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

Date: Wednesday, 17 October 2018  
Time: 4.30pm  
Meeting Room: Council Chamber  
Venue: Orewa Service Centre  
50 Centreway Road  
Orewa

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

12 October 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

<table>
<thead>
<tr>
<th>Portfolio</th>
<th>Description</th>
<th>Local Board Members</th>
</tr>
</thead>
<tbody>
<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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Janet Fitzgerald - Deputy Chairperson</td>
</tr>
<tr>
<td>Transport Information Group</td>
<td>Discuss transport issues/projects</td>
<td>Janet Fitzgerald</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Julia Parfitt</td>
</tr>
<tr>
<td>Resource consent applications</td>
<td>Input into notification decisions for resource consent applications</td>
<td>Gary Holmes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Janet Fitzgerald</td>
</tr>
<tr>
<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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Janet Fitzgerald - Deputy Chairperson</td>
</tr>
<tr>
<td>Infrastructure and Environmental Services</td>
<td>To approve minor changes to 2018/2019 work programme</td>
<td>Chris Bettany</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Julia Parfitt</td>
</tr>
<tr>
<td>Arts, Community and Events</td>
<td>To approve minor changes to 2018/2019 work programme</td>
<td>Chris Bettany</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Caitlin Watson</td>
</tr>
<tr>
<td>Parks, Sport and Recreation</td>
<td>To approve minor changes to 2018/2019 work programme</td>
<td>David Cooper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mike Williamson</td>
</tr>
<tr>
<td>Service, Strategy and Information</td>
<td>To approve minor changes to 2018/2019 work programme</td>
<td>Gary Holmes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Julia Parfitt</td>
</tr>
<tr>
<td>Economic Development</td>
<td>To approve minor changes to 2018/2019 work programme</td>
<td>Janet Fitzgerald</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gary Holmes</td>
</tr>
<tr>
<td>Silverdale Led Heritage Character Design Guidelines</td>
<td>To approve any minor changes</td>
<td>Janet Fitzgerald</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Caitlin Watson</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board Annual Report 2017/2018</td>
<td>To approve any minor changes</td>
<td>Janet Fitzgerald</td>
</tr>
</tbody>
</table>

### Appointments to outside organisations

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Local Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaughan Homestead (Torbay Historical Society)</td>
<td>Julia Parfitt</td>
</tr>
<tr>
<td></td>
<td>Chris Bettany - Alternate</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>
</tr>
</tbody>
</table>

#### Business Improvement Districts (BIDS)

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Local Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination Orewa Beach</td>
<td>Vicki Watson</td>
</tr>
<tr>
<td></td>
<td>David Cooper - Alternate</td>
</tr>
<tr>
<td>Torbay</td>
<td>Chris Bettany</td>
</tr>
<tr>
<td></td>
<td>Julia Parfitt - Alternate</td>
</tr>
<tr>
<td>Browns Bay</td>
<td>Chris Bettany</td>
</tr>
<tr>
<td></td>
<td>Gary Holmes - Alternate</td>
</tr>
<tr>
<td>Mairangi Bay</td>
<td>David Cooper</td>
</tr>
<tr>
<td></td>
<td>Julia Parfitt - Alternate</td>
</tr>
<tr>
<td>ITEM</td>
<td>TABLE OF CONTENTS</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Welcome</td>
</tr>
<tr>
<td>2</td>
<td>Apologies</td>
</tr>
<tr>
<td>3</td>
<td>Declaration of Interest</td>
</tr>
<tr>
<td>4</td>
<td>Confirmation of Minutes</td>
</tr>
<tr>
<td>5</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>6</td>
<td>Acknowledgements</td>
</tr>
<tr>
<td>7</td>
<td>Petitions</td>
</tr>
<tr>
<td>8</td>
<td>Deputations</td>
</tr>
<tr>
<td>8.1</td>
<td>Youth Grant Recipients</td>
</tr>
<tr>
<td>9</td>
<td>Public Forum</td>
</tr>
<tr>
<td>10</td>
<td>Extraordinary Business</td>
</tr>
<tr>
<td>11</td>
<td>Hibiscus and Bays Parks Service Assessment</td>
</tr>
<tr>
<td>12</td>
<td>Hibiscus and Bays Greenways Plan Feasibility Report</td>
</tr>
<tr>
<td>13</td>
<td>Request for temporary alcohol ban on Hibiscus Coast 1 and 2 December 2018</td>
</tr>
<tr>
<td>14</td>
<td>Orewa Reserve: basketball hoop renewal options</td>
</tr>
<tr>
<td>15</td>
<td>Draft Facility Partnership Policy</td>
</tr>
<tr>
<td>16</td>
<td>Enforcement of existing freedom camping regulations – Summer 2018/19</td>
</tr>
<tr>
<td>17</td>
<td>Auckland Transport Update to Hibiscus and Bays Local Board October 2018</td>
</tr>
<tr>
<td>18</td>
<td>Hibiscus and Bays Local Board Transport Capital Fund</td>
</tr>
<tr>
<td>19</td>
<td>Orewa Community Centre 2018/2019 hire fee subsidy</td>
</tr>
<tr>
<td>20</td>
<td>Auckland Regional Services Trust grants process and criteria</td>
</tr>
<tr>
<td>21</td>
<td>Review of the Code of Conduct</td>
</tr>
<tr>
<td>22</td>
<td>Hibiscus and Bays Open Space Network Plan - Key Moves</td>
</tr>
<tr>
<td>23</td>
<td>Appointment of alternates to current delegations</td>
</tr>
<tr>
<td>24</td>
<td>Hibiscus and Bays Local Board Meeting Schedule 2019</td>
</tr>
<tr>
<td>25</td>
<td>Hibiscus and Bays Local and Multiboard Grants Round One 2018/2019 grant applications</td>
</tr>
<tr>
<td>26</td>
<td>Ward Councillors Update</td>
</tr>
<tr>
<td>27</td>
<td>Governance Forward Work Calendar</td>
</tr>
<tr>
<td>28</td>
<td>Record of Workshop Meetings</td>
</tr>
<tr>
<td>29</td>
<td>Consideration of Extraordinary Items</td>
</tr>
</tbody>
</table>
1 Welcome

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

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

4 Confirmation of Minutes
That the Hibiscus and Bays Local Board:
   a) confirm the ordinary minutes of its meeting, held on Wednesday, 19 September 2018, 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 7.7 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 Youth Grant Recipients

Te take mō te pūrongo / Purpose of the report
1. The recipients of the local board youth grant funding will be in attendance to make a presentation on the projects their grant funding was applied to.

Ngā tūtōhunga / Recommendation/s
That the Hibiscus and Bays Local Board:
   a) thank the youth grant fund recipients for their presentations.
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."
Hibiscus and Bays Parks Service Assessment

File No.: CP2018/16652

Te take mō te pūrongo / Purpose of the report
1. To adopt the Hibiscus and Bays Parks Service Assessment 2018.

Whakarāpopototanga matua / Executive summary
2. The Hibiscus and Bays Parks Service Assessment 2018 (Attachment A) was undertaken to identify opportunities to improve the network of park experiences in the Hibiscus and Bays Local Board area. The assessment identifies key outcomes through the analysis of the current park network provision focusing on play, fitness and park assets.

3. The purpose of the Parks Service Assessment is to:
   a) Analyse and assess current parks network provision in the Hibiscus and Bays Local Board area to identify areas where projected population increase will place a demand on the parks network.
   b) Identify and evaluate opportunities and gaps in the network, to prioritise areas with most opportunity for development.
   c) Highlight opportunities for improving the diversity of experience across the network, including expression of Mana Whenua values, provision for cultural diversity, accessibility and environmental considerations in any potential upgrade.
   d) Develop high-level options, illustrating opportunities in the priority areas.
   e) Provide a tool for discussion and feedback between the Hibiscus and Bays Local Board, Auckland Council, Mana Whenua and communities.

4. The Parks Service Assessment proposes a programme to improve levels of service, responding to key outcomes in the 2017 Hibiscus and Bays Local Board Plan and Auckland Council’s strategic documents. The programme provides a strategic planning context to the provision of play equipment across the parks network.

5. The assessment will guide parks specific improvements to the current provision of experiences in the Hibiscus and Bays area. Feedback received from the local board has been incorporated into the assessment and has informed the next steps that will enable projects to progress to investigation and design.

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

a) adopt the Hibiscus and Bays Park Service Assessment (Attachment A) to assist the local board in making decisions to improve their network of park experiences.

Horopaki / Context
6. A park network consists of a group of interconnected places where play and recreation is encouraged, both formally and informally, throughout a neighbourhood, community and the wider city.
7. The assessment (Attachment A) was developed in two stages. Using GIS, the first stage uses Auckland Transport population forecast data to indicate the areas of most growth within the local board area. Population growth information is overlaid with Auckland Council data to produce a high-level view of the current levels of park asset provision across Hibiscus and Bays area, to identify where the opportunities and gaps in the network are, in line with anticipated future population growth. The timing of when greenfield sites are developed, and indeed any areas of intense population increase, is likely to fluctuate as market pressures vary. Other factors such as road or public transport improvements also affect the way and where the population grows.

8. The assessment is aligned strategically with the following Auckland Council guiding documents:
   - The Hibiscus and Bays Local Board Plan 2017
   - Tākaro - Investing in Play (draft)
   - The Auckland Plan
   - Parks and Open Spaces Acquisition Policy 2013
   - Auckland Council Open Space Provision Policy 2016
   - Open Space Strategic Asset Management Plan 2015-2025
   - Parks and Open Space Strategic Action Plan 2013
   - Sport and Recreation Strategic Action Plan 2014-2024
   - Auckland Design Manual

9. A landscape architect and play specialist visited a selection of the parks most suitable for future development and investment. Where potential development options are identified as ‘easy wins’ or priority areas to address gaps in the network, these parks were selected to develop an indicative site arrangement plan.

10. The purpose of the potential development options is to provide a starting point for discussion with the local board and community and guide potential park improvements, to provide quality open space across the network. These potential development options are high-level only and require further feasibility studies to fully understand the site opportunities and constraints.

Tātaritanga me ngā tohutohu / Analysis and advice

11. Hibiscus and Bays Local Board area is divided into two subdivisions; East Coast Bays and Hibiscus Coast, which are separated by a large area of rural countryside living. Both subdivisions have quite different characteristics in terms of physical topography, transport links, maturity and population density of existing suburbs, zoning for future urban development, residential areas under construction, and future population growth.

12. Hibiscus and Bays is unique in that there are a large number of easily-accessible coastal reserves that offer a wealth of informal play and recreation opportunities that change naturally with tides, seasons and the weather. Many of them are linked by coastal walkways, or will be linked through future greenways projects. The play experiences afforded in these natural environments are a real feature for the local board, and greatly enrich the wider play network of formal play spaces.

Network analysis: East Coast Bays

13. In general, the East Coast Bays suburbs are mature, medium-density residential areas without much projected change in population growth over the next 30 years. The exception is Browns Bay, which is forecast to almost double in population within the existing suburb footprint. There is an established network of parks and reserves, both within suburbs and along the coast, with no spare greenfield land available.
14. Long Bay residential development is still in a progressive phase, with integrated parks and reserves being developed by Todd Properties over time and then handed over to council as completed assets.

15. The majority of formal play spaces in East Coast Bays have equipment aimed at junior children, with Browns Bay being the only suburb with play provision for teens.

16. Work has been done in some play spaces to add accessible items such as basket swings. However, many sites have access issues for people with limited mobility. A fenced junior playground in Mairangi Bay provides benefit for the wider community.

**Network Analysis: Hibiscus Coast**

17. Existing play provision on the Whangaparāoa Peninsula is mostly focused on primary-aged children through a network of neighbourhood reserves, with excellent all-ages provision at Stanmore Bay Park adjoining the Leisure Centre, pool and new splashpad.

18. Ōrewa has a good mix of all-ages play along its destination waterfront esplanade, but faces huge pressure on amenities and infrastructure from visitors as well as the rapidly-increasing local community. This is only set to increase as the population in Ōrewa township is expected to double within the next 30 years.

19. The Millwater–Silverdale–Ōrewa West residential developments are in full construction, and it is expected that the development structure plans will include sufficient open space and community recreation and play opportunities as part of those developments. Several new junior play spaces have already been delivered to the community, with several more still under development or consideration.

**Network Summary**

20. Some suburbs in the wider network have an uneven distribution of formal neighbourhood play spaces, or in the case of Campbells Bay, none at all. Other suburbs have a number of play spaces, but no variety in either play experience on offer or age group that is being catered for. Therefore, network gaps exist through both lack of provision and type of provision.

21. Older children and teens have very few formal play opportunities, with skate and basketball areas limited to just a few locations, and very little large-scale equipment or hangout spaces designed to meet the needs of this age group.

22. Whilst the new residential developments are providing play spaces, most of the facilities opened to date are aimed at young children, thus perpetuating the existing lack of provision for older children.

23. There is no specifically designed all-abilities play space, and many play spaces are the ‘modular equipment in a cushion fall box’ style with no access point for people with limited mobility, and often no connecting path through the reserve to the play space itself.

24. Community fitness trails and exercise equipment are largely absent from the network, although the Te Ara Tahuna Estuary shared path could provide location options for staged implementation over time.

25. Opportunities to improve the play network;

- Vary the play opportunities on each site and avoid duplicating what is on offer at nearby schools.
- Create incentives to visit the network particularly along adjoining coastal reserves.
Item 11

- Play provision for older children needs to be clustered, easily accessible by walking/cycling/public transport and have excellent CPTED/overview by neighbours and the street network. Proximity to food outlets and free Wi-Fi is also ideal for teenagers.
- Universal/accessible design needs to be at the forefront of renewals, particularly with entry access to the play space and choice of equipment.
- Creative use of renewals budget is key to revitalising neighbourhood play spaces in limited growth areas.

Specific areas of opportunity are discussed in Attachment A (p.24-61);

26. Both subdivisions have been assessed to identify opportunities for fitness activation.

Network gap analysis based on existing provision is redundant, as there are only two identified fitness equipment sites, and there is no current ‘network’. Sites that represent opportunities have been chosen with consideration of:

- Projected high future population growth.
- The ability to connect several areas of projected high future population growth.
- The potential to create an asset cluster with existing sporting or play facilities.
- The potential to tie in with and build on existing recreation provision through the proposed greenways network.

27. Opportunities to provide fitness experiences have been identified and the sites suggested below could form the basis of a proposed fitness network.

- Ōrewa River Loop (Metro Park East - Western Reserve - Ōrewa Te Ara Tahuna Estuary circuit).
- Victor Eaves Park, Ōrewa
- Red Beach Park, Red Beach
- Manly Park, Whangaparāoa
- Stanmore Bay Park
- Murrays Bay to Mairangi Bay to Browns Bay
- Sherwood Reserve and Freyberg Park, Browns Bay
- Aicken Reserve and Waiake Beach Reserve, Torbay
- Silverdale War Memorial Park
- Gulf Harbour Recreation Reserve and coastal links

The opportunities for each site are detailed in Attachment A (p.72-91).

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

28. Subject to formal local board approval of the outcomes defined for fitness and play in the Hibiscus and Bays area, and inclusion within the Community Facilities Work Programme, detailed investigation and design will be initiated.

29. The Parks Sport and Recreation (PSR) 2017/2018 Work Programme was approved by the Hibiscus and Bays Local Board on 6 June 2017 (HB/2017/84). A strategic assessment of play and fitness and supporting asset provision in Hibiscus and Bays was included in the programme.

30. A workshop was held with the local board on 7 June 2018, when the Parks and Places Specialist presented the Strategic Service Assessment (Attachment A) as an 80% draft. Based on feedback received at this workshop, staff prepared the final draft.
31. The project aligns to outcomes in the Hibiscus and Bays Local Board Plan: Outcome 3; “Our community enjoys access to quality parks, reserves and facilities for leisure, sport and recreation”

**Tauākī whakaaweawe Māori / Māori impact statement**

32. The PSR 2017/2018 Work Programme was presented to the Parks Sport and Recreation North-western area Mana Whenua Hui on 2 September 2017

33. The work undertaken in the Parks and Places Team Work Programme has been designed to enable meaningful engagement with iwi by outlining the potential project and how it will deliver on the outcomes identified in the local board plan. The intention is to provide enough information for iwi to efficiently provide input into the direction of the project before the design process begins.

34. The projects that are initiated by the programme will be presented again to the North-western area Hui. Iwi will have the opportunity to express interest in the projects and indicate how they would like to be involved in the project.

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

35. To initiate projects based on activities in the Community Parks and Places work programme further Locally Driven Initiative investment may be required. If the recommended outcomes are agreed, staff will work with the local board to identify possible opportunities for funding as part of the Community Facilities 2019/2020 Work Programme.

**Ngā raru tūpono / Risks**

36. There is an inherent risk in committing funding to investigation and design to initiate a project when there is no capital funding identified to deliver the physical work components.

37. The investigation and design phase of project delivery may also identify issues that require the feasibility of the project to be reassessed.

**Ngā koringa ā-muri / Next steps**

38. The Hibiscus and Bays Parks Service Assessment 2018 is designed to agree on desired parks outcomes at a network level. Detail on the activities that will deliver on the agreed outcomes will require detailed investigation and community engagement.

39. The Community Facilities Work Programme includes investigation and design for each of the activities. Staff will work with the local board to progress the projects.

40. As part of the Community Facilities Work Programme public engagement will be undertaken to refine the scope of the project and inform further design elements.

**Ngā tāpirihanga / Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Hibiscus and Bays Parks Service Assessment <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
</tbody>
</table>

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Jeff Lyford - Parks Advisor - Rodney</th>
</tr>
</thead>
</table>
| Authorisers     | Mace Ward - General Manager Parks, Sports and Recreation  
                  Lesley Jenkins - Relationship Manager |
Te take mō te pūrongo / Purpose of the report
1. To provide a summary of the feasibility reports to implement the seven identified priorities of the Hibiscus and Bays Greenways Plan and to seek approval to proceed with the detailed design, consenting and construction for Section G – Centennial Park Path, and designing and constructing a link between Mistletoe Place and the new Taiaotea Creek Pathway sub section 1 that is being constructed by Healthy Waters.

Whakarāpopototanga matua / Executive summary
2. In 2017 the Hibiscus and Bays Local Board undertook a prioritisation process and identified seven key routes in their greenway plan to investigate further.
3. The feasibility analysis of this many routes was a complex process. Seven routes were investigated but because the routes were so complex and diverse they were broken down into 27 smaller sub sections in order to make worthwhile recommendations.
4. Staff recommend scaling back the scope of the project and focusing on a manageable number of routes to progress to detailed design, consent and construction.
5. The 27 sub sections have been classified as high, medium or low based on meeting the objectives of the greenways network, benefit to the public, ease of delivery and cost.
6. Based on budget availability and the local board’s desire to see some of the greenways built quickly, staff recommend focusing on completing detailed design and beginning construction of Section G – Centennial Park Path.
7. The Centennial Greenway Path would provide for a wide variety of users including both walkers and cyclists. The route would be used for recreational purposes in addition to parts that would provide for commuting.
8. Staff have also identified a small connection in the Taiaotea Creek Path Greenway that should also be prioritised and completed as an extension to the Healthy Waters Project about to commence.

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

a) receive the seven feasibility greenway reports and note the sections of the routes classified as high, medium and low in regards to meeting the objectives of the greenways network, benefiting the public, ease of delivery and cost

b) approve staff proceeding with the detailed design, consenting and construction for Section G – Centennial Park Path

c) approve designing and constructing a link between Mistletoe Place and the new Taiaotea Creek Pathway sub section 1 that is being constructed by Healthy Waters,

Horopaki / Context
9. The Hibiscus and Bays Greenways Plan seeks to create safe and enjoyable ways for people to get around, get active, and get engaged with their community and the environment.
10. The network of greenways identifies the location and opportunity to improve:

- walking connections
- cycle connections
- recreation opportunities
- ecological opportunities
- access to streams and waterways.

11. There are many benefits to developing a network of neighbourhood greenways, including:

**Recreation** - Improving people's access to outdoor recreation opportunities close to their home;

**Environmental** - Reducing our reliance on fossil fuels by providing attractive and safe alternative transport choices, improving water quality and reducing flooding events through low impact design measures, and by enhancing ecosystems, habitat sources and ecological niches;

**Social** - Providing improved opportunities for people to get out of their cars and meet their neighbours, to be engaged with a diverse range of communities and be connected to their local community facilities;

**Health** - Providing improved opportunities for activity and fitness, which benefits both physical and mental health;

**Education** - Providing opportunities for people to learn about the vegetation, wildlife, ecology, history and culture of the landscapes that the routes pass through; and

**Economic** - Improving local employment opportunities as areas become more desirable for businesses and shoppers. Greenways routes often become a tourist destination for both international and domestic visitors.

Tātaritanga me ngā tohutohu / Analysis and advice

12. In 2017 the Hibiscus and Bays Local Board undertook a prioritisation process and identified the projects below for further investigation. This report is a summary of the further investigation and considers feasibility, staging and costs for each route as well as recommending which routes to move into the design phase.

The routes that have been investigated include:

- Section A – Alice Eaves Scenic Reserve to Westfield Heights
- Section B – Alice Eaves to Hatfields Beach
- Section C – Millwater
- Section D – Browns Bay to Sharon Rd
- Section E – Taiaotea Creek Path
- Section F – Murrays to Churchill Path
- Section G – Centennial Park Path

13. Each route is summarised in a table in Attachment A and the full feasibility reports are included as Attachment B.

14. Each of these routes present their own challenges and benefits. As the routes are complex and diverse they have been broken down into 27 smaller sub sections for ease of scoping.
15. The sub sections have been classified as high, medium or low based on meeting the objectives of the greenways network, benefit to the public, ease of delivery and cost and are shown in the table below.

<table>
<thead>
<tr>
<th>High Benefit (diagrams of each route shown below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section G Centennial Park Path – sub sections 1-6</td>
</tr>
<tr>
<td>Section A Alice Eaves Scenic Reserve to West Hoe Heights – sub section 4</td>
</tr>
<tr>
<td><em>Note: Section 1 and 2 are also high benefit and are being delivered by the developer.</em></td>
</tr>
<tr>
<td>Section B Alice Eaves to Hatfields Beach – sub section 1</td>
</tr>
<tr>
<td>Section C Millwater – sub section 2</td>
</tr>
<tr>
<td><em>Note: This involves planting of newly installed path in Metro Park.</em></td>
</tr>
<tr>
<td>Section D Browns Bay to Sharon Rd - sub section 3</td>
</tr>
<tr>
<td>Section E Taiaotea Creek Path – sub section 1 and 2</td>
</tr>
<tr>
<td><em>Note: Sub section 1 is being delivered by Healthy Waters, however a small section linking Mistletoe Place to the start of this sub section is not currently in their scope and should be prioritised.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moderate benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A Alice Eaves Scenic Reserve to West Hoe Heights – sub section 3</td>
</tr>
<tr>
<td>Section B Alice Eaves to Hatfields Beach – sub sections 2-4</td>
</tr>
<tr>
<td>Section C Millwater – sub sections 1 and 4</td>
</tr>
<tr>
<td>Section F Murrays to Churchill Path – sub sections 1-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Low benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section D Browns Bay to Sharon Rd – sub sections 1 and 2</td>
</tr>
<tr>
<td>Section E Taiaotea Creek Path – sub section 3</td>
</tr>
</tbody>
</table>
Item 12

High benefit route: Section G Centennial Park Path – sub sections 1-6
Note: Sub section 5 does not require any further work

High benefit route: Section A Alice Eaves Scenic Reserve to West Hoe Heights – sub section 4
Note: Sub section 1 and 2 are also high benefit and are being delivered by the developer.
High benefit route: Section B Alice Eaves to Hatfields – sub section 1

High benefit route: Section C Millwater – sub section 2

Note: This involves planting of newly installed path in Metro Park.
16. Budget availability and complexity of delivery are factors in determining which routes should progress to the next stage. The local board want to see tangible results of their investment so routes should be prioritised that are deliverable and not overly complex.

