meeting schedule and other topics may be considered as per any other ordinary meeting. However there is a risk that if the 10-year Budget 2018-2028 timeframes change or the information is not ready for the meeting there would need to be an additional extraordinary meeting scheduled anyway.

12. For option two, only the specific topic 10-year Budget 2018-2028 may be considered for which the meeting is being held. There is a risk that no other policies or plans with similar timeframes or running in relation to the 10-year Budget 2018-2028 process could be considered at this meeting.

13. Since there is enough time to meet statutory requirements, staff recommend approving these meetings as additions to the meeting schedule as it allows more flexibility for the board to consider a range of issues.

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

14. This report requests the local board’s decision to schedule two additional meetings and consider whether to approve them as extraordinary meetings or additions to the meeting schedule.

**Tauākī whakaaweawe Māori / Māori impact statement**

15. There is no specific impact for Māori arising from this report. Local boards work with Māori on projects and initiatives of shared interest.

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

16. There are no financial implications in relation to this report apart from the standard costs associated with servicing a business meeting.

**Ngā raru tūpono / Risks**

17. There are no significant risks associated with this report.
Ngā koringa ā-muri / Next steps
18. Implement the processes associated with preparing for business meetings.

Ngā tāpirihanga / Attachments
There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Ward Councillors Update

File No.: CP2018/02227

Te take mō te pūrongo / Purpose of the report
1. The Hibiscus and Bays Local Board allocates a period of time for the Ward Councillors, Councillor Wayne Walker and Councillor John Watson, to update them on the activities of the Governing Body.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
  a) Thank Councillors Walker and Watson for their update.

Ngā tāpirihanga / Attachments
There are no attachments for this report.

Ngā kaihaina / Signatories

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</table>
Te take mō te pūrongo / Purpose of the report
1. To present the local board with a governance forward work calendar.

Whakarāpopototanga matua / Executive summary
2. This report contains the governance forward work calendar: a schedule of items that will come before the local board at business meetings and workshops over the next 12 months.
3. The calendar aims to support local boards’ governance role by:
   • ensuring advice on agendas and workshop material is driven by local board priorities
   • clarifying what advice is required
   • clarifying the rationale for reports.
4. The calendar will be updated every month. Each update will be reported back to business meetings. It is recognised that at times items will arise that are not programmed. Local board members are welcome to discuss changes to the calendar.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) Receive the Governance Forward Work Calendar.

Ngā tāpirihanga / Attachments

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<th>No.</th>
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<tr>
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<td>Governance Forward Work Calendar</td>
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<td>Authorisers</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
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<td>Meeting (workshop or business meeting)</td>
<td>Date</td>
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<td>Thursday, 12 April 2018</td>
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<tr>
<td>Business Meeting</td>
<td>Tuesday, 18 April 2018</td>
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<td>Workshop</td>
<td>Thursday, 26 April 2018</td>
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<td>Thursday, 26 April 2018</td>
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<tr>
<td>Business Meeting</td>
<td>Thursday, 3 May 2018</td>
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<td>Workshop</td>
<td>Thursday, 3 May 2018</td>
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<td>Workshop</td>
<td>Thursday, 10 May 2018</td>
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<tr>
<td>Business Meeting</td>
<td>Wednesday, 16 May 2018</td>
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<td>Business Meeting</td>
<td>Local Grants and Quick Response Grants</td>
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<td>Workshop</td>
<td>Thursday, 30 May 2018</td>
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<td>Business Meeting</td>
<td>Thursday, 7 June 2018</td>
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<td>Workshop</td>
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<td>Thursday, 14 June 2018</td>
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<td>Thursday, 14 June 2018</td>
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<td>Business Meeting</td>
<td>Wednesday, 20 June 2018</td>
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<td>Thursday, 28 June 2018</td>
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<tr>
<td>Oversight and monitoring</td>
<td>Oversight and monitoring</td>
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<tr>
<td>Thursday, 5 July 2018</td>
<td>Wednesday, 18 July 2018</td>
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</tbody>
</table>
Whakarāpopototanga matua / Executive summary

1. The Hibiscus and Bays Local Board held workshop meetings on 15 February and 1 March 2018.

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

a) Endorse the records of the workshop meetings 15 February and 1 March 2018.

Ngā tāpirihanga / Attachments

<table>
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<th>No.</th>
<th>Title</th>
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<td>Workshop Record, 15 February 2018</td>
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<td>B</td>
<td>Workshop Record, 1 March 2018</td>
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</tbody>
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Ngā kaihaina / Signatories

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<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
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<td>Lesley Jenkins - Relationship Manager</td>
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</tbody>
</table>
Hibiscus and Bays Local Board Workshop Record

Workshop record of the Hibiscus and Bays Local Board held in the Local Board Office, 2 Glen Road, Browns Bay on Thursday, 15 February 2018 at 3.30pm.

PRESENT:
Chairperson: Julia Parfitt
Members: Chris Bettany
          David Cooper
          Janet Fitzgerald
          Caitlin Watson
          Vicki Watson (from 4.58pm)
          Mike Williamson

Also Present: Michelle Sanderson, Senior Local Board Advisor
              Vivienne Sullivan, Democracy Advisor

Apologies: Gary Holmes

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
</table>
| Community Places
Venue Hire | Local initiatives and specific decisions | Melody Sei was in attendance to provide an overview of fees and charges for community places. Members were advised that there is to be no fees and charges increase in the 2018/2019 financial year for community places venue hire. |
| Melody Sei (Continuous Improvements Advisor, Community Places) | | |
| Hibiscus and Bays Local Board Signage Audit | Local initiatives and specific decisions | Ian Murray was in attendance to discuss the result of the local board signage audit that was done in the Hibiscus and Bays Local Board area. Mr Murray advised that costs were to be obtained for the priorities identified and the first steps of the work should be completed within six months. |
| Ionan Anyon (Principal Project Manager, Coastal) | | |
| Local Transport Capital Fund | Setting direction, priorities and budgets | Jonathan Anyon and Christine Guilik were in attendance to discuss the proposal for increasing the Local Board Transport Capital Fund for the 2018/2019 financial year and the options for the method of distribution to the local boards. |
| Christine Guilik (Principal Local Board Advisor) | | |
| Urbanisation of Vaughans Road, Okura | Local initiatives and specific decisions | Mitra Prasad and Matthew Redmail were in attendance to discuss the options for managing the traffic from Precinct 3 (the northern most precinct of |
### Workshop Item

#### Mitra Prasad
(Principal Consents Specialist AT)

#### Matthew Rednall
(Manager Strategic Growth Initiatives AT)

#### 2017/2018 Community Leasing Work Programme Update
Yusuf Khan
(Principal Lease Advisor)

#### Open Space Network Plan

**Katie Maxwell** (Policy Analyst, Parks and Recreation Policy)

**Paul Clark** (Principal Policy Analyst)

**Dafydd Pettigrew** (Service and Asset Planner)

<table>
<thead>
<tr>
<th>Workshop Item</th>
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<tbody>
<tr>
<td>Mitra Prasad</td>
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<td>the Long Bay development) using Vaughans Road to get to/from the Long Bay development.</td>
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<tr>
<td>Matthew Rednall</td>
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<tr>
<td>2017/2018 Community Leasing Work Programme Update</td>
<td>Setting direction, priorities and budgets</td>
<td>Yusuf Khan in attendance to get feedback on the renewal of four leases that are falling due or have expired.</td>
</tr>
<tr>
<td>Open Space Network Plan</td>
<td>Input into regional decision-making, policies, plans and strategies</td>
<td>Katie Maxwell, Paul Clark and Dafydd Pettigrew were in attendance to discuss development of the Open Space Network Plan, a high level document that will provide guidelines to parks, planning and local boards.</td>
</tr>
</tbody>
</table>

The workshop closed at 6.56pm
Hibiscus and Bays Local Board Workshop Record

Workshop record of the Hibiscus and Bays Local Board held in the council chamber, Orewa Service Centre, 50 Centreway Road, Orewa on Thursday, 1 March 2018 at 4.44pm.