17. Delivery costs for each route section are outlined in Attachment A and B as well as the financial section of this report.
18. Taking the above into account, staff recommend that the focus should be on completing detailed design and obtaining all consents to deliver the Centennial Greenway Path, sub sections 1-6.

19. Professional services fees (including detailed design, specialists input, consent preparation, consent lodgement fees, stakeholder management and project management) for these six sections will be in the order of $155,000 and physical works costs will be approx. $1,625,000 (of which $1,280,000 is for section 1).

20. Physical works for sub sections 2-6 should be completed first using the existing available budget and additional budget sought from alternative sources to fund section 1. This is further discussed in the financial section below.

21. The Centennial Greenway Path would provide for a wide variety of users including both walkers and cyclists. The route would be used for recreational purposes in addition to parts that would provide for commuting.

22. The route is reasonably straightforward to construct with only a few key stakeholders, namely, Auckland Transport, Pupuke Golf Course, and a small number of adjacent residents.

23. The full breakdown of what each of the six subsections involves is included in Attachment B – Feasibility Study Section G – Centennial.

24. Healthy Waters are about to begin construction of Taiaotea Creek Path – sub section 1. It has been identified that the connection from the northern end of the path to Mistletoe Place is not included in their scope. This connection currently exists, however it is narrow and not particularly well constructed. Staff recommend that this 28m section is also prioritised and designed and constructed to allow for a better connection to the soon to be constructed shared path.

25. The approximate cost to design and construct this section is $40,000.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

26. The implementation of the Greenways plan is a priority for the Hibiscus and Bays Local Board. The local board have allocated a considerable amount of their Locally Driven Initiatives (LDI) budget and it is one of the key priorities of their local board plan.

27. One of the outcomes of this plan is that “Our communities have excellent transport choices” with the key objective “to improve walking and cycling routes”.

28. The Hibiscus and Bays Greenways Plan also implements priorities and directives from a number of chapters in the Auckland Plan, including:

| Chapter 5: Auckland’s recreation and sport | Priority 1: Encourage all Aucklander’s, particularly children and young people to participate in recreation and sport |
| Chapter 7: Auckland’s environment | Priority 1: Value our natural heritage |
| | Priority 2: Sustainably manage natural resources |
| | Priority 3: Treasure our coastlines, harbours, islands and marine areas |
| Chapter 12: Auckland’s physical and social Infrastructure | Priority 2: Protect, enable, align, integrate and provide social and community infrastructure for present and future generations |
| | Directive 12.8: Maintain and extend the public open space network ... walkways and trails and recreational boating facilities in line with growth needs |
| Chapter 13: Auckland’s transport | Priority 3: Prioritise and optimise investment across transport modes |

Tauākī whakaaweawe Māori / Māori impact statement

29. Auckland Council is committed to meeting its responsibilities under Te Tiriti o Waitangi and its broader legal obligations to Māori. The council recognises these responsibilities are distinct from the Crown’s Treaty obligations and fall within a local government Tāmaki Makaurau context. These commitments are articulated in the council’s key strategic planning documents the Auckland Plan, the 2018-2028 Long-term Plan, the Unitary Plan and Local Board Plans.

30. Ngāti Wai, Ngāti Manuhiri, Te Rūnanga o Ngāti Whātua, Ngāti Whātua o Kaipara, Ngāti Whātua Ōrākei, Ngāi Tai Kī Tāmaki, Te Kawerau a Maki, Te Ākitai Waiohua, Ngāti Te Ata Waiohua, Ngāti Paoa, Ngāti Maru, Ngāti Whanaunga, Ngāti Tamaterā, Te Patukirikiri have been consulted with at the Parks and Recreation Iwi Engagement North West Hui workshop. They were generally supportive of the chosen routes and have asked to be involved in the detailed design and have requested being taken on a site visit of each of the seven priority routes.

31. Any design work of the tracks will take into account the Te Aranga Design principles as outlined in the Auckland Design Manual.
Ngā ritenga ā-pūtea / Financial implications

32. Based on the current available budget, staff recommend that Centennial Park Path (Section G) sub sections 2-6 should be the first greenway routes delivered. Detailed design should be completed for the whole route and then physical works for sub sections 2-6 completed.

33. Centennial Park Path sub section 1 should then be constructed once additional budget becomes available. Auckland Transport have indicated that they are interested in supporting this project and the Local Board Transport Capital Fund should be considered.

34. Staff also recommend that Section E Taiaotea Creek Path – sub section 1 extension should also be designed and constructed as a priority.

35. The other high priority routes identified can then be implemented as and when budget becomes available.

36. The following is a breakdown of what budget is currently allocated and proposed for the Hibiscus and Bays Greenway projects.

**LDI Opex funding**

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/18</td>
<td>$85,000</td>
</tr>
</tbody>
</table>

37. To date, $50,000 has been spent on the seven feasibility reports, ecological reports and mapping.

38. The remaining Unspent $35,000 should be reallocated to other projects as it can’t be allocated to detailed design and physical works of the project.

**LDI Capex funding**

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/18</td>
<td>$200,000</td>
<td>Unspent and deferred into 18/19</td>
</tr>
<tr>
<td>18/19</td>
<td>$100,000</td>
<td>Confirmed in Work Programme</td>
</tr>
<tr>
<td>19/20</td>
<td>$100,000</td>
<td>Proposed</td>
</tr>
<tr>
<td>20/21</td>
<td>$86,000</td>
<td>Proposed</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$486,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

39. Below is a breakdown of the budget required to deliver each of the high priority projects:

<table>
<thead>
<tr>
<th>Section of Route</th>
<th>Cost estimate *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section G Centennial Park – sub section 1</td>
<td>$1,280,000</td>
</tr>
<tr>
<td>Section G Centennial Park – sub section 2</td>
<td>$220,000</td>
</tr>
<tr>
<td>Section G Centennial Park – subs section 3</td>
<td>$165,000</td>
</tr>
<tr>
<td>Section G Centennial Park – sub section 4</td>
<td>$65,000</td>
</tr>
<tr>
<td>Section G Centennial Park – sub section 6</td>
<td>$50,000</td>
</tr>
<tr>
<td>Section A Alice Eaves Scenic Reserve to West Hoe Heights – sub section 4</td>
<td>$2,240,000</td>
</tr>
<tr>
<td>Section B Alice Eaves to Hatfields – sub section 1</td>
<td>$155,000</td>
</tr>
</tbody>
</table>
40. The biggest risk to the delivery of the high priority routes is lack of budget. The total cost to deliver the high priority routes has been estimated at $5,825,000 and there is currently $486,000 in the budget.

41. Therefore prioritisation and selecting routes that have the greatest cost benefit impact is important.

42. One of the risks identified in the Centennial Park project is the support from the Pupuke Golf Club as sections of the route cross parts of the golf course and car park. Initial consultation has occurred with the Club and they are generally supportive of the project as it mitigates some of their health and safety risks that they are currently experiencing with members of the public already on the course.

Ngā koringa ā-muri / Next steps

43. If the local board agree with the staff recommendation to proceed with the detailed design for the Centennial Park section of the greenways plan, staff will proceed on the following basis:

   i) Continue consultation with mana whenua, golf club and local residents

   ii) Obtain stakeholder feedback including determining the preferred route and surfacing option.

   iii) For each specific section, set-out the proposed centreline and complete a detailed survey of the more difficult segments.

   iv) Prepare design drawings, specifications, and construction cost estimates for the path and structures.

   v) Engage a planner to provide advice throughout the project design and development and prepare resource consent applications if required.

   vi) Engage a specialist Geotechnical Engineer to assess the ground conditions and assist with retaining wall/boardwalk designs/ fence design.

   vii) Engage an Arborist to assess the impacts to any surrounding vegetation, including the pruning and removal of any identified trees.

   viii) Apply for all required consents (including Resource and Building Consents).

44. Complete the tender process, and procure and manage the physical construction works.

---

<table>
<thead>
<tr>
<th>Section C Millwater – sub section 2</th>
<th>$135,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section D Browns Bay to Sharon Rd – sub section 3</td>
<td>$335,000</td>
</tr>
<tr>
<td>Section E Taiaotea Creek Path – sub section 2</td>
<td>$1,140,000</td>
</tr>
</tbody>
</table>

*Includes professional services, consenting, physical works and additional ecological planting (excl gst)*
## Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Summary table of seven priority routes</td>
<td>25</td>
</tr>
<tr>
<td>B</td>
<td>Feasibility Study Section A <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Feasibility Study Section B <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Feasibility Study Section C <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Feasibility Study Section D <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Feasibility Study Section E <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Feasibility Study Section F <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Feasibility Study Section G <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
</tbody>
</table>

## Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Bird - Manager Sports Parks Design &amp; Programme</td>
<td>Rod Sheridan - General Manager Community Facilities</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
## ATTACHMENT A: SUMMARY TABLE OF SEVEN PRIORITY ROUTES

### Section A – Alice Eaves Scenic Reserve to West Hoe Heights

<table>
<thead>
<tr>
<th>Name: Alice Eaves Scenic Reserve to West Hoe Heights: Section 1</th>
<th>Ease of Delivery (consulting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by Developer of subdivision as part of their footpath routes within the subdivision</td>
<td>Low</td>
<td>Potential future connection to Grand Drive should be investigated as will provide a convenient loop to shops, schools and beyond</td>
<td>Limited due to topography</td>
<td>Limited on street greenway</td>
<td>Limited on street greenway</td>
<td>Access to stormwater reserve within subdivision</td>
<td>High</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Alice Eaves Scenic Reserve to West Hoe Heights: Section 2</th>
<th>Ease of Delivery (consulting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by Developer of subdivision as part of their footpath routes within the subdivision</td>
<td>Medium</td>
<td>Connection to Nukumea Stream tracks</td>
<td>Easy ride downhill due to topography but return ride more difficult. Access to wider tracks at Nukumea/Alice Eaves track system once route complete</td>
<td>Access to central reserve within subdivision and Nukumea/Alice Eaves track system once route complete</td>
<td>Limited on street greenway</td>
<td>Access to SEA reserve within subdivision and connection to Nukumea Stream</td>
<td>High</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Alice Eaves Scenic Reserve to West Hoe Heights: Section 3</th>
<th>Ease of Delivery (consulting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average. Step site to construction is more difficult. Consulting and consultation easy</td>
<td>Medium Low</td>
<td>Yes, Connects to Hilcrest Road where a fitness loop could be achieved through the Alice Eaves network and back up the Nukumea Stream once track network is complete</td>
<td>Not for cycle use</td>
<td>Yes: Provides access to new esplanade and stream environments. Will provide significant viewing opportunities over Drewa</td>
<td>High: Exposure to vast bush areas and Nukumea Stream at bottom of track</td>
<td>Yes: Opens new areas of stream previously in accessible</td>
<td>Moderate</td>
<td>*Limited user typology due to steep nature of track</td>
<td>$265,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Alice Eaves Scenic Reserve to West Hoe Heights: Section 4</th>
<th>Ease of Delivery (consulting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficult. Land owner approvals necessary.</td>
<td>High</td>
<td>Yes: Connects large catchment to Drewa town and beach via accessible route</td>
<td>For the most part: Connects large catchment by cycle to Drewa town and beach</td>
<td>Yes: Provides access to new esplanade and stream environments</td>
<td>Yes: Opens new areas previously land locked</td>
<td>High: Stream enhancement planting possible</td>
<td>High: Opens new areas previously land locked</td>
<td>High</td>
<td>$2,240,000</td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consulting, physical works and ecological planting (excl gst)
### Section B – Alice Eaves to Hatfields

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ease of Delivery (consulting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Eaves to Hatfields: Section 1</td>
<td>Average</td>
<td>High. Existing track is well used (particularly as a fitness circuit) so upgrades will be highly beneficial</td>
<td>Yes. Connects to other Alice Eaves tracks and Hillnest Road</td>
<td>Not for cycle use</td>
<td>High. Recreational walkers and fitness users</td>
<td>High. Kauri forest a draw card for this track. No further planting in this area due to the risks of Kauri dieback when bringing in additional plant materials</td>
<td>Yes. Indirectly through additional tracks in Alice Eaves</td>
<td>High</td>
<td>$155,000</td>
</tr>
<tr>
<td>Alice Eaves to Hatfields: Section 2</td>
<td>Easy</td>
<td>Low. *Numbers may increase when the Chin Hill project is delivered, but until such time numbers will be limited</td>
<td>Yes. Will better connect Hatfield’s to Alice Eaves Reserve</td>
<td>In part, but not constructed for this purpose</td>
<td>Limited</td>
<td>Low. Opportunity to do more street trees planting along the length of the path where it follows the road</td>
<td>No</td>
<td>*Moderate</td>
<td>$38,000</td>
</tr>
<tr>
<td>Alice Eaves to Hatfields: Section 3</td>
<td>N/A. Path already exists, and no consenting required for additional street tree planting</td>
<td>Low. *Numbers may increase when the Chin Hill project is delivered, but until such time numbers will be limited</td>
<td>N/A. Path already exists</td>
<td>N/A. Path already exists</td>
<td>Low. Opportunity to do more street trees planting along the length of the path where it follows the road</td>
<td>No</td>
<td>*Moderate Easy and cheap to achieve.</td>
<td>*Moderate</td>
<td>$25,000</td>
</tr>
<tr>
<td>Alice Eaves to Hatfields: Section 4</td>
<td>Moderate</td>
<td>Low. *Numbers may increase when the Chin Hill project is delivered, but until such time numbers will be limited</td>
<td>Yes. Will connect in the future to Chin Hill Pathway</td>
<td>Not for cycle use</td>
<td>Moderate. Good access into regenerating bush area but without the link to Chin Hill or other existing tracks it is limited. Opportunity to cross stream and join with Hatfield’s Reserve network which would increase numbers of users</td>
<td>Moderate. Riparian planting opportunities and enrichment planting within bush environment possible</td>
<td>Yes. Provides another access point to the Otama Stream</td>
<td>*Moderate Easy and cheap to achieve.</td>
<td>$75,000</td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consenting, physical works and ecological planting (excl gst)*
### Section C – Millwater

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ease of Delivery (consenting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millwater: Section 1</td>
<td>Moderate. *It should be noted this project is unable to be delivered until the final stage of the Millwater sports fields are developed due to bulk earth work requirements.</td>
<td>High</td>
<td>Yes. Connects to Te Ara Tahiuna Pathway.</td>
<td>Yes. Te Ara Tahiuna Pathway.</td>
<td>Yes. Provides further off-road links to the Te Ara Tahiuna Pathway. Provides access to sports fields.</td>
<td>High. Provides opportunities for ecological planting on the esplanade side of the path. Provides opportunities to partner with Silverdale Primary School to undertake planting with the Silverdale Stewardship Reserve.</td>
<td>Yes. Provides further estuary exposure for the Te Ara Tahiuna Pathway.</td>
<td>*Moderate</td>
<td>$1,050,000</td>
</tr>
<tr>
<td>Millwater: Section 2</td>
<td>Path completed as part of Auckland Council Parks project. Planting required to achieve objectives of the greenway.</td>
<td>High</td>
<td>Yes. Connects to Te Ara Tahiuna Pathway.</td>
<td>Yes. Te Ara Tahiuna Pathway.</td>
<td>Yes. Provides further off-road links to the Te Ara Tahiuna Pathway. Provides access to sports fields.</td>
<td>High. Provides opportunities for ecological planting on the esplanade side of the path. Provides opportunities to partner local schools/wider community for planting days and ecological education which in turn promote Kaitiakitanga.</td>
<td>Yes. Provides further estuary exposure for the Te Ara Tahiuna Pathway.</td>
<td>High</td>
<td>$335,000</td>
</tr>
<tr>
<td>Millwater: Section 3</td>
<td>Existing paths</td>
<td>Moderate</td>
<td>Yes. Connects to Te Ara Tahiuna Pathway and to Totara Vines Drive.</td>
<td>Could be used for cycles but not ideal due to width constraints</td>
<td>Existing path. Area already planted extensively.</td>
<td>Existing connections. N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Millwater: Section 4</td>
<td>Moderate. *Requires a Control and Management Agreement to be established between DOC and Auckland Council.</td>
<td>Moderate</td>
<td>Yes. Connects to existing path (Section 3 of this report) and allows access to two schools and the Te Ara Tahiuna Pathway.</td>
<td>Limited due to width restrictions of receiving path.</td>
<td>Yes. Access through existing reserve with no current track network.</td>
<td>High. Provides opportunities for ecological planting within the entire site (7132 sq m) and management of large weed trees (which Doc support the removal of). Provides opportunities to partner with Silverdale Primary School to undertake planting days and ecological education which in turn promote Kaitiakitanga.</td>
<td>Yes. Provides viability of steam which is currently hidden</td>
<td>Moderate</td>
<td>$553,000</td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consenting, physical works and ecological planting (excl gst)
### Section D – Browns Bay to Sharon Rd

<table>
<thead>
<tr>
<th>Name</th>
<th>Ease of Delivery (consulting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browns Bay to Sharon Rd: Section 1 (Lotus Walkway)</td>
<td>Difficult, remedial works currently being undertaken by Auckland Council Landslides and Reactive Works Team</td>
<td>Moderate</td>
<td>Yes, connects users directly to Browns Bay. It should be noted that an alternative route is possible 250m away (Koranui Walkway) which provides the same opportunity at far less cost/risk</td>
<td>No</td>
<td>No significant change</td>
<td>Low, limited as planting into cliff edges is high risk due to recent slips</td>
<td>No more than already there at present</td>
<td>Low</td>
<td>Unknown cost of upgrade works to the track due to inability to access track currently. This work should be undertaken by specialist contractors/designers in this sensitive cliff area. It is recommended that a global geotechnical risk analysis is undertaken of the entire path/cliff before any further upgrade works are undertaken.</td>
</tr>
<tr>
<td>Browns Bay to Sharon Rd: Section 2</td>
<td>Difficult and expensive delivery due to requirement of many specialists and difficulty of construction</td>
<td>High</td>
<td>Yes</td>
<td>Cycling is possible but expected to be low numbers at slow speeds as the boardwalk is effectively a dead-end for cyclists</td>
<td>Improved recreation as the beachfront will no longer be dominated by parked cars, but more activated by pedestrians/cyclists</td>
<td>No planting opportunities in this section</td>
<td>Better connection to the ocean for pedestrians and cars given second priority status</td>
<td>Low</td>
<td>$1,050,000</td>
</tr>
<tr>
<td>Browns Bay to Sharon Rd: Section 3</td>
<td>Moderate, stormwater investigation required to manage flows</td>
<td>Moderate</td>
<td>Yes, connects users to Browns Bay and avoids the long walk along road system. Provides an alternative to Lotus Walkway should this not remain viable longer term.</td>
<td>Not suitable for cyclists</td>
<td>No significant change</td>
<td>Limited opportunities for additional planting</td>
<td>No more than already there at present</td>
<td>High</td>
<td>$335,000</td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consenting, physical works and ecological planting (excl gst)*
### Section E – Taiapua Creek Path

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ease of Delivery (consulting, consent, etc)</th>
<th>Expected Users Numbers</th>
<th>Walking Connections</th>
<th>Cycle Connection</th>
<th>Recreation Opportunity</th>
<th>Ecological Opportunities</th>
<th>Access to Streams and Waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taiapua Creek Path Section 1</td>
<td>Moderate. Being undertaken by Healthy Waters. Contract due out for tender shortly. Construction expected to be completed in 2020.</td>
<td>Moderate/high</td>
<td>Yes. Links to many other existing paths</td>
<td>Yes</td>
<td>No significant change</td>
<td>Yes. Major stream works being undertaken to improve stormwater quality and ecological planting to provide further ranging benefits</td>
<td>Limited change from existing environment</td>
<td>High</td>
<td>$40,000 (as per note below)</td>
</tr>
<tr>
<td>Taiapua Creek Path Section 2</td>
<td>Moderate. *It is recommended that the alternative route (discussed in the report) be adopted as a more cost-effective and safer route.</td>
<td>Moderate/high</td>
<td>Yes. Links to many other existing paths and provide clear direct link into Browns Bay which is currently lacking</td>
<td>Yes</td>
<td>No significant change</td>
<td>Yes. Opportunity to upgrade the stream margin, get local Schools/community groups to participate in planting days and ecological education which in turn promote Kaiaraitanga</td>
<td>Limited change from existing environment</td>
<td>High</td>
<td>$1,140,000</td>
</tr>
<tr>
<td>Taiapua Creek Path Section 3</td>
<td>Difficult. *It should be noted that the final stretch of the project between Beach and Clyde Roads is extremely difficult to achieve as it is on private land and would require agreement by all landowners</td>
<td>Low/Moderate</td>
<td>Links to end of coastal walkway running south around the Bays</td>
<td>Yes</td>
<td>Limited</td>
<td>Significant as current environment very degraded but relies on major stream modification works (best undertaken with the Healthy Waters team within Auckland Council)</td>
<td>Opens section of Taiapua Creek currently inaccessible to the public</td>
<td>Now</td>
<td>Not costed at this stage</td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consenting, physical works and ecological planting (excl. GST)

**Other notes:**
Taiapua Creek has a small section (28m in length) of path that joins Mistletoe Place and links to the Healthy Waters project (Section 1). This 28m section is not part of the Healthy Waters scope but is critical to facilitating access to this greenway. It is recommended that the Local Board fund this small section and integrate the construction into the Healthy Waters construction package to secure the cost savings available with contractors already established on site.
### Section F – Murrays to Churchill Path

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ease of Delivery (consenting, consultation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murrays to Churchill Path: Section 1</td>
<td>Moderate</td>
<td>Moderate. A popular recreation loop</td>
<td>Access to wider coastal clifftop walkway network</td>
<td>No</td>
<td>No significant change</td>
<td>Limited as most of this area is already planted. Some minor enrichment planting works could be undertaken along with weed control</td>
<td>Provides visual access to the ocean beyond and significant viewing opportunities</td>
<td>Moderate</td>
<td>$490,000</td>
</tr>
<tr>
<td>Murrays to Churchill Path: Section 2</td>
<td>Moderate</td>
<td>Moderate. A popular recreation loop</td>
<td>Access to wider coastal clifftop walkway network</td>
<td>No</td>
<td>No significant change</td>
<td>Some opportunity although the open grass areas are valued by users for informal recreation</td>
<td>High, provides access to a small beach area at the base of the cliffs</td>
<td>Moderate</td>
<td>$149,000</td>
</tr>
<tr>
<td>Murrays to Churchill Path: Section 3</td>
<td>Moderate</td>
<td>Moderate. A popular recreation loop</td>
<td>Access to wider coastal clifftop walkway network</td>
<td>No</td>
<td>No significant change</td>
<td>Limited as most of this area is already planted. Some minor enrichment planting works could be undertaken along with weed control</td>
<td>Provides visual access to the ocean beyond and significant viewing opportunities</td>
<td>Moderate</td>
<td>$280,000</td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consenting, physical works and ecological planting (excl gst)*
### Section G – Centennial Park Path

<table>
<thead>
<tr>
<th>Name: Centennial Park Path: Section 1</th>
<th>Ease of Delivery (consulting, consulation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>High to Moderate</td>
<td>Yes, as part of the street network and as a loop connection for the paths with Centennial Park</td>
<td>Yes</td>
<td>Allows for commuter/school cycle route along East Coast Road</td>
<td>Yes, replacement street and parktree planting can reflect more ecologically beneficial species</td>
<td>Not directly</td>
<td>High</td>
<td>$1,280,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Centennial Park Path: Section 2</th>
<th>Ease of Delivery (consulting, consulation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy</td>
<td>Moderate</td>
<td>Yes, as part of the street network and as a loop connection for the paths with Centennial Park</td>
<td>Not specifically, but could be utilised for cycling</td>
<td>Provides easier access into track network within Centennial Park</td>
<td>Opportunities for more street tree planting of ecologically beneficial species (continue Kowhai theme in more density)</td>
<td>Not directly</td>
<td>High</td>
<td>$229,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Centennial Park Path: Section 3</th>
<th>Ease of Delivery (consulting, consulation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy</td>
<td>Moderate</td>
<td>Yes, as a loop connection for the paths with Centennial Park</td>
<td>Not intended for cycling</td>
<td>Formalises a well-used track within the bush environment in Centennial Park</td>
<td>Yes at the bottom of the valley</td>
<td></td>
<td>High</td>
<td>$165,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Centennial Park Path: Section 4</th>
<th>Ease of Delivery (consulting, consulation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy</td>
<td>Moderate</td>
<td>Yes, as a loop connection for the paths with Centennial Park</td>
<td>Not intended for cycling</td>
<td>Negligible as path already exists and project is more renewals based</td>
<td>N/A</td>
<td>Not directly</td>
<td>High</td>
<td>$65,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Centennial Park Path: Section 5</th>
<th>Ease of Delivery (consulting, consulation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A Path already constructed</td>
<td>Moderate</td>
<td>Yes, as a loop connection for the paths with Centennial Park</td>
<td>Not intended for cycling</td>
<td>Existing path</td>
<td>N/A</td>
<td>Not directly</td>
<td>High</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Centennial Park Path: Section 6</th>
<th>Ease of Delivery (consulting, consulation etc)</th>
<th>Expected user numbers</th>
<th>Walking connections</th>
<th>Cycle connection</th>
<th>Recreation opportunity</th>
<th>Ecological opportunities</th>
<th>Access to Streams and waterways</th>
<th>Benefit Ranking</th>
<th>Cost Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy</td>
<td>Moderate</td>
<td>Yes, as a loop connection for the paths with Centennial Park</td>
<td>Not intended for cycling</td>
<td>Links existing track network within the park to the newly upgraded tracks (Section 2 and 3 in the north of the park, Localised tree/shrub planting to be incorporated to help achieve screening of the path directly from the fanway.</td>
<td>Not directly</td>
<td>High</td>
<td>$50,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cost estimate includes professional services, consenting, physical works and ecological planting (excl gst)
Request for temporary alcohol ban on Hibiscus Coast 1 and 2 December 2018

File No.: CP2018/18550

Te take mō te pūrongo / Purpose of the report
1. To seek a decision on whether to adopt a temporary alcohol ban on the Hibiscus Coast on 1 and 2 December 2018.

Whakarāpopototanga matua / Executive summary
2. A 48-hour temporary alcohol ban for Saturday 1 and Sunday 2 December 2018 on the Hibiscus Coast has been requested by Police. Staff assessed the request against legislative criteria and identified three options:
   - Option one: Status quo - existing evening alcohol bans apply.
   - Option two: Priority areas - 48-hour temporary alcohol ban for 1 and 2 December 2018 on the beach and adjoining parks in Waiwera, Orewa, Red Beach, Stanmore Bay, Manly, Arkles Bay, Western Reserve and Victor Eaves Park.
   - Option three: All areas - 48-hour temporary alcohol ban for 1 and 2 December 2018 on areas of the Hibiscus Coast requested in Attachment A with signage in priority areas.
3. Staff recommend the local board adopt Option three: All areas. Taking this approach is most likely to prevent crime and disorder associated with crate day gatherings on the Hibiscus Coast.
4. There is a minor reputational risk associated with Option three: All areas. It could be perceived as a disproportionate response to the issue due to the number of areas covered by the proposed ban. This can be mitigated by public communication that the ban proposed manages the high risk of displacement of the event around the local area and will effectively prevent crime and disorder in a way that is reasonable.
5. If the local board adopt a temporary alcohol ban staff will notify NZ Police of the decision. The council/local board will be responsible for notifying the public and installing and removing temporary signage. NZ Police will be responsible for enforcement.

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

a) adopt a 48-hour temporary alcohol ban on Saturday 1 and Sunday 2 December 2018 on areas of the Hibiscus Coast identified in the overview map in Attachment A of the agenda report.

b) allocate up to $5000 plus GST for public notification and installation and removal of signage in priority areas for the temporary alcohol ban, because there is no event organiser to cover these costs.
Horopaki / Context

Police request a temporary alcohol ban to prevent Crate Day problems on Hibiscus Coast

6. The New Zealand Police (NZ Police) have requested a 48-hour temporary alcohol ban (alcohol ban) for Saturday 1 and Sunday 2 December 2018 on the Hibiscus Coast (Attachment A). The request includes beaches and adjoining parks from Waiwera Beach to Arkles Bay and Victor Eaves Park and Western Reserve.

7. The request seeks to prevent alcohol-related crime and disorder associated with crate day. Crate day is unofficially celebrated around New Zealand as the first Saturday of summer in December. The event has been promoted by The Rock radio station since 2009 for people to gather outdoors, listen to music and “share a crate” of alcohol.

8. Alcohol bans currently on the Hibiscus Coast (Attachment B) apply:
   - from 10pm-7am during daylight savings on beach, park and certain surrounding streets alongside Orewa beach, Victor Eaves Park, Western Reserve, Red Beach, Stanmore Bay, Manly, Arkles Bay
   - 24 hours, 7 days a week in Orewa Town Centre and on associated beach and parks.

Alcohol bans prohibit alcohol, are adopted by local boards and enforced by Police

9. Alcohol bans prohibit the consumption or possession of alcohol in specified public places during specified times. The Hibiscus and Bays Local Board has authority to make alcohol bans under the Auckland Council Alcohol Control Bylaw 2014 (Bylaw) (GB/2014/121).

10. A local board decision to adopt an alcohol ban must meet criteria in the Local Government Act 2002 and Bylaw (refer Table 1 and Attachment C).

11. NZ Police enforce alcohol bans using powers of search, seizure, arrest, and $250 infringement fees¹. Police also have powers to address incidents of crime or disorder under the Summary Offences Act 1981 and Crimes Act 1961, whether or not alcohol is involved.

Tātaritanga me ngā tohutohu / Analysis and advice

Staff have assessed the request against legislative criteria for making alcohol bans

12. Staff have assessed the information provided in the request against the legislative and bylaw criteria in Attachment C. Table 1 provides a summary of this assessment.

Table 1 Summary assessment of alcohol ban request against statutory and bylaw criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Staff assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there evidence of a high level of crime or disorder at the location caused or made worse by alcohol consumed there?</td>
<td>NZ Police provided evidence of a very high level of crime and disorder, which is shown to have been linked to alcohol consumption at Manly Beach and Stanmore Bay on Crate Day. Examples include people drinking resulting in litter, public urination, disorderly behaviour, fighting and glass injuries.</td>
</tr>
</tbody>
</table>
### Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Staff assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the request appropriate in light of the evidence?</td>
<td>A temporary alcohol ban in 2017 was effective in preventing any incidents occurring. Previous alternative options were ineffective, for instance public awareness or relying on Police powers under the Summary Offences Act 1981. However, the Local Board may consider the estimated $10,000 cost to install and remove signage from all areas in the request disproportionate to the effect of the alcohol ban. In 2017, the Local Board provided $4,330 for 13 priority areas. This meant NZ Police did not have powers to search for alcohol in those areas without signs.</td>
</tr>
<tr>
<td>Is the request proportionate in light of the evidence?</td>
<td>A temporary alcohol ban at Stanmore Bay, Manly and similar locations on the Hibiscus Coast is proportionate due to the level of crime and disorder associated with crate day, ease of displacement and limited duration. Someone opposed to the request may argue the number of areas is excessive, and that limiting it to the more popular areas in Orewa and the Whangaparaoa Peninsula would be more proportionate.</td>
</tr>
<tr>
<td>Is the request a justifiable and reasonable limitation on people’s rights and freedoms?</td>
<td>The request prevents responsible alcohol consumption on a significant number of popular recreation areas on the Hibiscus Coast. There is sufficient information to conclude that this limitation of rights or freedoms is justified, given: - the very high level of crime and disorder a temporary alcohol ban is likely to prevent - its limited duration - general community and Police support. The extent of the temporary alcohol ban however could be perceived as excessive and costly to implement.</td>
</tr>
</tbody>
</table>

### Staff have identified three options in response to the assessment

13. Staff identified the following three options in response to the assessment. Options are compared in Table 2 below.

- **Option one:** Status quo - existing evening alcohol bans apply.
- **Option two:** Priority areas - 48-hour temporary alcohol ban for 1 and 2 December 2018 on the beach and adjoining parks in Waiwera, Orewa, Red Beach, Stanmore Bay, Manly, Arkles Bay, and on Western Reserve and Victor Eaves Park.
- **Option three:** All areas - 48-hour temporary alcohol ban for 1 and 2 December 2018 on areas of the Hibiscus Coast requested in Attachment A with signage in priority areas.
Table 2 Comparative assessment of options to alcohol ban request

<table>
<thead>
<tr>
<th></th>
<th>Option one: Status quo</th>
<th>Option two: Priority areas</th>
<th>Option three: All areas (recommended)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pros</strong></td>
<td>No further limitations on people rights and freedoms to consume alcohol reasonably in public places on the Hibiscus Coast. No local board cost to install and remove temporary signage.</td>
<td>Crime and disorder associated with crate day likely to be prevented.</td>
<td>Crime and disorder associated with crate day likely to be prevented. Notifying the alcohol ban as all areas is easier to communicate and more effective than Option two.</td>
</tr>
<tr>
<td><strong>Cons</strong></td>
<td>High likelihood of crime and disorder associated with crate day gatherings in public places. Significant council/local board cost to clean-up after crate day.</td>
<td>Crate day gatherings may take place on smaller public places and alcohol-related harm occurs. Council incurs cost of signage, around $5000 plus GST.</td>
<td>Cost to install and remove signage in all areas (around $10K) or only priority areas (around $5K). It is recommended that only priority areas have signage.</td>
</tr>
<tr>
<td><strong>Risks</strong></td>
<td>Council/local board perceived to have allowed harm to take place.</td>
<td>Council/local board is perceived to have allowed harm to take place.</td>
<td>Council/local board perceived to have responded disproportionately due to number of areas. Police are less able to prevent harm in areas with no signage.</td>
</tr>
<tr>
<td><strong>Mitigation</strong></td>
<td>Public communication that the council/local board considered an alcohol ban was no longer required.</td>
<td>Public communication that the council/local board has decided based on the evidence presented, that it could reasonably and financially justify.</td>
<td>Public communication that the council/local board has decided that it considers best prevents crime or disorder that it could reasonably and financially justify.</td>
</tr>
</tbody>
</table>

**Staff recommend the request for an alcohol ban be adopted on all areas**

14. Staff recommend Option three: All areas, for the following reasons
- the very high level of crime and disorder experienced in the area from crate day gatherings in 2015 and 2016 that was prevented by an alcohol ban in 2017
- the likelihood of displacement to other areas of the Hibiscus Coast
- the limited duration of the alcohol ban
- the cost of signage is minimised.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

15. The Hibiscus and Bays Local Board previously adopted a similar alcohol ban in 2017 (HB/2017/169) and alcohol related harm or disorder did not occur on coastal reserve land.

Tauākī whakaaweawe Māori / Māori impact statement

16. Managing alcohol-related harm associated with events increases opportunities for health and wellbeing, which is consistent with the outcomes of the Māori Plan for Tāmaki Makaurau. Iwi and Māori health advocacy organisations support the general use of alcohol bans as a tool to reduce alcohol-related harm.

Ngā ritenga ā-pūtea / Financial implications

17. The financial implication of Option three: All areas, for the local board is an estimated $5000 to install and remove signage in priority areas. In 2017, the local board installed 74 temporary signs in 13 priority beach and park areas at a cost of $2950 plus GST to install and $1380 plus GST to remove ($4330 total).

18. If the local board decides to signpost all areas, the cost is estimated to be $10,000.

Ngā raru tūpono / Risks

19. There is a minor reputational risk associated with Option three: All areas. It could be perceived as a disproportionate response to the issue due to the number of areas covered by the proposed ban.

20. This can be mitigated by public communication that the ban proposed in manages the high risk of displacement of the event around the local area and will effectively prevent crime and disorder in a way that is reasonable.

Ngā koringa ā-muri / Next steps

21. If the local board adopts the temporary alcohol ban, staff will notify NZ Police of the decision.

22. Temporary alcohol bans are usually associated with an event organiser, such as Auckland Tourism, Events and Economic Development. Crate day gatherings are not associated with formal event organisers. This means that once a decision is made the local board will seek assurances that the relevant council departments will take responsibility for notifying the public (for example in local newspapers) and installing and removing temporary signage.

23. NZ Police will be responsible for enforcement.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alcohol ban request</td>
<td>39</td>
</tr>
<tr>
<td>B</td>
<td>Map of existing alcohol bans</td>
<td>65</td>
</tr>
<tr>
<td>C</td>
<td>Assessment of alcohol ban request</td>
<td>67</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

Authors
- Bonnie Apps - Policy Analyst
- Paul Wilson - Team Leader Bylaws

Authorisers
- Kataraina Maki - GM - Community & Social Policy
- Lesley Jenkins - Relationship Manager
NZ Police

REPORT FORM

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodney Crate Day 2018</td>
<td></td>
</tr>
</tbody>
</table>

Text:
Waitemata North Police request for a 48hr Liquor Ban

Lesley Jenkins
Relationship Manager
Rodney - Hibiscus and Bays Local Board Services

1. Introduction

This report relates to Waitemata North Police request for a 48 hour liquor Ban to assist Police in maintaining the peace during the proposed annual gathering of youth who congregate for the purpose of consuming liquor under the banner of Crate Day.

2. Liquor Ban timings and duration

From midnight on Friday 30 November for a 48 hour period ending midnight Sunday 2 December 2018.

3. Liquor Ban request rationale

Crate Day was established by local identity John Bennett also known as ‘Johnny Danger’. Johnny Danger has a significant social media and you tube following. In 2017, he also created, promoted and distributed his own brand of alcohol. His recent passing raises police concerns for the Crate Day event to be used a source of energy to commemorate his life and passing. It is therefore believed that it is necessary to apply annually for a temporary liquor ban in the areas outlined in this report.

Since Crate day began in Rodney, the gathering has occurred in Manly. In 2016, the gathering moved to Stanmore Bay where a significant deterioration in behaviour is recorded and documented later in this report.

A liquor ban for a 48hr period in the area’s requested will enable police to better manage any gathering that occurs on Crate Day. The ability of the gathering to relocate from one area to another makes it necessary for police to request the Liquor ban for all the area’s to counteract the ability for the attendees to avoid a Liquor Ban at Stanmore Bay by simply moving to Red Beach for example. To avoid displacing the gathering, the most logical and popular areas are identified for the 48 hr Liquor Ban request.
The two locations used for Crate Day so far are Manly and Stanmore Bay, each area has suffered community disruption, breaches of public order, serious violence and assaults. It should be safely assumed that a change in location will not result in an change in the way young people are affected by alcohol consumption, therefore it is necessary for a request for the Liquor Ban at area’s and timings nominated so that police can take a measured and reasonable response to any gathering who come together in circumstances that are likely to lead to anti-social behaviour through excessive alcohol consumption.

4. Liquor Ban locations Sought

Beach foreshore and adjoining public reserves from Waiaera Beach to Arkles Bay and including Victor Eaves Park, Western Reserve, Centreway Reserve as indicated by the red coloured lines in the Map below (Ref: Overview Map).

Maps of some of the areas requested that have existing evening alcohol bans are also provided below.

REF: Overview Map
This application is varied from last year in that the area of Waipera is included. The rationale for the inclusion is based on real-time intelligence sourced over the operation last year. The monitoring of social media by police intelligence group confirmed that the Crate Day participants became aware that Waipera was not included on the temporary ban and many communicated this with each other and travelled to the area to set themselves up. Police were able to arrive ahead of the group and discourage the congregation and prevent any anti-social behaviour. While police cannot submit any evidence of alcohol related harm attributable to last year’s event, it is reasonable to assume this was down to police prevention activity and it is on this basis that police seek the inclusion of Waipera in this years’ temporary ban. This also ties the coastal area to Wenderholm that is covered by a regional Council alcohol restriction.

Area 1: Waipera beach foreshore and adjacent public reserves
Area 2: Hatfield beach foreshore and adjacent Hatfield Bay reserve

Area 3: Orewa beach foreshore and adjacent reserves including

- Arundel Reserve
- Kinloch Reserve
- Moana Reserve
- Orewa Park
- Orewa Reserve
Area 4: Red Beach

Attached map showing the defined alcohol ban area.
Area 5: Stanmore Bay and adjacent parks as indicated in the current liquor ban map below.
Area 6: Manly and adjacent park as indicated in the current Liquor ban map below.
Area 7: Arkles Bay and adjacent park as indicated in the current Liquor ban map below
Area 8: Victor Eaves Park as indicated in the current Liquor ban map below
5. Police enforcement of the Liquor ban

Enforcement principles.

The principles that will be applied by New Zealand police in the enforcement of alcohol bans are;

- Enforcement will not be directed to strict compliance but rather having regard to the reason for imposing a ban

- It is a question of time place and circumstance as to whether it is appropriate to take enforcement action

- Enforcement action will be directed to preventing alcohol related harm and antisocial behaviour caused by the consumption of alcohol in public places

Alcohol related harm and antisocial behaviour be either existing or anticipated. The statement may be informed by factors such as;

- The existence of disorder / violence / antisocial behaviour hotspot in a particular location

- Behaviour related complaints from members of the public

- Behaviour observed that provides for concern about the probability of disorder and or violence

- Evidence of intoxication in a public place and the presence of a gathering of individuals that in the assessment of the attending officer(s) is likely to result in antisocial behaviour associated with alcohol consumption

Enforcement in a particular location must be seen to be fair. This factor will be weighed up in relation to any enforcement action.

Operational Deployment of Police Resources:

Police personnel are allocated to Policing the proposed event and will operate under a formal police operation named: Operation Crate Day 2018

One Senior Sergeant will Command the Police activities and have control of:

- Three Sergeants
- Fifteen Constables


The police resources will comprise three teams dedicated to Policing the event. Two teams comprising twelve officers will coordinate policing activities to prevent
social and community harm through alcohol fuelled behaviour that falls outside the law and or common decency.

Another team of one Sergeant and five Constables are dedicated to Drink Driving enforcement operating what is commonly referred to as a ‘booze Bus’. This team can be redeployed to assist the other teams if required.

The Operational direction will focus on early intervention with and group gathering for the purpose of alcohol consumption with an emphasis on communication. Any group spoken to by police will be given time to remove themselves and the alcohol from the area subject to the liquor ban if they are found to be infringing.

If, after consultation and dialog, the group remain a warning of potential prosecution enforcement will be given. Only after all opportunities to avoid prosecution have been taken will police take affirmative action.

If the crate day participants are dispersed and coordinate to meet at another location in Rodney or the North Shore that is not covered by the liquor ban sought in this report, the Police resources will be redeployed to assist the local Police with any matters requiring police intervention in that area.

The traffic related policing component of the Operation Crate Day 2018 operates on a strict liability basis and enforcement action on drink drivers will be mandatory.

1 The Law

Definitions
This table provides definitions relevant to alcohol bans.

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>'Alcohol' means a substance that—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• is or contains a fermented, distilled, or spirituous liquor; and at 20°C is found on analysis to contain 1.15% or more ethanol by volume; or</td>
</tr>
<tr>
<td></td>
<td>• is a frozen liquid, or a mixture of a frozen liquid and another substance or substances and is alcohol as per bullet 1 when completely thawed to 20°C; or</td>
</tr>
<tr>
<td></td>
<td>• whatever its form, is found on analysis to contain 1.15% or more ethanol by weight in a form that can be assimilated by people.</td>
</tr>
<tr>
<td>Section 5(1) - Sale and Supply of Alcohol Act 2012</td>
<td></td>
</tr>
</tbody>
</table>

| Public place | 'Public place' means a place that is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it, but does not include licensed premises. |
| Section 147(1) - Local Government Act 2002 |
Breach of alcohol ban (section 147 - Local Government Act 2002)
You must prove the identity of the offenders and that they breached a bylaw for alcohol control purposes (an alcohol ban) by:
- consuming alcohol
- bringing alcohol
- possessing alcohol
in a public place (or in a vehicle in a public place) specified in the bylaw.

Penalty
An Alcohol Infringement Offence Notice (AIN) can be issued (prec W806) requiring payment of an infringement fee of $250.

Exemptions
Alcohol in opened containers may be:
- transported from an off licensed premises next to a public place if it is lawfully bought on those premises for consumption off those premises, and it is promptly removed from the public place
- transported from outside a public place for delivery to licensed premises next to the public place
- transported from outside a public place to premises next to a public place by, or for delivery to, a resident of those premises or by their bona fide visitors
- transported from premises next to a public place to a place outside the public place if the transport is undertaken by a resident of those premises, and the alcohol is promptly removed from the public place.

Seizing alcohol (section 169(2)(b) – Local Government Act 2002)
A constable may (without warrant) seize and remove any alcohol (and its container) that is in a restricted place in breach of an alcohol ban

Arrest, search, and seizure

Before you can search (section 170 – Local Government Act 2002)
Before you can search a container or a vehicle, you must:
- inform the person in possession of the container or the vehicle that they have the opportunity of removing the container or the vehicle from the public place; and
- provide the person with a reasonable opportunity to remove the container or the vehicle from the public place.

Search (Section 169 - Local Government Act 2002)
(2) Any constable may, without warrant:
(a) for the purpose of ascertaining whether alcohol is present, search:
(i) a container (for example, a parcel, package, bag, or case) in the possession of a person who is in, or entering, a public place
(ii) a vehicle that is in, or is entering, a restricted place
(b) seize and remove alcohol and its container if the alcohol is in a restricted place in breach of an alcohol ban
(c) arrest any person whom the constable finds committing an offence
(d) arrest any person who has refused to comply with a request by a constable:
(i) to leave a restricted place; or
(ii) to surrender to a constable any alcohol that, in breach of an alcohol ban, is in the person’s possession.
15

Exception
You may, immediately and without further notice, search a container or a vehicle if a TA has:
• specified the public place (by public notice given 14 days in advance) where and when
  Police are authorised to search; and
• indicated the location of the public place by one or more clearly legible notices affixed in
  one or more conspicuous places on, or adjacent to, the place to which the notice relates,
  unless it is impracticable or unreasonable to do so.