PRESENT:
Chairperson: Julia Parfitt
Members: Chris Bettany
David Cooper (from 4.55pm)
Janet Fitzgerald
Caitlin Watson
Vicki Watson

Also Present: Lesley Jorjins, Relationship Manager
Michelle Sanderson, Senior Local Board Advisor
Leigh Radovan, Local Board Advisor
Vivienne Sullivan, Democracy Advisor

Apologies: Gary Holmes, Mike Williamson

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<thead>
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<tbody>
<tr>
<td>Community Facilities Update</td>
<td>Oversight and Monitoring</td>
<td>Cherie Veza, Mark Culpan and Neil Atkins were in attendance to provide an update on the Community Facilities 2017/2018 work programme.</td>
</tr>
<tr>
<td>Cherie Veza (Stakeholder Advisor)</td>
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<tr>
<td>Mark Culpan (Manager Project Delivery)</td>
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<td>Neil Atkins (Senior Maintenance Delivery Co-ordinator)</td>
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<tr>
<td>Pay as you Throw Rubbish Collection Service Briefing</td>
<td>Input into regional decision making, polices, plans and strategies</td>
<td>Clare Strawson, Dil Uppal and Theresa Pearce were in attendance to discuss the roll out in the East Coast Bays subdivision of the Pay as you Throw rubbish collection service.</td>
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<tr>
<td>Clare Strawson (Senior Specialist Publicity)</td>
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<tr>
<td>Dil Uppal (Business Development and Market Strategist)</td>
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<tr>
<td>Theresa Pearce (Relationship Advisor)</td>
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<tr>
<td>Environmental Work Programme Update</td>
<td>Oversight and Monitoring</td>
<td>Theresa Pearce was in attendance to give an update on the 2017/2018 Environmental Work Programme.</td>
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<tr>
<td>Workshop Item</td>
<td>Governance role</td>
<td>Summary of Discussions</td>
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<tr>
<td>Theresa Pearce (Relationships Advisor)</td>
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<td>The Weiti Stream restoration work project has 2000 plants to be planted over the planting days of 26 and 27 May 2018. The Water Sensitive project confirmed three schools will participate in this programme and that the local board will be advised on the open ceremonies once the water barrels have been installed.</td>
</tr>
<tr>
<td>Grants Programme 2018/2019</td>
<td>Local initiatives and specific decisions</td>
<td>Marion Davies and Fran Hayton were in attendance to discuss the proposed new grant programme for 2018/2019 and to obtain feedback from local board members.</td>
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<tr>
<td>Marion Davies (Community Grants Operations Manager)</td>
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<tr>
<td>Fran Hayton (Environmental Grants and Incentives Manager)</td>
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<tr>
<td>Open Space Management Plan – classification process</td>
<td>Input into regional decision making, policies, plans and strategies</td>
<td>Matt Ward and Dafydd Pettigrew were in attendance to brief the local board on the results of checking the status and classification of all parks in the Hibiscus and Bays Local Board area and next steps.</td>
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<tr>
<td>Matt Ward (Service and Asset Planning Team Leader)</td>
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<tr>
<td>Dafydd Pettigrew (Service and Asset Planner)</td>
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<tr>
<td>Volunteer Awards</td>
<td>Keeping informed</td>
<td>Leigh Radovan was in attendance to discuss the volunteer awards event for 2018 and confirm the process for nominating and selecting recipients.</td>
</tr>
<tr>
<td>Leigh Radovan (Local Board Advisor)</td>
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The workshop closed at 7.40pm