Note: The power to search a container or vehicle only applies if you are authorised to search
by a bylaw made under section 147 of the Local Government Act 2002.

a. Best Practice

Enforcement at the scene

On discovering a person suspected of breaching an alcohol ban follow these steps at the
scene (not necessarily in order).

If offender is below the legal purchase age of 16 years then follow steps as described in
‘dealing with minors’.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obtain full details of the offender.</td>
</tr>
<tr>
<td>2</td>
<td>Take full notes of your interview with the offender including</td>
</tr>
<tr>
<td>• That they knew they were in an alcohol ban area.</td>
<td></td>
</tr>
<tr>
<td>• That the alcohol they were in possession of in breach of the alcohol ban is</td>
<td></td>
</tr>
<tr>
<td>in fact alcohol.</td>
<td></td>
</tr>
</tbody>
</table>
Liquor Ban provides police with a tool to effectively manage gatherings such as Crate Day without having to rely on other more rigidly enforceable statutes. An example of this is that Section 5A of the Summary Offences Act 1981, a gathering of three or more persons in certain circumstances may, after examination of the circumstances, result in an arrest.

5A Disorderly assembly

(1) A disorderly assembly is an assembly of 3 or more persons who, in any public place, assemble in such a manner, or so conduct themselves when assembled, as to cause a person in the immediate vicinity of the assembly to fear on reasonable grounds that the persons so assembled—

(a) Will use violence against persons or property; or

(b) Will commit an offence against section 3 of this Act—

in that vicinity.

(2) Every person is liable to imprisonment for a term not exceeding 3 months or a fine not exceeding [[$2,000]]], who, being a participant in a disorderly assembly and having been
warned by a constable to disperse or otherwise desist from such an assembly, without reasonable excuse,—

(a) Continues to participate in the disorderly assembly; or

(b) Having desisted from that disorderly assembly, participates in another disorderly assembly in circumstances in which it is reasonable to deem the warning to have applied to the new assembly as well as the original one.

(3) This section shall not apply to any group of persons who assemble in any public place for the purpose of demonstrating support for, or opposition to, or otherwise publicising, any point of view, cause, or campaign.]

The Liquor ban will allow police to engage and negotiate sensible outcomes prior to engagement in any arrest process.

The use of other legislation such as Section 5A of the Summary Offences Act 1981, requires any gathering to settle in a particular area before observable behaviour can be sufficiently considered in order to bring an officer(s) to a point where a decision to act is necessary. A Liquor ban offers a more measured and subtle approach by police and officers will able to engage immediately with a gathering to offer advice before enforcement is necessary.

Discretion will be used for members of the public who do not fall within the assessment profile and defined as someone who is likely to engage in anti-social behaviour as a result of alcohol consumption. This will allow for families using the beaches and reserves for BBQ and picnics who want to enjoy an alcoholic beverage.

6. Police action with local off licence premises prior to Crate Day 2018

In order to prevent the promotion of Crate Day, Police Alcohol harm prevention staff will visit all OFF licences in the Rodney area approximately 2 weeks prior to Crate Day.

Part of the visit is to make sure the owners and their staff understand the harm caused by Crate Day and to promote behaviour that aligns to the legislation.

Police will be asking OFF licences to abide by the following:

- Not to stock crates for crate day specifically
- If crates are regularly sold then all crates must remain out of view or stored discretely
- No Crate Day promotional material in the windows or on floor displays

The Sale of Liquor Act will be promoted to the OFF licences, namely:

- S. 4 Object of the Act

Object
(1) The object of this Act is that—
18

(a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly, and
(b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
(2) For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—
(a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or
(b) any harm to society generally or the community, directly or indirectly caused, or directly or
indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and

- S. 237 Irresponsible Promotion of Alcohol

237 Irresponsible promotion of alcohol
(1) A person commits an offence if, in the course of carrying on a business, that person—
(a) does anything that encourages people, or is likely to encourage people, to
consume alcohol to an excessive extent, whether on licensed premises or at any
other place; or
(b) promotes or advertises discounts on alcohol in a way that leads people, or is likely
to lead people, to believe that the price is 25% or more below the price at which the
alcohol is ordinarily sold (otherwise than—
(i) on licensed premises; or
(ii) in the catalogue or similar price-list of the holder of an off-licence
endorsed under section 40); or
(c) holds or has on licensed premises a promotion or advertisement of discounts on alcohol that—
(i) leads people, or is likely to lead people, to believe that the price is 25% or
more below the price at which the alcohol is ordinarily sold; and
(ii) can be seen (or, in the case of an audible promotion or advertisement,
heard) from outside the premises; or
(d) promotes or advertises alcohol that is free of charge (otherwise than—
(i) by promoting or advertising the complimentary sampling of alcohol for
consumption on premises for which an off-licence is held; or
(ii) by a promotion or advertisement within licensed premises that cannot be
seen (or, in the case of an audible promotion or advertisement, heard) from
outside the premises); or
(e) offers (otherwise than by means of an offer made only on licensed premises, and
made only in relation to the buying of alcohol on those premises) any goods or
services, or the opportunity to obtain any goods or services, or the opportunity to
win a prize, on the condition that alcohol is bought; or
(f) promotes or advertises alcohol in a manner aimed at, or that has, or is likely to
have, special appeal to, minors.
(2) Subsection (1)(e) does not apply to a loyalty programme that provides rewards or
discounts, unless the rewards or discounts apply only or primarily to alcohol.
(3) A person who commits an offence against this section is liable on conviction,—
(a) in the case of a licensee, to either or both of the following:
(i) a fine of not more than $10,000;
(ii) the suspension of the licensee’s licence for a period of not more than 7
days;
(b) in the case of any other person, to a fine of not more than $10,000.

- S. 239 Sale or Supply of alcohol to people under purchase age on or from licensed
premises

239 Sale or supply of alcohol to people under purchase age on or from licensed
premises
(1) A licensee or manager of any licensed premises who sells or supplies alcohol, or allows
alcohol to be sold or supplied, on or from the licensed premises to any person who is under
the purchase age commits an offence.
19

(2) A person who is not a licensee or a manager of any licensed premises who sells or supplies alcohol on or from the licensed premises to any person who is under the purchase age commits an offence.

(3) A person who commits an offence against subsection (1) is liable on conviction,—
   (a) in the case of a licensee, to either or both of the following:
      (i) a fine of not more than $10,000;
      (ii) the suspension of the licensee’s licence for a period of not more than 7 days;
   (b) in the case of a manager, to a fine of not more than $10,000.

(4) A person who commits an offence against subsection (2) is liable on conviction to a fine of not more than $2,000.

(5) Subsection (2) applies despite any liability that may attach to the licensee or any manager in respect of the same offence.

(6) In any proceedings for an offence against subsection (1) or (2) in respect of selling or supplying alcohol, or allowing alcohol to be sold or supplied, to a person (the customer), it is a defence if the defendant proves that,—
   (a) before or at the time of the sale or supply of alcohol concerned, there was produced to the person who sold or supplied the alcohol a document purporting to be an approved evidence of age document; and
   (b) the person believed on reasonable grounds that the document—
      (i) was an approved evidence of age document; and
      (ii) related to the customer; and
   (iii) indicated that the customer was not under the purchase age; and
   (iv) the person reasonably believed that the customer was not under the purchase age.

(7) In any proceedings for an offence against subsection (1) or (2) in respect of selling or supplying alcohol, or allowing alcohol to be sold or supplied, to a person (the customer), it is a defence if the defendant proves that, before or at the time of the sale or supply of alcohol concerned, the person who sold or supplied the alcohol verified the customer’s age using an approved evidence of age system in the approved manner.

(8) A person does not commit an offence against subsection (1) or (2) by selling or supplying alcohol to a person who then supplies it to a third person who is under the purchase age, unless it is proved that the person knew or had reasonable grounds to believe that the alcohol was intended for a person under the purchase age.

Compare: 1989

- 5. 252 Allowing intoxication on licensed premises

252 Allowing intoxication on licensed premises

(1) The licensee or a manager of any licensed premises who allows an intoxicated person to be or remain on the licensed premises commits an offence.

(2) A person who commits an offence against subsection (1) is liable on conviction to a fine of not more than $5,000.

(3) It is a defence to a charge under subsection (1) if the defendant satisfies the court that, as soon as the defendant or any employee of the licensee became aware of the situation, reasonable steps were taken in respect of the intoxicated person concerned, either—
   (a) to take the person to a place of safety on the licensed premises; or
   (b) to remove the person from the licensed premises.

Premises to be visited include but not limited to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Liquor</td>
<td>701 Grand Drive</td>
<td>Orewa</td>
</tr>
<tr>
<td>Super Liquor</td>
<td>178 Hibiscus Coast Highway</td>
<td>Orewa</td>
</tr>
<tr>
<td>Hilltop (Orewa)</td>
<td>316 Hibiscus Coast Highway</td>
<td>Orewa</td>
</tr>
</tbody>
</table>
7. **Summary of Crime and victimisation at Stanmore Bay Crate Day 2017**

The 2017 event was subject to a 48hrs liquor Ban. A police contingent was present throughout the day and observed a significant decrease in alcohol related calls for service as a direct result. This outcome is therefore very strong evidence to support the assertion that another temporary 48hrs liquor Ban is necessary.

8. **Summary of Crime and victimisation at Stanmore Bay Crate Day 2016**

29 Arrests made for the offences below at Stanmore Bay, the scene of the crate day gathering. Other serious crime was identified but offender were not located or prosecuted given the difficulties of the policing environment on the day.

- Fighting in a public place
- Disorderly behaviour likely to incite violence
- Common Assault
- Breach of the peace
- Offensive behaviour and Offensive language

Three apprehensions were made but broke free from officers because they were covered in sunscreen. These persons disappeared into the crowd with one returning who continued to fight with other males. This demonstrates the lengths the alcohol affected person will go to in order to cause harm to other attendees including police.

Six persons were treated by ambulance for significant lacerations to their feet after stepping on broken beer bottles.
One young woman was treated by Ambulance staff at the gathering after she became unconscious. Information provided to police and Ambulance staff by the young woman’s associate indicated that she had consumed several litres of hard liquor which induced her comatose state. Ambulance staff classified her as ‘status 1’ which indicates a risk of death without medical intervention.

One young woman was a victim of a serious assault where she was purposefully struck on the head with a bottle. She received a significant head laceration that required immediate treatment by Ambulance. Had police been able to identify and prosecute an offender for this, the serious charge of Wounding with intent to cause grievous bodily harm would have been filed. This crime carries a term of 14 years imprisonment on conviction. The offender was never identified, it is assumed that they disappeared into the gathering and the ease of which offenders can move into a hostile crowd present considerable risk to the intoxicated and vulnerable youth who make up the vast majority of the attendees. In essence the Police cannot ensure the safety of attendees given the ratio of police to attendee, the environment itself, the large number of attendees, the anti-police element within the gathering and the unpredictability of the alcohol affected youth who are prone to high risk behaviour and propensity for violence.

A number of male persons were observed urinating in full view of the public. These events were too numerous to provide accurate numbers but the observably state of the public toilet played a part in this behaviour. The photographs below adequately demonstrate the risk to the facility users and in part, shows the failings and inappropriateness of the park for a gathering of this size and activity.

The pictures below were taken during the Crate day gathering at Stanmore Bay on 3 December 2016, and demonstrate the glass hazards and cause of foot injuries.
The picture below shows the amount of glass removed from the toilet floor.
9. **Summary of Crime and victimisation at Manly Crate Day 2015**

While resources and observed behaviour was similar at the crate day gathering of 2015, a letter from an effected Manly resident to Rodney Times best sums up the feeling of the local community;

“The residents of The Esplanade, Manly, want to find out the reasons for allowing these mob p***-ups which have occurred over the last four years at Manly beach.

Those drinkers start converging on the esplanade from 10am last Saturday with their crates of beer (which The Rock FM radio promotes as Buy a Crate day).

Police arrive in numbers at 1.15pm - six to eight personal and three squad cars. The Esplanade becomes grid-locked as at least 200 people, mostly drinkers, arrive in their vehicles or on foot with crates of beer with the event advertised through social media.
The police spend the whole afternoon and evening having to wet nurse this very large crowd. After 9pm they start to shut it down. What sort of message does this send out to this mob? Drink as much as you can over a 9-hour period while the police will stand by and watch.

Drinkers leave their emptied crates so they can take the crates back for a refund; they leave their pile of crap behind.

There is a mountain of rubbish, broken glass, empty bottles and wrecked gazebos. The broken glass ends up on the grass reserve.

Two rubbish trucks arrive at 10pm and four cleaners have to tidy this mess and yes it goes on all the resident’s rates.

We residents ask why the Rodney police allow this nonsense to escalate as we feel there is nothing being done to eliminate this obscene alcohol abuse.

We note there were no breath-testing to be seen and no booze bus. Most of the vehicles that arrived earlier in the day were driven away later that evening.

You would think that the police, who rightly so push no drink-driving or alcohol abuse, would have a much firmer agenda in cases like this.

 Possibly the answer lays with the Auckland Council with their head in the sand approach.

Regarding liquor buses or “mob drinking” in public places like our beaches, the council also needs to take into account the long-term damage and stress these ugly incidents leave on the residents who cannot even leave their properties while this nonsense is taking place.

We residents have had enough, this has to stop.

Concerned Manly resident”

10. **Police Resources Required 2016**

2 x Senior Sergeants
3 x Sergeants
17 x Constables
2 x Police prisoner transport vans
6 x Police patrol vehicles

Total: 22 personnel / eight vehicles

The pictures below were taken during the Crate day gathering at Stanmore Bay on 3 December 2016. The photograph of the broken bottle at the police vehicle was taken after the bottle was thrown at the police vehicle.
11. Conclusion

Police seek a Liquor ban for a 48 hour period on the first weekend on December 2018 (1/2 December 2018) from midnight on Friday 30 November for a 48 hour period ending midnight Sunday 2 December 2018.

Senior Sergeant Steve Pivac
Prevention Manager | Rodney Police Area Headquarters
4-6 Riverside Road | Orewa | Auckland 0931 | DX 8X10619
Free call: +64 9 213 7898 | Mob: 021 191 4546
Start beating burglary right now, go to www.snap.org.nz
Safer Communities Together
Attachment B - Map of existing alcohol bans

Request for temporary alcohol ban on Hibiscus Coast 1 and 2 December 2018
**Attachment C**

**Alcohol ban criteria assessment sheet**

<table>
<thead>
<tr>
<th>Request:</th>
<th>Temporary Alcohol ban for Hibiscus Coast Crate Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (Area):</td>
<td>All beaches and adjoining parks on the Hibiscus Coast from Waiwera Beach to Akles Bay</td>
</tr>
<tr>
<td>Duration:</td>
<td>48 hours, Saturday 1 and Sunday 2 December 2018</td>
</tr>
<tr>
<td>Area description:</td>
<td>A number of popular public recreation areas including beach and park areas used for swimming, picnics and barbecues. These areas are used by Hibiscus Coast residents and other Aucklanders who travel there for recreation on the weekend.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence</th>
</tr>
</thead>
</table>
| 1. Is there evidence of crime at the location? OR | Crime includes infringement notices, arrest or conviction records of any offences where a person can be proceeded against¹, for example:  
- offences against public order (disorder)²  
- offences against persons or property³  
- loitering and trespass⁴  
- offences resembling nuisance⁵  
- litter⁶  
- excessive noise⁷. |  
- Crate Day gatherings at Manly Beach in 2016 attracted 300-400 attendees and resulted in police attendance and arrests for alcohol related crime and disorder.  
- Crate Day gatherings at Stanmore Bay Beach in 2016 resulted in 22 police personnel and eight police vehicles and included 29 arrests for fighting in a public place, disorderly behaviour likely to incite violence, common assault, breach of the peace, offensive behaviour and language. Police witnessed other crimes including a serious assault to a woman struck on the head with a bottle. |
| 2. Is there evidence of disorder at the location? AND | Disorder means “the breakdown of peaceful and law-abiding public behaviour”⁸, for example:  
- witness accounts of violence, dangerous driving, offensive or threatening behaviour  
- photos of litter, damage or vandalism. |  
- Disorder at Crate Day gatherings at Stanmore Bay 2016 included six people treated by ambulance staff for significant lacerations to their feet after stepping on broken beer bottles, and numerous incidents of public urination. |

¹ Section 3 of the Crimes Act 1961  
² Summary Offences Act 1981, including disorderly behaviour, offensive behaviour or language, disorderly assembly, and fighting in a public place  
³ Section 28 of the Summary Offences Act 1981  
⁴ Section 32 of the Summary Offences Act 1981  
⁵ Litter Act 1978  
⁶ Resource Management Act 1991  
⁷ Without a definition in the Local Government Act 2002, Crimes Act 1981, or Interpretation Act 1999 or by case law, disorder means [https://oxforddictionaries.com/definition/disorder](https://oxforddictionaries.com/definition/disorder)
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Is there evidence that this is caused or made worse by drinking alcohol there AND</td>
<td>Evidence crime or disorder is associated with alcohol may include:  - witness accounts that offenders were drinking at the location before or at the time of the disorder  - photos of alcohol containers at the location. Discount any incidents not directly linked to alcohol.</td>
<td>Police and residents saw the crowd drinking and noted the offenders were intoxicated  Police provided photos of alcohol related litter and broken alcohol bottles.</td>
</tr>
<tr>
<td>4. Is there evidence of a high level of crime or disorder caused or made worse by drinking alcohol there?</td>
<td>Assess using the Crime or Disorder Categories in Appendix 1 and the Evidence Assessment Matrices in Appendix 2. Evidence falling in the orange or red areas are considered high or very high level.</td>
<td>The request is in the very high levels of harm area of the evidence assessment matrix. There were at least:  - 10 incidents of physical harm  - 10-15 actual threats  - 20 incidents of nuisance.</td>
</tr>
<tr>
<td>Is there evidence of a high level of crime or disorder at the location caused or made worse by alcohol consumed there?</td>
<td>Police provided evidence of a very high level of crime or disorder, which is shown to have been linked to alcohol consumption at Manly Beach and Stanmore Bay on Crate Day. Examples include litter, public urination, disorderly behaviour, fighting and glass injuries.</td>
<td></td>
</tr>
<tr>
<td>Criteria</td>
<td>Appropriateness</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>5. Are incidents of a type that would likely be prevented by an alcohol ban? <strong>AND</strong></td>
<td>A temporary alcohol ban in 2017 for similar areas in this request was effective. Police reported that no alcohol-related crime and disorder associated with Crate Day occurred. Reasons likely include that:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o the incidents detailed by Police at previous ‘Crate Day’ gatherings are of a type that can be more successfully prevented by an alcohol ban. For example, alcohol litter, public urination, fighting and disorderly behaviour.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o because the premise for Crate Day gatherings is heavy drinking, an alcohol ban is likely to be successful in preventing the gathering.</td>
<td></td>
</tr>
<tr>
<td>or the reasons why the location is used, for example:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• incidents relating to parties at a private residence next to the location are likely to continue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• incidents relating to groups arriving specifically to drink in that location are more likely to be prevented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• incidents relating to homeless or rough sleepers may result in displacement to more isolated locations and further harm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Will enforcement of the alcohol ban likely prevent the crime or disorder? <strong>AND</strong></td>
<td>A temporary alcohol ban in 2017 for similar areas in this request was effective. Police reported that no alcohol-related crime and disorder associated with Crate Day occurred. Reasons likely include that:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o notifying the alcohol ban prevented promoters from organising a large Crate Day gathering in public space on the Hibiscus Coast.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Police planned to proactively patrol and enforce the ban if they saw groups gathering.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>It is noted that the 2017 alcohol ban was effective despite not all the areas having signage. Only 13 areas most likely to attract gatherings had signage. These areas were located in Orewa, Red Beach, Stanmore Bay, Manly, Arkles Bay, Western Reserve, and Victor Eaves Park.</td>
<td></td>
</tr>
<tr>
<td>Item 13</td>
<td>7. Is the cost of signage justified by the likely effect? <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Consider:</td>
<td>what the cost of signage will be <strong>and</strong> how this compares with the likely effect of the alcohol ban</td>
<td></td>
</tr>
<tr>
<td>8. Is an alcohol ban a better option than any alternative solution?</td>
<td>Consider:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>what has been tried prior to the request and was it effective (unlikely given a request has been made)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>does the request make any suggestions, how would it be implemented, and would it be more effective?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>could a CPTED assessment by Community Facilities provide suggestions?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If an alternative may be better than an alcohol ban, consider an option to investigate alternatives before making a decision on the request. If an alternative may be complimentary to an alcohol ban, consider an option to investigate alternatives in addition to adopting an alcohol ban.</td>
<td></td>
</tr>
</tbody>
</table>

- The absence of signage means police powers of enforcement are reduced. The Police would need to give people an opportunity to leave the area with their alcohol.
- In 2017 the cost to install and remove 74 temporary alcohol ban signs in 13 areas was $4330 plus GST. This is proportionate to the cost of cleaning up after previous Crate Day events held when there was no temporary alcohol ban in place. 9. If all areas from Waiwera to Ardles Bay had signage installed however, the cost is estimated to be $10,000 plus GST. The Local Board may consider this cost to be disproportionate to the effect of the alcohol ban.
- Alternative options were unsuccessfully tried in 2016:
  - Police attempted to deter radio and social media promoters of the event, highlighting the problems caused
  - Police hoped a gathering might be managed better at Stanmore Bay, close to toilets and further away from residents.
- Other options considered in 2017 included:
  - regulating Crate Day under the Auckland Council Trading and Events in Public Places Bylaw 2015. This option however does not provide for Police to prevent informal gatherings.
  - Police using Summary Offences Act 1981 powers to respond to incidents. This option however does not prevent harmful incidents.

---

A temporary alcohol ban in 2017 was effective in preventing any incidents occurring. Previous alternative and complimentary options are ineffective. For instance, public awareness or relying on Police powers under the Summary Offences Act 1961. However, the Local Board may consider the estimated $10,000 cost to install and remove signage from all areas in the request disproportionate to the effect of the alcohol ban. In 2017, the Local Board provided $4,330 for only 13 priority areas but this means Police have less enforcement powers.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Is the area requested proportionate in light of the evidence?</td>
<td>Consider:</td>
</tr>
<tr>
<td></td>
<td>• whether boundaries are clearly defined</td>
</tr>
<tr>
<td></td>
<td>• the likelihood of displacement to other locations</td>
</tr>
<tr>
<td></td>
<td>• how long a ban should be in place (for example recurring temporary alcohol bans).</td>
</tr>
<tr>
<td></td>
<td>If the area is considered disproportionate, consider an option that is proportionate.</td>
</tr>
<tr>
<td></td>
<td>Police have provided evidence that Crate Day gatherings can displace to other public spaces easily. Gatherings moved from Manly Beach (2015) to Stanmore Bay (2016) through social media promotion. The same problems occurred at the new location.</td>
</tr>
<tr>
<td></td>
<td>The request aims to prevent problems being displaced to other locations on the Hibiscus Coast.</td>
</tr>
<tr>
<td></td>
<td>In Police’s view a temporary alcohol ban at just some locations could displace gatherings to any other public places on the Hibiscus Coast including Waiaera. Police added Waiaera this year based on police intelligence from last year.</td>
</tr>
<tr>
<td></td>
<td>If this request is adopted, and any displacement occurred Police say it is likely this would be to private residences. This is considered safer because gatherings are smaller and food, water, shade, toilets and places to sleep are available.</td>
</tr>
<tr>
<td></td>
<td>The Local Board may consider the number of areas in the request is excessive given:</td>
</tr>
<tr>
<td></td>
<td>o gatherings have previously been isolated to the larger and more popular areas on the Whangaparaoa Peninsula</td>
</tr>
<tr>
<td></td>
<td>o not all areas in 2017 had signage.</td>
</tr>
</tbody>
</table>
| 10. Is the duration requested proportionate in light of the evidence? | Consider:  
• the times when drinking started (this will be earlier than when the problems occurred)  
• the standard time-frames for an alcohol ban for regional consistency (refer clause 7(2)(i) of the Bylaw)  
• for temporary alcohol bans for events, any set-up and pack-down periods, and whether they should be resuming or one off  

If the duration is considered disproportionate, consider an option that is proportionate consider the Alcohol Control Bylaw 2014 standard timeframes. | Limiting the temporary alcohol ban to the more popular areas in Orewa and the Whangaparaoa Peninsula could be considered more proportionate.  
• The duration of the ban is limited, relating to a specific date which has been associated very high levels of alcohol-related harm.  
• The start and finish time of the ban prevents problems being displaced to Sunday.  
• Crate Day gatherings did not take place in public spaces on the Hibiscus Coast last year. Police say however, it will take several years to break the habit. |

| Is the request proportionate in light of the evidence? | A temporary alcohol ban at Stanmore Bay, Manly and similar locations on the Hibiscus Coast is proportionate due to the level of crime or disorder associated with Crate Day, ease of displacement and limited duration.  
Someone opposed to the request may argue the number of areas is excessive, and that limiting the temporary alcohol ban to the more popular areas in Orewa and the Whangaparaoa Peninsula would be more proportionate. |
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Justified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there sufficient information to make a decision having regard to the significance of the decision?</td>
<td>• Police support the request and have highlighted community support with a letter from a resident (Attachment A of the agenda report) who was impacted by the Manly Beach gathering in 2015. • Iwi and Māori Health Advocacy organisations have previously expressed general support for the use of alcohol bans to reduce alcohol-related harm to the community and the environment. • Media coverage about the effect of the 2017 alcohol ban was positive. (^\text{10})</td>
</tr>
<tr>
<td>Will the benefits of the alcohol ban outweigh the loss of freedom to those who use the space?</td>
<td>The request prevents responsible alcohol consumption on a significant number of popular recreation areas on the Hibiscus Coast. These limitations are justified, given: • the very high level of crime and disorder a temporary alcohol ban is likely to prevent • its limited duration • general community and Police support. It is arguable however that the extent of the temporary alcohol ban is excessive (refer to criterion 8) and too costly to implement (refer to criterion 7), and that limiting any temporary alcohol ban to the more popular areas in Orewa and the Whangaparaoa Peninsula would be more justifiable and reasonable.</td>
</tr>
</tbody>
</table>

\(^{10}\) [Footnote: https://www.stuff.co.nz/auckland/local-news/rodney-times/99142986/liquor-ban-keeps-crate-day-quiet-on-the-hibiscus-coast]
Hibiscus and Bays Local Board
17 October 2018

Request for temporary alcohol ban on Hibiscus Coast 1 and 2 December 2018

Attachment C

Item 13

<table>
<thead>
<tr>
<th>The request prevents responsible alcohol consumption on a significant number of popular recreation areas on the Hibiscus Coast. There is sufficient information to conclude that the limitation of rights and freedoms are justified, given:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- the very high level of crime and disorder that a temporary alcohol ban is likely to prevent.</td>
</tr>
<tr>
<td>- the limited duration of the temporary ban.</td>
</tr>
<tr>
<td>- the general community and Police support.</td>
</tr>
<tr>
<td>- it is arguable however that the extent of the temporary alcohol ban is excessive and too costly to implement.</td>
</tr>
</tbody>
</table>

Is the request a justifiable and reasonable limitation on people's rights and freedoms?
### Appendix 1 Crime or disorder categories

<table>
<thead>
<tr>
<th>Nuisance</th>
<th>Perceived threat</th>
</tr>
</thead>
<tbody>
<tr>
<td>May include:</td>
<td>When a person or groups of people drinking behave in a threatening and/or abusive manner towards each other. Residents may have a perceived fear of safety resulting in an unwrittenness to use public spaces. May include:</td>
</tr>
<tr>
<td>- alcohol related litter</td>
<td>- verbal threats of physical violence (directed towards other people in the group who are drinking)</td>
</tr>
<tr>
<td>- broken alcohol bottles</td>
<td>- offensive and/or aggressive behaviour (directed towards other people in the group who are drinking)</td>
</tr>
<tr>
<td>- excessive noise related to the consumption of alcohol in the area</td>
<td>- intimidation (directed towards other people in the group who are drinking)</td>
</tr>
<tr>
<td>- disorder (including property damage, public urination) arising from drinking alcohol in the area</td>
<td>- abusive language (directed towards other people in the group who are drinking)</td>
</tr>
<tr>
<td></td>
<td>- threatening actions (directed towards other people in the group who are drinking)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual threat</th>
<th>Physical harm</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a person or groups of people drinking behave in a threatening and/or abusive manner towards members of the public outside of the drinking group. May include:</td>
<td>Where people experience actual physical harm. This could be a member of the drinking group (including cases of self-harm), or members of the public outside of the drinking group. May include:</td>
</tr>
<tr>
<td>- verbal threats of physical violence (directed towards members of the public outside of the drinking group)</td>
<td>- fighting, street brawls</td>
</tr>
<tr>
<td>- offensive and/or aggressive behaviour (directed towards members of the public outside of the drinking group)</td>
<td>- personal injury</td>
</tr>
<tr>
<td>- intimidation (directed towards members of the public outside of the drinking group)</td>
<td>- assault</td>
</tr>
<tr>
<td>- abusive language (directed towards members of the public outside of the drinking group)</td>
<td>Extreme examples include:</td>
</tr>
<tr>
<td>- threatening actions (directed towards members of the public outside of the drinking group)</td>
<td>- Sexual violence</td>
</tr>
<tr>
<td></td>
<td>- Assault with a deadly weapon</td>
</tr>
<tr>
<td></td>
<td>- Murder, manslaughter, attempted murder</td>
</tr>
</tbody>
</table>
**Appendix 2 Evidence Assessment Matrixes**

### Permanent Alcohol Bans Matrix

<table>
<thead>
<tr>
<th>Category</th>
<th>One-off</th>
<th>Occasionally (monthly)</th>
<th>Public holidays</th>
<th>Frequently (weekly)</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuisance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perceived threat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual threat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical harm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Temporary Alcohol Bans Matrix

<table>
<thead>
<tr>
<th>Category</th>
<th>0-5 incidents</th>
<th>5-10 Incidents</th>
<th>10-15 Incidents</th>
<th>10-25 Incidents</th>
<th>25+ incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuisance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perceived threat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual threat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical harm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Orewa Reserve: basketball hoop renewal options

File No.: CP2018/19768

Te take mō te pūrongo / Purpose of the report
1. To seek approval of the preferred option for the renewal of the Orewa Reserve basketball hoops.

Whakarāpopototanga matua / Executive summary
2. The Orewa Reserve basketball hoops require replacement, as the original hoops were removed earlier in the year due to health and safety risks.
3. Three suppliers were requested to quote on replacement of the hoops. Airtime Hoops, Parklife and Playground People. Playground People’s product features the longest warranty for a seaside environment.
4. Council’s Operational Management and Maintenance team prefer Playground People’s product after considering cost, aesthetics and longevity. This product has also been installed in other Auckland Council playgrounds.

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

a) approve option three for the procurement of the Platinum Play Hoop from Playground People.

b) request staff progress the project through to construction.

Horopaki / Context
5. The Orewa Reserve basketball hoops require replacement, as the original basketball hoops were removed earlier in the year due to health and safety risks.
6. To protect the public from harm, Auckland Council has a duty of care for any assets provided to the public.
7. The renewal of the hoops, and the playing surface was consequently added to the Hibiscus and Bays 2018/2019 Parks Playground renewals project within the work programme.
8. The local board indicated at their June workshop that they would like further investigations undertaken into basketball hoop renewal options for Orewa Reserve.
9. Community Facilities staff investigated products from three suppliers for the replacement of the hoops.

Tātaritanga me ngā tohutohu / Analysis and advice
10. Option one: Airtime Hoops has the main upright pole is constructed of oversized square profile powder coated galvanized steel and the fixings are all stainless steel. There is an adjustable and non-adjustable model available. They have downgraded their warranty on their products from twenty years to five years due to the seaside location.
11. The cost is $10,429 excluding gst for two hoops, concrete foundations and installation (refer Attachment A).
12. Option two: Parklifes Mighty Hoop features a tubular upright pole and is constructed of hot dipped galvanized steel. The hoop has been engineered to withstand loads of up to 400 kg and has a ten-year warranty on the galvanizing, five years on the pole and two years on the backboard, hoop, spring and paint.

13. The cost is $14,400 excluding gst for two hoops, concrete foundations and installation (refer Attachment B).

14. Option three: Playground Peoples Platinum Play Hoop is made in New Zealand. It has a square profile, powder coated, hot dipped galvanized steel and is available in almost any colour or theme. The hoop ring is spring-loaded, and the backboard is not cantilevered forward. The warranty is twenty-five years on the galvanized pole, backboard and hoop ring.

15. The cost is $14,305 excluding gst for two hoops, concrete foundations and installation (refer Attachment C).

16. Staff recommend option three.

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

17. A workshop was held with the Hibiscus and Bays Local Board on 14 June 2018 to discuss the Park Playground renewals programme.

18. At this workshop, the local board indicated that they would like further investigations undertaken into basketball hoop renewal options for Orewa Reserve.

Tauākī whakaaweawe Māori / Māori impact statement

19. Auckland Council is committed to meeting its responsibilities under Te Tiriti o Waitangi and its broader legal obligations to Māori. The council recognises these responsibilities are distinct from the crown’s treaty obligations and fall within a local government Tāmaki Makaurau context. These commitments are articulated in the council’s key strategic planning documents the Auckland Plan, the 2018-2028 Long-term Plan, the Unitary Plan and local board plans.

20. No specific impacts to Māori were identified for the renewal options of the Orewa Reserve Basketball hoops, therefore iwi were not directly engaged.

Ngā ritenga ā-pūtea / Financial implications

21. The budget required to implement the basketball hoops can be funded through the Community Facilities renewals budget.

22. The cost to implement option three is $14,305.00 excluding gst.

Ngā raru tūpono / Risks

23. If the local board do not approve a replacement option, there is a risk that physical works will not commence prior to the christmas break. Also, there may be reputational risk of not installing new basketball hoops.

Ngā koringa ā-muri / Next steps

24. Following local board approval of the basketball hoops and, pending stock availability, physical works would be expected to start within a six-week time period.
Orewa Reserve: basketball hoop renewal options

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Airtime 872 Hoop</td>
<td>81</td>
</tr>
<tr>
<td>B</td>
<td>Mighty Hoop</td>
<td>83</td>
</tr>
<tr>
<td>C</td>
<td>Platinum Play Hoop</td>
<td>87</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Paul Durling - Portfolio Coordinator</td>
</tr>
<tr>
<td>Authorisers</td>
<td>Rod Sheridan - General Manager Community Facilities</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>

Hibiscus and Bays Local Board
17 October 2018
Orewa Reserve: basketball hoop renewal options

Backboard Colours // Dulux Duratec Powdercoat WHITE / YELLOW / ORANGE / GREEN / RED / BLUE
Hoop Colours // Any colour in the Epoxy Reserve Range

MIGHTY TOWER // COLOUR OPTIONS
Te take mō te pūrongo / Purpose of the report

1. To seek local boards’ views on the draft Facility Partnerships Policy.

Whakarāpopototanga matua / Executive summary

2. A ‘facility partnership’ is where Auckland Council invests in a community facility alongside others. Done well, partnerships can enable and empower our communities, and help us provide more of the quality facilities Auckland needs, faster and more cost-effectively.

3. The council intends to meet more facility needs through partnerships in future, and a new regional policy (refer Attachment B) has been developed to guide their selection and support.

4. Key policy positions outlined in the draft Facility Partnerships Policy and summarised in Attachment A include:
   - a focus on shared outcomes
   - partnerships that recognise, value and honour Te Ao Māori
   - multiple partnership models, with fit-for-purpose arrangements
   - ‘Proactive’ and ‘Responsive’ partnership tracks
   - principles to shape eligibility and investment priorities
   - valuing (and costing) in-kind support
   - a stronger focus on the partnership relationship
   - greater acknowledgement of the complexity of developing/managing assets.

5. During policy development, staff engaged with Māori to explore specific opportunities and barriers for facility partnerships with Māori. The findings from this engagement (refer Attachment C) have shaped a commitment in the draft policy to partner in ways that align with the Treaty of Waitangi principles, and acknowledge the distinct characteristics of marae.

6. The draft policy was endorsed by the Environment and Community Committee in June 2018 for public consultation and formal engagement with local boards. The consultation activities carried out and the community feedback received are summarised in Attachment D. Public feedback was highly supportive of the draft policy overall.

7. Staff attended local board workshops on the draft policy during July and August. This report invites local boards to formally indicate their support for the proposed approach, and/or provide any additional feedback on the policy they would like the committee to consider.

8. A summary of all feedback and a final policy will be tabled for consideration and adoption by the Environment and Community Committee in November 2018.

9. Implementation of the new approach is expected to begin during the 2019/2020 financial year.

Ngā tūtohunga / Recommendation/s

That the Hibiscus and Bays Local Board:

a) support the adoption of the Draft Facility Partnerships Policy, and provide any additional feedback on the proposed approach for the Environment and Community Committee’s consideration.
Horopaki / Context

10. Auckland Council is a major provider of community, arts and sports facilities, but not the only provider. A ‘facility partnership’ is where the council invests in a community facility alongside others. Done well, partnerships can enable and empower communities, and help the council to provide more of the quality facilities Auckland needs, faster and more cost-effectively.

11. There are already around 300 of these arrangements in Auckland, and the council has signalled more facility needs will be met through partnerships in future. There is currently no regional policy to guide the selection and support of facility partnerships.

12. In 2016, a cross-council team began work on a new regional policy. The team met with a number of partners and experts to understand existing practice and how policy could improve decision-making in the partnering experience.

13. Findings from discovery work were shared in December 2016 at walk-throughs with elected members, staff and participating partners, and reported to the Environment and Community committee in February 2017 (resolution number ENV/2017/9).

14. A new approach was developed and tested at walk-throughs in February 2018. The committee endorsed the draft policy for public consultation and formal engagement with local boards in June 2018 (resolution number ENV/2018/74).

Tātaritanga me ngā tohutohu / Analysis and advice

Facility partnerships benefit the council and the community

15. Auckland Council supports facility partnerships because they can:
   - leverage external investment and community effort
   - empower communities, and help us respond to Auckland’s increasing diversity
   - optimise the existing facility network and reduce the need for new facilities.

Facility partnership selection and management is ad-hoc and inconsistent

16. Discovery work in 2016 and into 2017 identified a range of issues that are preventing the council from realising the full potential of facility partnerships.

17. Currently, facility partnership decisions are made on an ad-hoc basis. Often the lifetime costs and benefits of the partnership have not been fully considered, or how these relate to network gaps and evolving community needs.

18. Investment opportunities and selection decisions lack transparency, and our management processes tend to be uncoordinated and inconsistent. Many partners report that they feel under-prepared and insufficiently supported by council to deliver successfully.

Proposed policy provides strategic approach with tailored process

19. Staff have developed a new policy (refer Attachment B) to respond directly to these findings.

20. This will enable the council and partners to make more informed and strategic investment decisions. Advice will be based on clearer evidence of need and impact and comprehensive costings and will emphasise viability and sustainability.

21. The new approach introduces a more transparent and contestable selection process. Requirements will be tailored to reflect the scale, complexity and risk of each proposal. The policy recognises the importance of quality relationships, and the need to better coordinate staff expertise and support to improve partners’ experience and build capability.
22. The draft policy proposes:

- a focus on shared outcomes
- partnerships that recognise, value and honour Te Ao Māori
- multiple partnership models, with fit-for-purpose arrangements
- ‘Proactive’ and ‘Responsive’ partnership tracks
- principles to shape eligibility and investment priorities
- valuing (and costing) in-kind support
- a stronger focus on the partnership relationship
- greater acknowledgement of the complexity of developing/managing assets.

23. A summary of key policy positions relating to these themes is provided as Attachment A.

Public engagement held during July and August 2018

24. Staff undertook public consultation and briefed interested advisory panels between June and August 2018. Public consultation activities included six drop-in consultation events across Auckland, and online submissions via the council’s ‘Have Your Say’ website.

25. Public feedback was highly supportive of the draft policy overall. Those providing feedback generally saw the value of having a policy for this activity and were positive about its intent. Responses to questions about specific aspects of the policy were also strongly affirmative.

Public feedback shows strong support for new approach

26. Key themes that emerged from the public consultation are:

- Most respondents agree the new approach will better enable council to invest in the right facility partnerships and ensure that partnerships work for both partners and council.
- The investment principles, the proposal to enable appropriate commercial activities in facilities, and the establishment of Lead Relationship Brokers were all positively received by the majority of respondents.
- The ‘Track, Type and Scale’ model was also welcomed for encompassing a wide range of facility partnerships, and the intention to ensure requirements are proportionate.
- Respondents hope the new approach will make it easier for partners to navigate the multiple council systems and processes involved and get good support from staff.
- Using the Treaty of Waitangi (Treaty) principles to guide partnerships with Māori was welcomed by most, but this was acknowledged as a complex area.
- Respondents appreciated a more visually appealing document that is easier to navigate.

Most public concerns relate to application of policy

27. Concerns identified included:

- how the investment principles will be applied in practice, especially where they must be ‘traded off’ against each other
- whether some communities will be unfairly advantaged by the new approach
- whether the higher level of staff support will be properly resourced, and implemented as intended across all parts of council
- whether the process is flexible enough to respond to the ‘messy reality’ of partnerships.
28. A full summary of the public consultation activities to date and a more in-depth description of key feedback themes is provided as Attachment D for local board consideration.

29. Key national and regional stakeholders will also be briefed prior to the draft being finalised.

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

30. Local boards have a strong interest in facility partnerships and some decision-making responsibility in this area, including:
   - determining local outcomes and advocating for local investment priorities
   - governing local and sub-regional facility partnership relationships and agreements
   - allocating local discretionary funding and community leases of council property.

31. Staff have engaged with local boards informally at various stages throughout the discovery work and subsequent policy development. Local board member views and concerns have helped shape the draft policy.

32. During July and August 2018, local boards were offered a workshop to hear an overview of the proposed policy approach and seek clarification on any areas of local interest or concern. Eighteen local boards requested a workshop.

Formal local board feedback sought September and October 2018

33. Community feedback has now been summarised for local boards’ consideration. Staff are seeking to understand local boards’ views on the new approach and requesting a formal indication of support at local board business meetings during September and October 2018.

34. Staff would particularly value local board feedback on the following parts of the draft policy (refer Attachment B), which are likely to have the most bearing on local board decision-making:
   - the Tracks, Types and Scales model (p.16-23) to differentiate partnerships and customise the partnership process
   - the draft investment principles (p.26) and priorities (p.33)
   - proposed eligibility criteria for investment (p.27-30)
   - the proposal to allow facility partnerships to generate revenue through appropriate commercial activities (p.31)
   - the focus on quality relationships, as outlined in the proposed partnering principles (p.35) and supported by allocation of a lead relationship broker (p.38).

Tauākī whakaaweawe Māori / Māori impact statement

35. Marae are a focal point for Māori social, economic, environmental and cultural development, and are identified in the Community Facilities Network Plan as potential facility partners.

Engagement to better understand facility partnerships and Te Ao Māori

36. In 2017, staff undertook additional engagement with Māori, with a focus on marae, to ensure that the new policy incorporates any special context, barriers or opportunities for facility partnerships with Māori. A summary of the findings is provided as Attachment C.

37. The draft policy reflects these findings and commits the council to partnering with Māori in ways which align with the Treaty principles and reflect the distinct characteristics of marae.

38. The draft policy approach and the findings report will be shared at hui with interested marae during September, as part of initial discussions on a new Marae Investment Policy.
Ngā ritenga ā-pūtea / Financial implications

39. The Facility Partnerships Policy is not supported by a dedicated budget. Future investment in facility partnerships will be provided through existing budgets for facility development and operation, allocated through the Long-term Plan 2018-2028 and Annual Plans. Local boards may also award grants and community leases of council property to support facility partnerships.

Ngā raru tūpono / Risks

<table>
<thead>
<tr>
<th>Risk</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption of a new policy may create expectations that there will be additional budget to support facility partnerships.</td>
<td>All public-facing communications and guidance about the new policy will reference the funding available from existing regional and local budgets and how this will be allocated.</td>
</tr>
<tr>
<td>Existing facility partners may be concerned that the new policy will impact arrangements already in place, or ongoing council investment.</td>
<td>The new policy will guide decisions on new facility partnerships only, unless an existing partnership is already scheduled for review, and guidance will clearly state this. Where existing partnerships are to be reviewed, staff will ensure partners are adequately supported to prepare.</td>
</tr>
<tr>
<td>The transition to the new policy approach will be operationally complex. It impacts multiple teams across the council, and new business processes, guidance and forms will need to be designed to support it.</td>
<td>Detailed implementation planning will be required to ensure the transition is as smooth as possible. Phased implementation over the first financial year (2019/2020) may be necessary to achieve this.</td>
</tr>
</tbody>
</table>

Ngā koringa ā-muri / Next steps

40. A summary of all feedback and a final policy will be tabled for consideration and adoption by the Environment and Community Committee in November 2018.

41. Implementation of the new approach is expected to begin during the 2019/2020 financial year.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Facility Partnerships Policy - summary of key policy positions <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Draft Facility Partnerships Policy <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Facility partnerships with Māori - Summary report <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Draft Facility Partnerships Policy - Public feedback summary report <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

| Author                      | Rebekah Forman - Principal Policy Analyst                                                   |
|                            | Authorisers                                                                                   |
|                            | Kataraina Maki - GM - Community & Social Policy                                               |
|                            | Louise Mason - GM Local Board Services                                                        |
Enforcement of existing freedom camping regulations – Summer 2018/19

File No.: CP2018/19329

Te take mō te pūrongo / Purpose of the report
1. To inform the Hibiscus and Bays Local Board on the proposed enforcement approaches of existing freedom camping regulations for the 2018/19 summer period; and
2. To provide the opportunity for the Hibiscus and Bays Local Board to consider funding additional compliance programmes in their local board area.

Whakarāpopototanga matua / Executive summary
3. Freedom Camping is currently regulated under existing legacy bylaws.
4. The Regulatory Compliance unit will continue to offer its existing level of service for responding to complaints about Freedom Camping. This will include a Compliance Response officer visiting the site in the morning to educate any freedom campers found to be in breach of the legacy bylaws.
5. The unit will also review any supporting infrastructure (including signage and access restriction) at known hotspots prior to the summer.
6. An additional proactive compliance programme is proposed. This however cannot be resourced within existing funding. Should the Hibiscus and Bays Local Board wish to use this additional programme the local board will need to provide Locally Driven Initiatives funding to resource it.

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

   a) acknowledge the proposed ‘Standard Compliance Approach’ and the proposals for ‘Infrastructure to support compliance’

   b) confirm whether they will fund additional compliance programmes in their board area.

Horopaki / Context

Regulatory Compliance
8. The volume of compliance activities is significant, with nearly 90,000 requests for service received by the Regulatory Compliance unit alone. Demand for compliance services is increasing. Volumes increased between 8 to 25% in the year ending December 2016, with resource management breaches and noise complaints experiencing significant increases.
9. All regulatory compliance activities were consolidated into a single Regulatory Compliance unit late last year, creating a central point of accountability.
10. Complementary to the new structure, the Regulatory Committee endorsed a shift to a strengthened compliance approach in October 2017 [REG/2017/93].
11. The new approach is evidence led and focuses on high harm incidents. It is a prioritised, risk-based approach to compliance where we respond most quickly and effectively to non-compliance where the greatest impact on public health and safety and environmental values is evident.

**Freedom camping**

12. Freedom camping in Auckland is currently managed using legacy bylaw provisions developed under the Local Government Act 2002.

13. In October 2015, the council confirmed the legacy bylaw provisions until October 2020 to avoid them lapsing under transitional legislation [GB/2015/11]. The council also indicated that a review should be completed before the provisions would lapse in October 2020. However, it is anticipated that a new bylaw will be in place for summer 2019/2020.

14. Analysis of our requests for service received across the region about freedom camping between 2015 and 2017 shows a reasonably steady number of complaints each winter at approximately 30 per month and roughly a doubling of volume over the summer. The maximum volume was in April 2016 at approximately 95.

15. Our compliance approach over preceding years has included responding to complaints and some proactive campaigns to address non-compliance as well as collect information to assist with the development of the new bylaw.

16. Generally speaking, we find reactive responses to complaints about Freedom Camping to be of limited effect, particularly at night as campers are unlikely to move once set up. There are also additional health and safety risks with sending officers to these requests for service at night, due to darkness and relative remoteness. Responding to these types complaints tends to be most effective in the morning.

17. Proactive compliance campaigns have been shown to be effective at reducing the number of non-compliant freedom campers. In the past we have run these over an extended period of the summer, with early morning visits to wake up campers. While these have proven to be effective, they take up significant amount of staff time. Further, during these programmes our officers report that they have not witnessed any evidence of nuisance or anti-social behaviour.

18. Under the Local Government Act 2002 our enforcement powers are effectively limited to prosecution. As such, our graduated enforcement approach consists primarily of education and offering of advice on alternative locations in the first instance.

19. In the rare situation where a camper continues to be non-compliant over a period of time, we take into account the nature of the offence and offender and consider any additional tools that might be applicable such as obtaining support from social services or issuing trespass notices.

20. To date, we have not prosecuted anyone for breach of the regulations controlling Freedom Camping bylaw.

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

21. Given our new approach to compliance and continued concerns over Freedom Camping, we are reviewing our response to freedom camping complaints.

**Our Standard Compliance approach**

22. We have chosen to keep our standard compliance approach the same as previous years.

23. Historically a number of the legacy bylaws have allowed for two consecutive nights’ camping. As such, when customers ring through a Request for Service (RFS) the call centre will ask how long they have been there and will encourage the customer to phone back later if this time period has been exceeded.

24. When an RFS is logged, this will be allocated to a Compliance Response officer who will respond to the RFS during the next business day. Typically, this will include an early
morning visit to see if the freedom camper has stayed overnight, and if so, to explain the rules.

25. If we have an area that receives multiple calls, we may attend on a programmed basis, early one morning with two officers to educate and move campers along.

26. If we encounter recurring offenders we will consider enforcement action, most likely limited to issuing a trespass notice.

27. This level of service will be accommodated within our existing resource.

**Infrastructure to support compliance**

28. In order to assist campers to voluntarily comply with the current bylaws, we will review and update current infrastructure and information about Freedom Camping where we can.

29. For instance we have already reviewed the signage at Arundel Reserve, which has previously been a hotspot for requests for service. In doing this, we have removed signage that promotes Freedom Camping where the current and proposed bylaws do not. Further, we are working with Community Facilities to investigate the installation of a chain or other barrier restricting access where appropriate and if further signage is available.

30. Leading up to the summer our officers will review signage and infrastructure at other known hotspots.

31. There are a number of apps and websites regularly used by campers to identify places they can stay. Our team will also review those that we know about closer to the summer to try and update that content.

32. This will be accommodated within our existing resource

**Additional proactive compliance programmes – requires additional funding**

33. Any additional proactive compliance programme would require additional resource to implement.

34. Below is an example programme which we believe would effectively cover six “hotspots” in one local board area.

<table>
<thead>
<tr>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 1: Pre-campaign</strong></td>
<td></td>
</tr>
<tr>
<td>• Signage to be checked, updated and replaced if necessary</td>
<td>Last week of November</td>
</tr>
<tr>
<td>• Camping apps to be checked and updated if necessary</td>
<td></td>
</tr>
<tr>
<td>• Current complaint logs to be analysed to identify any hotspots</td>
<td></td>
</tr>
<tr>
<td>• Training of compliance</td>
<td></td>
</tr>
<tr>
<td><strong>Phase 2: Compliance Blitz</strong></td>
<td>First week of December</td>
</tr>
<tr>
<td>• Two compliance officers attend agreed locations for 2-3 hours starting at 6.30am each day.</td>
<td></td>
</tr>
<tr>
<td>• Officers knock on all illegally parked vehicles, inform occupants of rules, collect details of vehicle and occupants, advise of trespass if need be.</td>
<td></td>
</tr>
<tr>
<td>• Any repeat offenders to be issued a written warning on first repeat and trespassed on second repeat.</td>
<td></td>
</tr>
<tr>
<td><strong>Phase 3: Monitor Compliance</strong></td>
<td>Second week of December – March, 10 weeks</td>
</tr>
<tr>
<td>• Two compliance officers attend agreed locations for 2-3 hours starting at 6.30am two days per week.</td>
<td></td>
</tr>
<tr>
<td>• Officers knock on all illegally parked vehicles, inform occupants of rules, collect details of vehicle and occupants, advise of trespass if need be.</td>
<td></td>
</tr>
<tr>
<td>• Any repeat offenders to be issued a written warning on first repeat and trespassed on second repeat.</td>
<td></td>
</tr>
</tbody>
</table>
35. This programme would require recruitment of appropriate officers to undertake the work, and/or to backfill existing staff.

36. Phase 1 could be completed utilising existing resource. However, the additional staff cost for phases 2 and 3 is expected to be $21,130 (exc. GST).

37. Given this is largely a local issue, this package is being offered to local boards. Should they wish to have additional proactive compliance programmes in their area, we would need them to fund these additional costs.

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

38. Local boards have a significant interest in Freedom Camping and their local knowledge has been important to inform site assessments for the proposed bylaw.

39. Local board feedback was formalised at their June business meetings which included individual site recommendations and general feedback. The key recurring themes of general feedback from local boards included:
   - need for enforcement and more resources to administer bylaw effectively
   - only certified-self-contained camping should be provided for
   - concern that even self-contained campers don’t use their onboard facilities
   - numbers of campers on a site needs to be limited
   - a booking or permit system should be developed
   - good communication of where campers can go is required
   - signage needs to be clear.

40. This report and the optional proactive programme are in part, a response to that feedback.

Tauākī whakaaweawe Māori / Māori impact statement

41. Development of the proposed bylaw has particular relevance for mana whenua due to its impact on the use of land. Staff have worked with iwi through the Parks and Recreation Mana Whenua Engagement Forum to receive general feedback in March, and site-specific feedback in August and September.

42. Information was also provided at the hui to inform mana whenua how they can provide further formal submissions on the proposal once it has been notified.

Ngā ritenga ā-pūtea / Financial implications

43. Our Standard Compliance Approach can be implemented within existing resource.

44. There will be costs if additional infrastructure is required. However, given this is likely to be a temporary solution for this summer, costs will be kept to a minimum. For instance, an additional permanent sign costs $110 however a corflute sign can be printed and installed on existing infrastructure for approximately $30.

45. Any additional proactive programmes cannot be implemented within existing resources.

46. If the local board would like to pursue additional compliance programmes in their area this will need to be funded by the local board. The proposed campaign, which would be suitable for the Hibiscus and Bays Local Board, is expected to cost $21,130 (exc. GST).
Ngā raru tūpono / Risks
47. There are likely to be some communities unhappy with our standard compliance approach which creates a reputational risk for the council.
48. Funding agreements for any additional programmes need to be complete by end of October in order to recruit suitable resource for an end of November start date.

Ngā koringa ā-muri / Next steps
49. If the local board would like to pursue an additional compliance programme, our team will meet with the local board representatives to make any modifications to the standard programme if necessary.
50. Once funding is in place, the Regulatory Compliance unit will commence recruitment and ultimately deliver the agreed programme.

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

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Steve Pearce - Manager Regulatory Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Steve Pearce - Manager Regulatory Compliance</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To provide an update to Hibiscus and Bays Local Board members on transport related matters in their area, including the Local Board Transport Capital Fund.

Whakarāpopototanga matua / Executive summary
2. This report covers:
   - A summary of the board’s transport capital fund
   - A summary of consultation activity
   - Traffic Control Committee decisions
   - An update on issues raised.

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

a) receive the Auckland Transport October 2018 update report.

Horopaki / Context
3. This report updates the local board on Auckland Transport (AT) projects and operations in the Hibiscus and Bays Local Board area, it summarises consultations and Traffic Control Committee results, and includes information on the status of the Local Board Transport Capital Fund (LBTCF).

4. AT is responsible for all of Auckland’s transport services, excluding state highways. We report on a monthly basis to local boards, as set out in our Local Board Engagement Plan. This monthly reporting commitment acknowledges the important engagement role local boards play within the governance of Auckland on behalf of their local communities.

5. The LBTCF is a capital budget provided to all local boards by Auckland Council and delivered by AT. Local boards can use this fund to deliver transport infrastructure projects that they believe are important to their communities but are not part of AT’s work programme. Projects must also:
   - be safe
   - not impede network efficiency
   - be in the road corridor (although projects running in parks can be considered if there is a transport outcome).
Tātaritanga me ngā tohutohu / Analysis and advice

Local Board Transport Capital Fund

6. The table below reflects the status of projects to which the LBTCF has already been committed.

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Current status</th>
<th>Has the status changed since last month’s update?</th>
<th>Funds allocated in current political term</th>
</tr>
</thead>
<tbody>
<tr>
<td>091 – Mairangi Bay Art Walk</td>
<td>Construction of footpath amenities on Hastings Road, Mairangi Bay from the retail centre to Mairangi Bay Reserve</td>
<td>Completed</td>
<td>No</td>
<td>$17,508</td>
</tr>
<tr>
<td>411 – Torbay Revitalisation</td>
<td>Upgrade of Torbay town centre</td>
<td>Completed</td>
<td>No</td>
<td>$598,787</td>
</tr>
<tr>
<td>558 - Orewa Pedestrian Crossings</td>
<td>Facilities to improve pedestrian safety at the intersections of Moana and Moenui Avenues with the Hibiscus Coast Highway</td>
<td>Completed</td>
<td>No</td>
<td>$127,510</td>
</tr>
<tr>
<td>578 - Orewa Boulevard Stage 3</td>
<td>Extension of existing Boulevard concept from Riverside Road to Empire Road</td>
<td>In detailed design</td>
<td>No</td>
<td>$1,330,000</td>
</tr>
<tr>
<td>579 - Torbay Parking Stage 2</td>
<td>Construction of 5 car park spaces on the Auckland Council reserve at 1022 Beach Road, Torbay</td>
<td>Detailed design completed and contractor appointed. Work to commence in October.</td>
<td>Yes</td>
<td>$56,000</td>
</tr>
<tr>
<td>580 – Town Centre Slow Zones</td>
<td>Traffic Calming in the town centres of Mairangi Bay and Torbay</td>
<td>In detailed design</td>
<td>No</td>
<td>$689,731</td>
</tr>
</tbody>
</table>

7. A safety audit has been undertaken following the completion of Project 558 - Orewa Pedestrian Crossings, the findings of which will be shared with the local board once they have been reviewed by AT traffic engineering staff.

8. Updates for those projects now in detailed design will be provided and discussed with the local board as they come to hand.

9. The design for Project 579 - Torbay Parking Stage 2, has been completed and tenders closed on 10 September 2018. Nine tenders were received and Nayler Construction Limited was appointed as the successful contractor. A pre-start meeting was held on Friday, 21 September 2018 and it is anticipated that construction will commence early in October 2018. Key stakeholders, including the local board, will be updated as construction progresses.

10. The detailed design of Project 578 - Orewa Boulevard Stage 3, is underway, with preliminary site meetings and observations, discussions with Auckland Council Parks and AT traffic engineering staff, and a full topographical survey of both the road and beach reserve completed. AT staff will discuss the outcome of these investigations and discussions, and share preliminary design concepts with the local board at a workshop on 25 October 2018.
Responses to Resolutions

11. At the Hibiscus and Bays Local Board meeting on 18 July 2018 the local board resolved to (HB/2018/121):
   a)  note the Auckland Transport July 2018 update report
   b)  expresses concern at the loss of express and direct bus services on the Hibiscus Coast and East Coast Bays a decision based on dated public consultation
   c)  request details of the cancelled bus routes in both the Hibiscus Coast and East Coast Bays subdivisions in the local board area
   d)  request that if there is any proposal to introduce parking charges at park and rides the Hibiscus and Bays Local Board would like to be consulted and see a full consultation process.

12. A comprehensive memo was forwarded to members in response to b) and c) above on 9 August 2018 and is appended as Attachment A to this report for the public record.

13. AT notes the Hibiscus and Bays Local Board’s request to be consulted and see a full consultation process if there is any proposal to introduce parking charges at park and rides.

14. At the Hibiscus and Bays Local Board meeting on 22 August 2018 the local board resolved to (HB/2018/133):
   a)  note the report entitled Auckland Transport’s Safety and Speed Management programme 2018-2021
   b)  endorse the slow town approach and requests that Auckland Transport report back to the local board on implementation of the slow town approach throughout the Hibiscus and Bays Local Board area.

15. AT notes the Hibiscus and Bays Local Board’s endorsement of the slow town approach and advises that staff are currently collating the relevant material for the Hibiscus and Bays Local Board area.

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

Auckland Transport consultations

16. Over the last reporting period, AT has invited the local board to provide their feedback on the following proposals:

<table>
<thead>
<tr>
<th>Location</th>
<th>Proposal</th>
<th>Details and Local Board Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bute Road, Browns Bay, and Ramsgate Terrace, Mairangi Bay</td>
<td>Proposed bus stop installation programme on the North Network - Bute Road, Browns Bay, and Ramsgate Terrace, Mairangi Bay.</td>
<td>Documentation informing East Coast Bays subdivision members about the second batch of bus stops associated with the roll out of the New Network was forwarded on 25 June. Member Bettany advised that she considered the recommendations sensible. No objections were received from the local board.</td>
</tr>
<tr>
<td>Orewa West</td>
<td>Proposed Traffic Controls in Orewa West Precinct 5 (Millwater).</td>
<td>Documentation explaining the proposed installation of traffic controls within the Stage 1 development of the Orewa West Precinct 5 Development in Millwater was forwarded to Hibiscus Coast subdivision members on 27 June 2018. No objections were received from the local board.</td>
</tr>
<tr>
<td>Location</td>
<td>Proposal</td>
<td>Details and Local Board Feedback</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Beach Road / Whitby Crescent, Mairangi Bay and Clyde Road / Anzac Road, Browns Bay</td>
<td>Proposed NSAAT restrictions, minor roading and pedestrian safety improvements in Beach Road / Whitby Crescent, Mairangi Bay and Clyde Road / Anzac Road, Browns Bay.</td>
<td>Proposals outlining restrictions and improvements comprising NSAAT restrictions, minor road widening and improved pedestrian safety associated with the introduction of the New Network at Beach Road / Whitby Crescent, Mairangi Bay and Clyde Road / Anzac Road, Browns Bay were forwarded to East Coast Bays subdivision members on 28 June 2018. No objections were received from the local board.</td>
</tr>
<tr>
<td>Hastings Road, Mairangi Bay</td>
<td>Changes to signage for Mobile Library visits to Hastings Road, Mairangi Bay</td>
<td>Documentation explaining a proposal to change street signage relating to visits of Auckland Council's Mobile Library Bus, from 9-10.30 a.m. Tuesdays to 9-10.30 a.m. Thursdays, was forwarded to East Coast Bays subdivision members on 5 July 2018. No objections were received from the local board.</td>
</tr>
<tr>
<td>Garadice Road and Montgomery Avenue in Rothesay Bay</td>
<td>Improvements at the intersection of Garadice Road and Montgomery Avenue, Rothesay Bay.</td>
<td>Documentation describing a proposal to improve the intersection of Garadice Road and Montgomery Avenue in Rothesay Bay was forwarded to East Coast Bays subdivision members on 5 July 2018. Member Parfitt advised that she approved of any improvements that made this intersection safer for pedestrians. No objections were received from the local board.</td>
</tr>
<tr>
<td>East Coast/Greville Roads and East Coast Road/Weetman Drive intersections, Northcross</td>
<td>Proposed improvements at the East Coast/Greville Roads and East Coast Road/Weetman Drive intersections, Northcross.</td>
<td>Documentation describing proposed changes at the East Coast/Greville Roads and East Coast Road/Weetman Drive intersections was forwarded to East Coast Bays subdivision members on 5 July 2018. Member Cooper suggested that, to provide pedestrian safety, the crossing on the northern slip lane should be a raised table. In regards to the Weetman crossing point, Member Cooper asked that this be pushed north further onto Weetman Drive, to account for vehicles turning right from East Coast Road. No objections to the proposal were received from the local board.</td>
</tr>
<tr>
<td>Clematis and Sunrise Avenues, Murrays Bay</td>
<td>Proposed safety improvements at the intersection of Clematis and Sunrise Avenues, Murrays Bay.</td>
<td>Documentation describing a proposal to make pedestrian improvements at the intersection of Clematis and Sunrise Avenues in Murrays Bay was forwarded to East Coast Bays subdivision members on 9 July 2018. No objections were received from the local board.</td>
</tr>
<tr>
<td>Beach Road, Murrays Bay</td>
<td>Proposed pedestrian safety improvements in Beach Road, Murrays Bay.</td>
<td>Documentation explaining a proposal to make Beach Road, Murrays Bay more pedestrian-friendly was forwarded to East Coast subdivision members on 9 July. No objections were received from the local board.</td>
</tr>
<tr>
<td>Location</td>
<td>Proposal</td>
<td>Details and Local Board Feedback</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Flavell and Grand Drives, Orewa</td>
<td>Proposed signalisation of the intersection of Flavell and Grand Drives, Orewa.</td>
<td>Documentation describing a proposal to signalise the intersection of Flavell and Grand Drives, Orewa was forwarded to Hibiscus Coast subdivision members on 13 July. Member Caitlin Watson said she did not see the signalisation of this intersection as being necessary given that there would be two signalised intersections within a short distance of each other. No other objections were received from the local board.</td>
</tr>
<tr>
<td>559 East Coast Road, Browns Bay</td>
<td>Proposed NSAAT restrictions at 559 East Coast Road, Browns Bay.</td>
<td>Documentation explaining a proposal to install NSAAT restrictions outside the property at 559 East Coast Road, Browns Bay, was forwarded to East Coast Bays subdivision members on 20 July 2018. No objections were received from the local board.</td>
</tr>
<tr>
<td>Moorgreen Heights in Torbay</td>
<td>Proposed NSAAT restrictions in Moorgreen Heights, Torbay.</td>
<td>Documentation explaining a proposal to install NSAAT restrictions on Moorgreen Heights, Torbay was forwarded to Members on 1 August 2018. Members Bettany and Parfitt advised that they had no objections to the proposal. No objections were received from members.</td>
</tr>
<tr>
<td>Maylee Crescent, Gulf Harbour</td>
<td>Proposed NSAAT restrictions on Maylee Crescent, Gulf Harbour.</td>
<td>Documentation explaining a proposal to install NSAAT restrictions on Maylee Crescent, Gulf Harbour was forwarded to members on 1 August. No objections were received from the local board.</td>
</tr>
<tr>
<td>Anzac Road, Browns Bay</td>
<td>Proposed new bus layover in Anzac Road, Browns Bay.</td>
<td>Documentation explaining a proposal to install a bus layover in Anzac Road, Browns Bay to support the New North Network, was forwarded to East Coast Bays subdivision members on 6 August 2018. Member Parfitt suggested that the Browns Bay BID should be involved in the consultation, noting concern at the loss of parking. No other objections were received from the local board.</td>
</tr>
<tr>
<td>Newhaven Terrace, Mairangi Bay</td>
<td>Proposed NSAAT restrictions on Newhaven Terrace, Mairangi Bay.</td>
<td>Documentation describing a proposal to install NSAAT restrictions on Newhaven Terrace, Mairangi Bay was forwarded to members on 6 August 2018. No objections were received from the local board.</td>
</tr>
</tbody>
</table>

**Traffic Control Committee decisions**

17. AT’s resolution and approval process ensures the most appropriate controls and restrictions are put in place and can be legally enforced. Decisions made by AT’s Traffic Control Committee in relation to regulatory processes relevant to the Hibiscus and Bays Local Board during July and August 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>Hibiscus Coast Highway, Unnamed Roads, Totara Views Drive, Jelas Road, Whangaparaoa</td>
<td>Permanent Traffic and Parking Changes Combined</td>
<td>No Stopping at all Times, Bus Stop, Bus Shelter, Cycle Lane, Lane Arrow Markings, One-Way, Prohibited Right Turn, Flush Median, Shoulder Markings, Traffic Islands, Give-Way Control, Traffic Signal Control, Stop Control, Pedestrian Crossing, Road Hump</td>
<td>Carried</td>
</tr>
<tr>
<td>Browns Bay Road, Browns Bay</td>
<td>Permanent Traffic and Parking Changes</td>
<td>No Stopping at all Times, Road Markings for Speed Management</td>
<td>Approved in Principle</td>
</tr>
<tr>
<td>Fitzwilliam Drive, Stredwick Drive, Torbay</td>
<td>Permanent Traffic and Parking Changes Combined</td>
<td>No Stopping at all Times, Bus Stop, Give-Way</td>
<td>Not Carried</td>
</tr>
<tr>
<td>Moores Road, Blake Greens, Silverdale</td>
<td>Permanent Traffic and Parking changes Combined</td>
<td>No Stopping at all Times, Give-Way</td>
<td>Carried</td>
</tr>
<tr>
<td>Lingham Crescent, Weatherly Road, Glamorgan Drive, Torbay</td>
<td>Permanent Traffic and Parking Changes Combined</td>
<td>No Stopping at all Times, Roundabout Controlled Give-Way, Traffic Island</td>
<td>Carried</td>
</tr>
<tr>
<td>Ian Sage Avenue, Torbay</td>
<td>Permanent Traffic and Parking Changes</td>
<td>No Stopping at all Times, Bus Stop, Bus Shelter</td>
<td>Carried</td>
</tr>
<tr>
<td>Stredwick Drive, Torbay</td>
<td>Permanent Traffic and Parking Changes Combined</td>
<td>No Stopping at all Times, Bus Stop, Bus Shelter, Traffic Island, Roundabout Controlled Give-Way</td>
<td>Carried</td>
</tr>
<tr>
<td>Windlass Street, Cavalli Road, Te Oneroa Way, Pennant Street, Remuremu Street, Bearing Parade, Long Bay</td>
<td>Permanent Traffic and Parking Changes Combined</td>
<td>No Stopping at all Times, Bus Stop, Cycle Lane, Traffic Islands, Give-Way Control, Road Hump, Edge Line</td>
<td>Carried</td>
</tr>
<tr>
<td>Colin Chester Drive, Highgate Parkway, Emirali Road, Waterloo Road, Silverdale</td>
<td>Permanent Traffic and Parking Changes Combined</td>
<td>No Stopping at all Times, Lane Arrow Markings, Give-Way Control, Flush Median Traffic Islands</td>
<td>Approved in Principle</td>
</tr>
</tbody>
</table>
### Issues Raised by Elected Members

18. The following list summarises issues raised by elected members and local board services staff to 26 September 2018:

<table>
<thead>
<tr>
<th>Location</th>
<th>Issue</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2/T3 Lanes</td>
<td>Request for data and reports on T2/T3 lanes.</td>
<td>Crs Watson and Wayne Walker requested data and reports on the effectiveness of T2/T3 lanes, together with maps of current and proposed T2/T3 lanes across the region and a report on the Onewa Road T3 lane. On 17 September 2018 the councillors were provided with data and reports on the effectiveness of the T2/T3 lanes in the Auckland region, and an Excel spreadsheet documenting existing and proposed priority lane and priority measures across Auckland, including bus only lanes on motorways.</td>
</tr>
<tr>
<td>Browns Bay Road, Browns Bay</td>
<td>Request for NSAAT restrictions on Browns Bay Road, Browns Bay.</td>
<td>Member Bettany requested the installation of NSAAT restrictions on the western side of Browns Bay Road at its intersection with Argyle Road on 21 May 2018, to improve visibility for cars exiting Argyle Road onto Browns Bay Road. On 19 July 2018 Member Bettany was advised that the engineers had completed an investigation into the feasibility of the request and assessed that a parking restriction would be beneficial so will carry out consultation with affected parties. Final implementation of the proposed parking restriction will be subject to the feedback of those consulted and approval by AT’s Traffic Control Committee.</td>
</tr>
<tr>
<td>Hibiscus Coast Bus Service 881</td>
<td>Request for extension of 881 bus service from Hibiscus Coast direct to Auckland University.</td>
<td>Member Caitlin Watson asked on 29 May 2018 for an extension of the 881 bus service from the Hibiscus Coast Station to the University/Hospital/Newmarket, suggesting that the time and the number of transfers students need to make using the current services available make the commute time too long. On 10 July 2018 Member Watson was advised that the current 881 route would be replaced by two new services on implementation of the New Network, the NX2 and 866. The NX2 runs to and from the universities (AUT and University of Auckland) via Wellesley Street and route 866 will serve Auckland City Hospital and Newmarket. At this stage the NX2 will not operate north of Albany Station but there will be additional trips during peak times starting at Constellation Station to provide extra capacity. AT will be increasing the frequency of local services 981 and 982, as well as the Northern Express (NX1) at peak times, with the result that there will be</td>
</tr>
</tbody>
</table>
## Item 17

<table>
<thead>
<tr>
<th>Location</th>
<th>Issue</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>an NX1 from Hibiscus Coast Station every 5 minutes during peak times. The NX2 from Constellation Station will also be as often as every 2 – 3 minutes, meaning shorter commuting times to the universities than at present. Whilst 200 people have indicated they would use a direct service from Hibiscus Coast Station to the University, this is a very small percentage of the total number of passengers travelling from the Hibiscus Coast. To operate the NX2 to Hibiscus Coast Station often enough to be useful would be expensive and require the purchase of a number of additional buses. However, AT will monitor patronage and may be in a position to extend the NX2 to Hibiscus Coast Station should additional funding be available in the future.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/559 East Coast Road, Browns Bay</td>
<td>Request for extension of NSAAT restrictions to the driveway for 2/559 East Coast Road, Browns Bay.</td>
<td>Erica Stanford MP asked on 7 June 2018 that existing NSAAT restrictions be extended from the roundabout at the intersection of East Coast/Arran Roads, Browns Bay to the driveway at 2/559 East Coast Road, where visibility is restricted by parked cars. On 11 July 2018 the MP’s Office was advised that investigation had concluded that the extension of the existing parking restrictions would be beneficial so consultation will be carried out with those most affected by the proposal. Implementation of parking restrictions will be subject to feedback from those consulted and approval by AT’s Traffic Control Committee.</td>
</tr>
<tr>
<td>Langton Road, Stanmore Bay</td>
<td>Request for traffic calming measures on Langton Road, Stanmore Bay.</td>
<td>Member Fitzgerald forwarded a request on 5 July 2018 that traffic-calming measures be installed on Langton Road, Stanmore Bay, a road used as an alternate route to Whangaparaoa Road. On 19 July 2018 the resident and Member Fitzgerald were advised that the concerns had been investigated and that, as there had only been one reported crash relating to speed at this location in the past five years, based on the safety record for Langton Road, speed calming measures could not currently be justified. AT considers a street to be narrow if the road is less than 6.5 metres wide and, though it was acknowledged that parts of Langton Road are narrow, these sections, where visibility is insufficient, already have appropriate parking restrictions.</td>
</tr>
</tbody>
</table>
## Item 17

<table>
<thead>
<tr>
<th>Location</th>
<th>Issue</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Korotaha Terrace, Rothesay Bay</td>
<td>Request for a reduction in speed limit on Korotaha Terrace, and the installation of a pedestrian crossing facility near the intersection of Korotaha Terrace and Masterton Road, Browns Bay.</td>
<td>The Office of Erica Stanford MP requested lowering of the speed limit at the intersection of Korotaha Terrace and Beulah Avenue and the installation of a pedestrian crossing facility near the intersection of Korotaha Terrace and Masterton Road, Rothesay Bay on 11 July 2018. On 17 September 2018 the MP’s Office was advised of the rules governing the setting of speeds under the Land Transport Rule: Setting of Speed Limits 2017 and NZTA’s new Speed Management Guide. The speed limit on the majority of roads in urban areas within Auckland is 50km/h but there are instances where lower speeds would be more appropriate due to the road geometry, parked vehicles, the presence of pedestrians, weather conditions, or any number of other factors. At bends where a lower speed is recommended, advisory speed signs can be installed to warn drivers of the need to slow down due to the geometry of the road (as have been installed on the bend in Beulah Avenue). Korotaha Terrace is a residential road that is identified as having a low risk for users. In addition, there are existing traffic calming measures on Korotaha Terrace and Beulah Avenue, which already moderates speeds. There were therefore no plans to implement changes at this time. AT also considered the request for a zebra crossing but is unable to justify a change, as there is relatively low pedestrian activity. Informal crossing points, such as the raised pedestrian platform on Korotaha Terrace near the Masterton Road intersection, are installed to ensure a low speed environment at locations where the pedestrian demand does not justify a prioritised crossing facility. There is existing signage alerting northbound motorists on Korotaha Terrace to the possible presence of pedestrians. This combined with a raised platform provides for a safe crossing point. However, roadside vegetation that was restricting sightlines would be removed. In addition, ‘check before you step’ markings would be installed on the footpath at the crossing location, as a reminder to pedestrians.</td>
</tr>
<tr>
<td>Location</td>
<td>Issue</td>
<td>Status</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bakehouse Lane, Orewa</td>
<td>Request for wheel stops on Bakehouse Lane, Orewa.</td>
<td>Member Caitlin Watson requested the installation of wheel stops along Bakehouse Lane, Orewa, to prevent cars obstructing the pedestrian thoroughfare, particularly for disabled pedestrians. On 17 September 2018 Member Watson was advised that AT’s engineers did not consider that additional wheel stops would make a significant difference to pedestrian access along the wider section of footpath to the North, primarily because of other existing obstructions (bins and trees). They did however notice that vehicles from the adjacent private car parks might at times overhang the footpath along the narrower southern section, reducing the walkable width. As there are already wheel stops on the road along this section of Bakehouse Lane, it was suggested that Member Watson approach the private property owner with a suggestion that wheel stops be installed on the opposite side of the footpath.</td>
</tr>
<tr>
<td>Waiake Street, Torbay</td>
<td>Request for barrier on the corner of Waiake Street and Beach Road, Torbay.</td>
<td>Erica Stanford MP requested installation of a barrier on the corner of Waiake Street and the Beach Road bridge, Torbay, on 9 August 2018, to provide increased safety for pedestrians. On 21 September 2018 the MP’s Office was advised that AT’s engineers had investigated the request, noting that this section of road has a moderate gradient and is in close proximity to a pedestrian crossing, where vehicles are preparing to stop or slow down to allow pedestrians to cross the road. In addition, it was noted that there had been no reported crashes in this area in the last five years so, based on this, they are unable to justify the installation of a pedestrian safety fence.</td>
</tr>
<tr>
<td>Hibiscus Coast</td>
<td>Request for statistics related to 991x and 992x bus services from the Hibiscus Coast.</td>
<td>On 10 August 2018 Member Caitlin Watson asked in relation to the 991x and 992x express bus services from the Hibiscus Coast, how well they are utilized and what the calculated travel time under the replacement service for commuters will be. Referred to AT Metro for response.</td>
</tr>
<tr>
<td>Nor’East Drive, Northcross</td>
<td>Footpath damage on Nor’East Drive, Northcross.</td>
<td>Member Bettany raised concerns about extensive damage to the footpath on Nor’East Drive, Northcross, on 21 August 2018. Referred to Road Corridor Maintenance for action.</td>
</tr>
</tbody>
</table>
### Item 17

<table>
<thead>
<tr>
<th>Location</th>
<th>Issue</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westhoe Road and Grand Drive, Orewa</td>
<td>Cars parked 'for sale' on Westhoe Road and Grand Drive, Orewa.</td>
<td>Member Parfitt forwarded a resident's concerns related to cars parked for sale on Westhoe Road and Grand Drive, Orewa, on 26 August 2018. On 6 September 2018 Member Parfitt was advised that AT acknowledges that vehicles for sale can be a nuisance in some situations, particularly if there are a number of such vehicles parked at a particular location. However, it was not considered these cause an issue for other road users if parked in a legal and safe manner. In cases where parking occupancy and availability becomes an issue, AT will respond to the situation in accordance to AT's Parking Strategy. A Parking Officer attended this area on 28 August 2018 and saw that only one vehicle was not parked legally because the licence label was not affixed in the prescribed manner. All other vehicles were parked legally. If cars are parked on broken yellow lines, AT's call centre staff should be advised on (09) 355 3553 so that a Parking Officer can be sent to investigate.</td>
</tr>
</tbody>
</table>

---

**Tauākī whakaaweawe Māori / Māori impact statement**

19. The proposed decision of receiving the report has no impacts or opportunities for Māori. Any engagement with Māori, or consideration of impacts and opportunities, will be carried out on an individual project basis.

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

20. There are no financial implications in receiving this report.

**Ngā raru tūpono / Risks**

21. There are no risks associated with receiving this report.

**Ngā koringa ā-muri / Next steps**

22. AT will provide a further report to the local board in November 2018.

**Ngā tāpirihanga / Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10</td>
<td>Response to Hibiscus and Bays Resolution HB/2018/121</td>
<td>111</td>
</tr>
</tbody>
</table>

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Authoriser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Barrett – Elected Member Relationship Manager, Auckland Transport</td>
<td>Jonathan Anyon – Elected Member Relationship Team Manager, Auckland Transport</td>
</tr>
</tbody>
</table>
Response to Hibiscus and Bays Local Board Resolution HB/2018/121

Expresses concern at the loss of express and direct bus services on the Hibiscus Coast and East Coast Bays a decision based on dated public consultation

AT needs to make some bold changes to our bus network if it is to keep up with Auckland’s rapid population growth. The North New Network will have more capacity than the existing network, and buses will be a more attractive transport option for more people. AT has already implemented New Networks in West, South and East Auckland, resulting in increased patronage. (The Central New Network launched on 8 July, but patronage data is not yet available.)

The existing network on the North Shore can be confusing, particularly for new and occasional users. For example, customers wanting to travel to the City Centre from Carlisle Rd need to refer to the timetables to confirm whether the next service will be an 879 or a 975, and therefore establish the stop at which they need to wait.

Many of the routes that make up the existing network are relatively infrequent or only run at certain times of the day. The existing network includes 15 peak-time services that run a limited number of trips. It also includes services that only run once a day, such as the 834 from Browns Bay to Mayoral Drive; and the 837 from Long Bay to Mayoral Drive.

The existing network consists of 78 routes that operate a total of 2,545 trips each weekday.

The North New Network will be much simpler and therefore easier to understand, with 55 routes that are clearly distinguishable from each other, running a total of 3,672 trips per weekday. So while there will be fewer routes, many of those routes will be more frequent. This will give customers more flexibility regarding when they travel, making the bus a more attractive option for more people. Most customers will be able to take the same service from the same stop regardless of the time or day of the week. In addition, the New Network will only have four additional routes that only run at peak-times (instead of the existing network’s 15 peak-times only routes); generally, the New Network routes will simply run more frequently at peak-times to meet the increased demand.

More people want to travel to the City Centre by bus, and AT wants to support those people. However, the amount of kerb space in the City Centre that is suitable for buses remains unchanged. There is not enough space in the City Centre to accommodate the increasing number of buses that would be required if AT continued to run direct services to the City Centre from every part of the wider Auckland region. The New Network will be more efficient. North Shore and Hibiscus Coast customers will take more frequent local services to the motorway or Northern Busway, where they will transfer to Frequent Services to the City Centre. A higher proportion City Centre-bound trips will be run using double-deckers, which can carry approximately 100 passengers, more than twice the capacity of a standard bus (approximately 45 passengers).

Although changes to both North Shore and Hibiscus Coast bus services are being implemented on 30 September 2018, these areas were consulted on and routes designed separately.

Changes to routes on the Hibiscus Coast were planned during 2014. Key dates during this process included:

- 30 April 2014 – AT presented the proposed New Network for Hibiscus Coast to the Hibiscus and Bays Local Board.
Item 17

- 14 July to 14 August 2014 – AT holds public consultation including seven local events on the Hibiscus Coast where the public were able to talk to AT staff and offer their feedback.
- 30 June 2015 - AT sent a letter to the Hibiscus and Bays Local Board reporting on the final decisions.
- 18 October 2015 – New Network routes for Hibiscus Coast implemented.

At the time of this implementation AT had not implemented the Public Transport Operating Model (PTOM) for procuring public transport contracts in Auckland and therefore varied the existing contract with the incumbent operator (NZ Bus/North Star) at that time. The Hibiscus Coast PTOM contract went out to tender with the rest of the North Shore and Warkworth at the end of 2015 and was seen as an opportunity to revisit the Hibiscus Coast timetable and routes. Given the routes on the Hibiscus Coast had been relatively recently implemented there was no reason to make significant changes - the only changes to public routes were minor timetable changes and the discontinuation of the Hibiscus Coast express services running all the way to the city, the 991X and 992X.

AT recognises that the discontinuation of these express routes may disadvantage some current passengers. However, this has enabled us to increase the frequency of two local routes (981 and 982) and the Northern Express at peak times. Although some passengers will need to change buses to complete their journeys, the additional frequency and increased span of peak service will allow more flexibility for many passengers, not just those travelling south of Hibiscus Coast Station but also those making local journeys within the Hibiscus Coast.

This change is in line with AT’s principles for the New Network whereby we are able to gain efficiencies, and therefore better value for money, while increasing frequency. It would have been inconsistent to operate express services from the Hibiscus Coast to Auckland City Centre while removing the ‘one-seat’ ride for many others around Auckland, including significant sections of the North Shore. It should be noted that when the New Network for South Auckland was implemented in October 2016, AT retained an express service from Papakura to Downtown Auckland. This has now been discontinued as passengers chose instead to use the more frequent services offered by the ‘hub and spoke’ model of travelling.

At the time of implementation of the Hibiscus Coast services in 2015, one of the reasons the direct link to Auckland City was retained was due to the lack of an integrated fare, meaning even passengers using the AT HOP card would have had to pay an additional fare when changing buses, thereby incurring a higher cost of travel. With the current fare structure passengers using an AT HOP card now pay the same for their journey, regardless of the need to change buses.

Planning for the North Shore New Network commenced in 2014 with consultation and other events taking place in 2015. Key dates during this process include:

- 13 May 2015 – Local boards’ cluster workshop presentation for North Shore New Network – Hibiscus and Bays Local Board Chair Julia Parfitt was amongst the attendees for this presentation.
- 2 June to 3 July 2015 – AT holds public consultation including 13 local events on the North Shore where the public were able to talk to AT staff and offer their feedback.
- 11 May 2016 – AT presentation to Hibiscus and Bays Local Board on the final New Network.

At the time of consultation the intention of AT was to implement the New Network for the North in 2017. However, it was decided that the New Networks for East and Central should be implemented first, resulting in the September 2018 implementation for the North. Reasons for
the postponement included the need to integrate the East and Central with the already implemented South (these three areas overlap whereas the North is more of a discreet area) and the size and complexity of changes in the North requiring more mobilisation time.

Although some aspects of the population in the North have changed in the intervening period, the overall demographic of the North is largely the same and so there is no reason to question the validity of the consultation results.

It should be noted that if the implementation had been in 2017 as planned, it is unlikely there would have been any wholesale changes in the meantime. In South Auckland where we consulted in 2013 and implemented services in October 2016, there have only been minor changes including removal of express services as previously mentioned, minor rerouting services as a result of new infrastructure becoming available (Manukau Bus Station and Pukekohe Interchange) and the adjustment of some timetables based on usage. In West Auckland where we consulted in 2014 and implemented in June 2017, there have been minor route changes, again where there have been changes to the road network or availability of infrastructure between final decisions being made and implementation.

For the North AT has been monitoring any such changes and has made some amendments to the New Network as a result. These changes are:

- Rerouting of route 624 in Northcote as a result of the availability of a new section of transit lane on Lake Rd.
- Delaying introducing of a new route 886 through Fairview Heights in Albany due to roadworks scheduled to commence within a few months of implementation.
- Introducing a new route 690 to Corinthian Drive in Albany as a result of significant development in this area since the decision on the final routes.

Although none of these changes is within the Hibiscus and Bay Local Board area, it does demonstrate that despite the time elapsed between consultation and implementation, AT has recognised where there has been a need to adapt due to changes in circumstances. Within the East Coast Bays, the route through Long Bay has been adapted to take into account the developing road network in the area, and even at this stage, this is an interim route and will be adapted as this area further develops.

Even with catching more than one bus, many passengers will still have similar, if not shorter travel times than under the current network due to routes being more direct. This will be most evident at non-peak times but this does include comparison with some current express services. With the additional flexibility offered with more frequency, as well as often shorter travel times, it will mean an improved public transport experience.

It should be noted that feedback, both from the public and key stakeholders such as local boards, are only two of the factors that need to be taken into consideration when making decisions on routes and timetables based on the diagram below. Often different factors may even be in direct conflict with each other, and any final decisions have to take all of these into account and reach a balance of them all.
In summary, the time elapsed between the consultations for Hibiscus Coast and North Shore would not have made any difference to the decision to remove express and direct buses for these areas, as the reasons for these decisions are still valid.

Request details of the cancelled bus routes in both Hibiscus Coast and East Coast Bays subdivisions in the local board area.

These routes are being discontinued from 30 September 2018 that fall completely or partially within the boundaries of the Hibiscus and Bays Local Board.

Routes 881 and 962 have been included here. Although they do not fall within the local board area, they are services highly patronised by the residents of these areas and are therefore relevant.

<table>
<thead>
<tr>
<th>Old Network Routes</th>
</tr>
</thead>
<tbody>
<tr>
<td>N83         City Centre To Takapuna And East Coast Bays</td>
</tr>
<tr>
<td>555         Massey University To Highbury</td>
</tr>
<tr>
<td>76X         Long Bay To City Centre Express</td>
</tr>
<tr>
<td>834         Browns Bay To Mayoral Dr Via Crown Hill</td>
</tr>
<tr>
<td>837         Torbay To Mayoral Dr</td>
</tr>
<tr>
<td>839         Long Bay To Mayoral Dr Via Crown Hill</td>
</tr>
<tr>
<td>85X         Torbay To Mayoral Dr Express</td>
</tr>
<tr>
<td>858         Long Bay To City Centre</td>
</tr>
<tr>
<td>86X         Browns Bay To Mayoral Dr Express</td>
</tr>
<tr>
<td>863X        Mairangi Bay To City Centre Express</td>
</tr>
<tr>
<td>866X        Torbay To City Centre Express Via Crown Hill</td>
</tr>
<tr>
<td>87X         Long Bay To City Centre Express Via Albany Station</td>
</tr>
<tr>
<td>873         Constellation Station To Takapuna</td>
</tr>
<tr>
<td>873X        Constellation Station To City Centre Express Via Sunnynook</td>
</tr>
<tr>
<td>874X        Constellation Station To City Centre Express</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>875</td>
</tr>
<tr>
<td>877X</td>
</tr>
<tr>
<td>879</td>
</tr>
<tr>
<td>880</td>
</tr>
<tr>
<td>881</td>
</tr>
<tr>
<td>882</td>
</tr>
<tr>
<td>886</td>
</tr>
<tr>
<td>887</td>
</tr>
<tr>
<td>962</td>
</tr>
<tr>
<td>991X</td>
</tr>
<tr>
<td>992X</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To progress the allocation of the funds remaining to the Hibiscus and Bays Local Board in its Local Board Transport Capital Fund.

Whakarāpopototanga matua / Executive summary
2. Local boards can use the Local Board Transport Capital Fund to deliver transport infrastructure projects that are not part of Auckland Transport’s work programme. There is currently $1,369,789 in the local board’s Local Board Transport Capital Fund.
3. This report makes a recommendation to the local board to allocate funds from its Local Board Transport Capital Fund towards the provision and installation of armrests on seats located on the Hibiscus Coast Highway, Orewa.
4. The recommendation in this report is the result of on-site meetings with a representative of Destination Orewa Beach, the suppliers and installers of the armrests and Auckland Transport staff.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) allocate $5,400 from the funds remaining in its Auckland Transport Local Board Transport Capital Fund towards the supply and installation of 14 armrests on seven seats located in the area between 292 and 350 Hibiscus Coast Highway, Orewa.

Horopaki / Context
5. This report focuses on allocating funds from the Hibiscus and Bays Local Board’s share of Auckland Transport’s (AT) Local Board Transport Capital Fund (LBTCF).
6. The LBTCF is a capital budget provided to all local boards by Auckland Council and delivered by AT. Local boards can use this fund to deliver transport infrastructure projects that they believe are important in their communities but are not part of AT’s work programme. Projects must:
   • be safe;
   • not impede network efficiency;
   • be in the road corridor (although projects running through parks can be considered if there is a transport outcome).
7. There is currently $1,369,789 remaining in the Hibiscus and Bays LBTCF. Of this, $132,774 must be allocated before 30 June 2019 and $1,237,015 may be allocated before 30 June 2020.
8. A summary of the Hibiscus and Bays Local Board’s current LBTCF 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 in current political term</strong></td>
</tr>
<tr>
<td><strong>Amount committed to date on projects approved for design and/or construction</strong></td>
</tr>
<tr>
<td><strong>Remaining Budget</strong></td>
</tr>
</tbody>
</table>

9. Funding from the current political term has so far been allocated to the following projects:
   - Project 091, Mairangi Bay Art Walk;
   - Project 411, Torbay Revitalisation;
   - Project 558, Orewa Pedestrian Crossings;
   - Project 578, Orewa Boulevard Stage 3;
   - Project 579, Torbay Parking Stage 2; and
   - Project 580, Town Centre Slow Zones (Mairangi Bay and Torbay).

10. Funding towards Projects 558, 578, 579 and 580 was allocated at the Hibiscus and Bays Local Board meeting held on 24 April 2018 (HB/2018/42).

11. At its meeting on 15 November 2017 the Hibiscus and Bays Local Board also requested rough order costs for the modification of seven of the fourteen existing bench seats in the area between 292 and 350 Hibiscus Coast Highway, Orewa, to better meet the needs of the elderly and less able (HB/2017/187). The request was initiated by Destination Orewa Beach (DOB), which represents local businesses in the area, through the local board.

12. Whilst the initial scope of the project was to retrofit both back and arm rests, investigation established that the provision of backrests for the seats would be impractical due to their curved shape. Rather than replacement of the existing seats, it was therefore agreed that costs for the provision and installation of armrests only would be pursued.

13. AT staff met with a representative of DOB on site on 18 September. At that meeting, a prototype of the armrests, shown in the photograph below, was discussed and minor modifications in the way these would be attached to the seats agreed.
14. The handrails will be 8mm thick and 50mm wide solid polished stainless steel.

15. Once approved by the local board, manufacture and installation will take approximately one month. It is therefore anticipated that installation could be completed prior to Christmas 2018.

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

16. Local board views, together with those of a representative of Destination Orewa Beach, the organisation that represents businesses in the area, were taken into account in the development of the armrest prototype and the manner in which these will be affixed to the seats.

Tauākī whakaaweawe Māori / Māori impact statement

17. It is considered that this proposal has no impact for Māori.

Ngā ritenga ā-pūtea / Financial implications

18. The financial implication of the board approving the recommendation in this report is the allocation of $5,400 of its LBTCF, leaving a balance of $1,364,389.

Ngā raru tūpono / Risks

19. There is a risk that installation of the armrests could be delayed beyond Christmas 2018 by manufacturing issues, or by inclement weather.

Ngā koringa ā-muri / Next steps

20. AT staff will progress the decision made by the local board as a result of this report and provide updates via its future monthly reports.
Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Ellen Barrett – Elected Member Relationship Manager, Auckland Transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Jonathan Anyon – Elected Member Relationship Team Manager, Auckland Transport</td>
</tr>
</tbody>
</table>
Orewa Community Centre 2018/2019 hire fee subsidy

File No.: CP2018/19211

Te take mō te pūrongo / Purpose of the report
1. To approve a venue hire fee subsidy for Orewa Community Centre.

Whakarāpopototanga matua / Executive summary
2. In 2014, council adopted the Hire Fee Framework, an operational policy that guides the setting of fees and charges across the network of council-managed community centres and venues. Local boards are responsible for setting local fees and charges.
3. The Arts, Community and Events 2018/2019 work programme includes a provision for a 50 per cent discount for certain hirers of Orewa Community Centre.
4. In previous years there was funding available to support hirers with venue hire fees.
5. At a workshop held in July 2018, the Hibiscus and Bays Local Board requested a report from staff to consider funding allocation for reinstating provision of a venue hire fee subsidy, which is in addition to the 50 per cent discount available through the Hire Fee Framework.
6. Staff have considered the options for a subsidy and recommend continuing to charge hirers in line with the Hire Fee Framework. The framework does not require allocation of funding for a venue hire fee subsidy.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) approve the current fee schedule for 2018/2019 for hirers of Orewa Community Centre, including a local board priority activity rate that offers hirers a 50 per cent discount.

Horopaki / Context
7. Local boards are responsible for setting local fees and charges including subsidies for council run venues.
8. In 2014, council adopted the Hire Fee Framework. This operational policy guides the setting of fees and charges across the network of council managed community centres and venues for hire. The framework also includes financial incentives aimed at enabling community outcomes.
10. The work programme did not include a subsidy for Orewa Community Centre because of the planned transition of the management of the centre to become community-led by July 2018.
11. Staff subsequently advised that this transition was not feasible by July 2018. As a result, the local board requested a report from staff to consider funding allocation to reinstate provision of a venue hire fee subsidy.
### Tātaritanga me ngā tohutohu / Analysis and advice

12. Staff considered the options and the impacts of funding allocation for venue hire fees for the community centre. These are outlined in the table below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
</table>
| **Option 1:** Allocate funding for venue hire fee subsidy. | • all venue hirers requests for financial assistance can be supported  
• community groups can also seek financial assistance through the current contestable community grants process  
• the Hire Fee Framework includes the local board priority activity rate which grants hirers a 50 per cent discount off the standard venue hire fee. This will continue to be available to all hirers  
• the Hire Fee Framework also includes a regular hirer rate which grants hirers a 20 per cent discount off the standard venue hire fee. This continues to be available to hirers who have ten or more bookings in a financial year. | • not all community groups will be aware of the provision of this fund to assist with venue hire fees as it is not advertised and not clear what the qualifying criteria is. |

Allocate Locally Driven Initiative funding to cover the cost of providing use at a more discounted rate.

The local board will allocate $10,000 (based on analysis of approved requests in 2017/2018) to cover the cost of hire on a case by case basis.

<table>
<thead>
<tr>
<th>Option</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
</table>
| **Option 2:** Redirect waiver requests to the local board contestable grants process. | • venue hirers request for financial assistance can be supported through the contestable community grants process  
• the Hire Fee Framework will continue to be available to all hirers and the grant they apply for may cover the cost after the 50 per cent discount  
• the 20 per cent discount off the standard venue hire fee will continue to be available to hirers who have ten or more bookings | • community groups will have to submit a grant funding application but is restricted to the opening dates of each round  
• grant funding applications can be a lengthy process compared to submitting the request through an email or phone call direct to staff. |

Requests for Venue Hire financial support to be applied for via the Hibiscus and Bays Local or Quick Response grants.
<table>
<thead>
<tr>
<th>Option</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 3: Status quo.</td>
<td>• venue hirers request for financial assistance can still be supported through the contestable community grants process (option 2)</td>
<td>• without the venue hire fee subsidy, some community groups may pay more than they have in the past</td>
</tr>
<tr>
<td></td>
<td>• the Hire Fee Framework includes the local board activity priority rate which grants hirers a 50 per cent discount off the standard venue hire fee. This continues to be available to hirers who meet the criteria</td>
<td>• without the venue hire fee subsidy, the following groups who sought financial assistance in 2017/2018 for hire fees will need to pay the following in 2018/2019:</td>
</tr>
<tr>
<td></td>
<td>• the Hire Fee Framework also includes a regular hirer rate which grants hirers a 20 per cent discount off the standard venue hire fee. This continues to be available to hirers who have ten or more bookings in a financial year.</td>
<td>- SALT will need to pay $1071.64 for their annual event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Hibiscus Coast Senior Citizens will need to pay a total of $4957.44 which is $2449.44 more than what was paid in previous years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Hibiscus Coast Country Music Club Inc will need to pay a total of $2628.00 which is $684.00 more than what was paid in previous years.</td>
</tr>
</tbody>
</table>

13. On consideration of the impacts, staff recommend option three as it is consistent with the Hire Fee Framework which is accessible to all in the community. Option three also ensures a consistent approach to how fees are applied at other council-managed venues.

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

14. The local board supports activities contributing to community outcomes such as those offered by not-for-profit charities or community organisations, particularly if hosting free public events or activities.

15. At a workshop held on 12 July 2018, the local board indicated a preference for option one.

Tauākī whakaaweawe Māori / Māori impact statement

16. The Hire Fee Framework is not specifically targeted for Māori populations. However, it aims to be clear and transparent to all users and enable all Aucklanders, including Māori.

Ngā ritenga ā-pūtea / Financial implications

17. No Locally Driven Initiative (LDI) funding is required to approve the recommendation (option three) to continue charging in line with the Hire Fee Framework.

18. To support the local board preference (option one), funding will need to be allocated to cover the cost of providing use of a venue at a more discounted rate. The amount of $10,000 will need to be allocated from LDI.
**Ngā raru tūpono / Risks**

19. There is a potential risk that community groups cannot meet the financial demand and as a result will not go ahead with activities or events as planned if there is no funding allocated to support venue hire fee subsidy requests.

20. While these risks have been considered, staff do not recommend allocating funding for the purposes of subsidising venue hire fees. A hire fee subsidy means that only certain hirers will benefit as this would not be available to all hirers. The incentives included in the Hire Fee Framework are available to all hirers.

**Ngā koringa ā-muri / Next steps**

21. On receiving confirmation of a decision by the local board staff will implement the appropriate administration arrangement.

**Ngā tāpirihanga / Attachments**

There are no attachments for this report.

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Melody Sei – Manager, Venues for Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Graham Bodman - General Manager Arts, Community and Events</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Auckland Regional Services Trust grants process and criteria

Te take mō te pūrongo / Purpose of the report
1. To approve the process and criteria for the distribution of reallocated funds from the legacy Auckland Regional Services Trust.

Whakarāpopototanga matua / Executive summary
2. The Local Government Act 1974 provided for the dissolution of the Auckland Regional Services Trust fund, and for the assets to be paid out to the territorial authorities in the Auckland region.

3. From the $1.6 million allocated to the North Shore City Council, the North Shore City Council made a grant of $300,000 to the Shore Exhibition Trust to establish a new exhibition centre in Takapuna. Around $30,000 of this funding was spent during the initial planning and business case stage leaving a balance of $270,833.33.

4. As the project is no longer proceeding, the remaining funds have been reallocated to four local boards on the North Shore.

5. The Hibiscus and Bays Local Board has received $52,537, which is allocated to the 2018/2019 work programme line 1779 for arts and culture purposes.

6. From the options outlined in this report, staff recommend allocating this budget as a contestable arts and culture grant, using an Expression of Interest process with an agreed assessment matrix criteria (Attachment A).

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

a) approve the allocation of $52,537 legacy Auckland Regional Services Trust fund, in work programme line 1779, to a contestable grant process.

b) approve the assessment matrix criteria for the fund (Attachment A to the agenda report).

Horopaki / Context
7. In December 2009, North Shore City Council (NSCC) made a grant of $300,000 to the Shore Exhibition Trust to establish a new exhibition centre in Takapuna.

8. Approximately $30,000 of this funding was spent during the planning stage, leaving a balance of $270,833.33.

9. In October 2017, it was determined that the project would not proceed (DT/2017/227), and the funds would be reallocated to local boards within the boundaries of the former NSCC.

10. The remaining balance of funds was allocated to the following four local boards:

  • Devonport-Takapuna
  • Hibiscus and Bays
  • Kaipātiki
  • Upper Harbour.

11. The Hibiscus and Bays Local Board has received $52,537, which is allocated to 2018/2019 work programme line 1779 for arts and culture purposes.
12. The Hibiscus and Bays Local Board area covers two legacy council areas, however only the East Coast Subdivision of the local board area formed part of the legacy NSCC and is therefore eligible to receive the funding.

13. The funds will be allocated in accordance with the Community Grants Policy and the local board funding policy.

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

14. There are two primary options for how the available $52,537 fund can be allocated.

**Option 1 – Contestable fund**

15. Staff recommend allocating this budget as a contestable arts and culture grant, using an Expression of Interest (EOI) process with an agreed assessment matrix criteria.

16. The process will be administered through Smartygrants grants management system as per other contestable local board grants and will be advertised through council's promotional channels.

17. Staff will assess the EOIs against approved criteria (Attachment A), and recommendations will be presented to the local board at a business meeting for decision.

**Option 2 – Non-contestable fund**

18. The local board can allocate the fund to a specific organisation or project as a funding agreement, to be developed by the council Arts Advisor in liaison with the Local Board Services staff.

19. The advantages and disadvantages of option 1 and 2 are outlined in the following table:

<table>
<thead>
<tr>
<th>Option</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
</table>
| Option 1 – Contestable  | • The EOI process provides an opportunity for artists to share their ideas with the local board without needing to undertake the work required for a full application. The local board can then request a comprehensive proposal from the applicant if project/s it determines best meet its criteria.  
  fund (recommended  | • The process is transparent and accessible.                                                                                                                                                                  | • There may be a high number of applicants from the EOI process, which can be mitigated by using assessment criteria.                                                                                      |
  option)                |                                                                                                                                                                                                            | • An EOI process can take a few months to complete, whereas a non-contestable grant can be allocated immediately.                                                                                           |
| Option 2 – Non-         | • The local board can allocate funding to a project that they were not able include in the 2018/2019 work programme.  
  contestable fund       | • Funding can be allocated to a group more quickly than with an EOI process.                                                                                                                                      | • The local board may not have suitable lead organisations or facilities to use this approach                                                                                                                |
                        |                                                                                                                                                                                                            | • There may be a perceived lack of transparency if the fund is allocated through a non-contestable process.                                                                                                   |

20. Staff recommend Option 1 – a contestable EOI process for allocating the available funds, because it allows the local board to explore options using a transparent approach.

21. The local board can approve the criteria for the EOI assessment matrix to manage expectations of the contestable fund for applicants and assessors. It can also add additional criteria as required.
22. Staff recommend assessment matrix criteria (Attachment A) that has taken into consideration the previous Auckland Regional Services Trust (ARST) funding criteria, local board priorities and the Community Grants Policy.

23. The criteria recommend prioritising projects and groups that:
   - are of significant scope or size (by scale/reach of the project or size of the audience)
   - are new events or projects, not ongoing operational activity
   - promote innovation and/or excellence in the area of arts and culture
   - are of local impact or benefit, but may be of regional significance
   - raise the profile of the arts and promote arts and cultural development.

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

24. This funding is additional to current arts funding available through grants and the work programme, so is offering the community an opportunity for further arts opportunities.

25. The local board can approve the process and criteria for how the available fund will be allocated, to ensure that it responds to their local community needs and priorities.

Tauākī whakaaweawe Māori / Māori impact statement

26. Applications for a contestable funding approach will be assessed for their delivery of Māori outcomes and this will be included in the funding agreements of successful projects.

Ngā ritenga ā-pūtea / Financial implications

27. The Hibiscus and Bays Local Board 2018/2019 work programme line 1779 has a budget of $52,537, from a legacy ARST fund, to be allocated to arts and culture groups and projects.

Ngā raru tūpono / Risks

28. If funds are allocated using a non-contestable process, there is a risk that the approach will be perceived to be non-transparent. To mitigate this risk, staff recommend that the fund is allocated through a contestable EOI process.

Ngā koringa ā-muri / Next steps

29. Staff will implement the approved funding allocation process and draft funding agreements for the successful community group or project recipients.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Assessment matrix criteria</td>
<td>129</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine George – Regional Funding Advisor</td>
<td>Graham Bodman - General Manager Arts, Community and Events</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
## Attachment A: Assessment matrix

<table>
<thead>
<tr>
<th>Criteria</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects are of a significant scope or size (by scale/reach of the project or size of the audience)</td>
<td></td>
</tr>
<tr>
<td>Projects are new events or projects, not ongoing operational activity</td>
<td></td>
</tr>
<tr>
<td>Projects promote innovation and/or excellence in the area of arts and culture</td>
<td></td>
</tr>
<tr>
<td>Project are of local impact or benefit, but may be of regional significance</td>
<td></td>
</tr>
<tr>
<td>Projects raise the profile of the arts and promote arts and cultural development</td>
<td></td>
</tr>
<tr>
<td>The funding is likely to be applied to one significant project rather than several smaller projects</td>
<td></td>
</tr>
</tbody>
</table>
Review of the Code of Conduct

File No.: CP2018/18645

Te take mō te pūrongo / Purpose of the report
1. To seek local board feedback on the draft Code of Conduct.

Whakarāpopototanga matua / Executive summary
2. The council’s initial Code of Conduct was prepared by the Auckland Transition Agency prior to Auckland Council commencing. It was last reviewed in 2013. The Code of Conduct has worked well but there have been a number of issues identified. The Governing Body agreed that the Code of Conduct be reviewed through the Joint Governance Working Party. Presentations were made to local board cluster meetings earlier this year.
3. Based on feedback to date, an amended Code of Conduct has been drafted and the Joint Governance Working Party has approved it to be reported to local boards for feedback. The proposals contained in the draft Code of Conduct address the issues that were identified.
4. A comparison of the draft Code of Conduct with the current Code of Conduct can be summarised as follows:
   i) The draft Code of Conduct itself is more concise
   ii) Material breaches are defined
   iii) There are separate complaint processes depending on whether a complaint relates to a non-material breach, a material breach or conflict of interest
   iv) The current independent review panel is replaced by a Conduct Commissioner, who can impose sanctions
   v) Findings of the Conduct Commissioner (for material breaches) will be made public to assist compliance with sanctions imposed by the Conduct Commissioner
   vi) There is no political involvement in determining a complaint or imposing sanctions
   vii) Related documents are bundled in with the draft Code of Conduct and key policies and protocols and adopted with the draft Code of Conduct:
      a) Conflict of interest policy
      b) Access to information protocol
      c) Election year policy
      d) Communications policy
      e) Media protocols
5. Local board feedback is being sought on the draft Code of Conduct.

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

a) provide its feedback on the draft Code of Conduct in Attachment of the agenda report.
Horopaki / Context

What is the Code of Conduct

6. A code of conduct (code) essentially sets out a council’s expectations about how members will conduct themselves. Every council is required to adopt a code of conduct (Local Government Act 2002, schedule 7, clause 15). It must set out:

“(a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—
(i) behaviour toward one another, staff, and the public; and
(ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—
(A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and
(B) relates to the ability of the local authority to give effect to any provision of this Act; and
(b) a general explanation of—
(i) the Local Government Official Information and Meetings Act 1987; and
(ii) any other enactment or rule of law applicable to members.”

7. Once adopted, a code of conduct requires a 75% majority to change it.

8. Members of local boards must comply with the code of conduct that is adopted by the governing body (Local Government Act 2002, schedule 7, clause 36B).

Reasons for reviewing the Code of Conduct

9. In working with the current code the council has experienced a number of issues:

i) It is not easy to follow. It includes principles, descriptions of roles and responsibilities and statements about relationships and behaviours. However, a complaint about a breach can only relate to the section on relationships and behaviours.

ii) Although a positive aspect of the current code is a focus, initially, on resolving complaints to the satisfaction of the complainant, it is not appropriate for an allegation about a conflict of interest to be resolved to the satisfaction of the complainant – conflict of interest allegations need to be tested against the law.

iii) The code does not distinguish between non-material and material breaches. All allegations of breaches are treated the same.

iv) The final point of escalation of a complaint is to the independent review panel which comprises three members. This process is valuable but is underused because it can be expensive with three members being required.

v) There needs to be a requirement that a complainant has tried to resolve their complaint prior to submitting it to the formal complaint process in the code.

vi) The code is underused because it is seen to “lack teeth”. There needs to be a review of available sanctions.

10. Price Waterhouse Cooper were commissioned to review the current code and the Governing Body agreed at its February 2018 meeting that the current code should be reviewed. The Joint Governance Working Party is overseeing the development of the code.

Engagement to date

11. Staff made presentations to local board cluster meetings and a Governing Body workshop earlier this year. Among the issues discussed, was whether a revised code should be concise and principles-based or prescriptive.
12. The approach to the draft code was discussed with the Joint Governance Working Party, whose guidance included that there should be no political involvement in the determination of complaints and the imposition of sanctions.

13. A draft was presented to the Joint Governance Working Party on 12 September which the working party approved for reporting to local boards for their feedback.

Tātaritanga me ngā tohutohu / Analysis and advice

The draft code

14. The draft code is at attachment A.

15. The draft code is presented as two documents:

i) The code itself contains:
   a) principles
   b) descriptions of material breaches
   c) the complaints process.

ii) The second document contains attachments which provide more detail:
   a) Policies and protocols which are adopted along with the code and are an intrinsic part of the code. Elected members must abide by the conduct set out in these documents
   b) Description of applicable legislation which the Local Government Act requires all codes to contain
   c) Documents which are described as “external” in the sense that they are agreed outside the code but are relevant to the conduct of members. An example is the Expenses Policy which is agreed by the Finance and Performance Committee and approved by the Remuneration Authority. It is useful to have these documents included for easy reference and to provide context to some aspects of the code.

16. The code describes two key principles – trust and respect. The principle of trust captures the expectations of the community in their elected representatives. The community trusts that members will act in the interest of the community and not their own interest, for example. This principle encompasses the ethical dimension of conduct.

17. The principle of respect captures the expectations members have of each other in terms of their conduct towards each other, staff and towards the public.

18. The principles are written in a style which indicates personal commitment (“I will…”).

The complaints process

19. The draft code contains definitions of “material breaches”. This defines what the bottom line is and at what point a breach needs to be treated more seriously than other breaches. A complaint which relates to a material breach is treated differently to a complaint which relates to a non-material breach.

20. A complaint is lodged with the chief executive. A complaint must set out what part of the code has been breached, must provide evidence of the breach and evidence of attempts to resolve the breach. (Where the code refers to chief executive this includes a nominee of the chief executive.)

21. If the complaint relates to a conflict of interest, the chief executive will arrange for the member to receive advice from either Legal Services or Audit and Risk. The complainant has no further role. If the member does not comply with advice, the matter becomes a material breach for investigation by the Conduct Commissioner.
22. In other cases, the chief executive refers the complaint to an “Investigator”. An investigator is appointed by the chief executive and may be a staff member or external person.

23. The investigator conducts a preliminary assessment of the complaint and has the discretion to dismiss the complaint if it is frivolous or vexatious or without substance.

24. If the complaint relates to a non-material breach, the investigator may make non-binding recommendations, including a recommendation to apologise or undertake voluntary mediation.

25. If the complaint relates to a material breach, it is referred to a “Conduct Commissioner”. A conduct commissioner is a person of the calibre of a retired High Court judge and is selected from a list of such persons which has been approved by the Governing Body.

26. The conduct commissioner may direct mediation or conduct an investigation which may include a hearing.

Sanctions

27. The conduct commissioner has the power to impose sanctions, including a requirement to apologise, withdraw remarks or make a public statement. The report of the conduct commissioner is formal and made public, to promote compliance with the sanctions imposed by the conduct commissioner.

28. The conduct commissioner replaces the current independent review panel, which is not used frequently due to the cost associated with it having three members.

29. Staff had been asked to investigate whether there could be financial sanctions. The Remuneration Authority was asked whether it would agree to a reduction of salary paid to a member who breached the code. The reply included:

   The Authority is often asked whether the performance of an individual or individuals is considered when making a determination. Performance does not feature in the list of criteria that the Authority is required to take into account. Therefore, it has no mandate to consider performance.

   Section 14 (implementation of determinations) of the Remuneration Authority Act 1977 says that every determination issued by the Authority must be implemented according to their tenor and it is unlawful to act contrary to a determination. This prevents a council from making deductions from an elected member’s salary.

Attachments to the code

30. The attachments include:

   i) Policies and protocols that are adopted along with the code:
      - Conflict of interest policy
      - Access to information protocol
      - Election year policy
      - Communications policy
      - Media protocols

   ii) A description of legislation that is required by the Local Government Act 2002.

   iii) Documents that are external to the code but are included because they are relevant to conduct:
      - Guide to governance roles and responsibilities
      - Guide to working with staff
      - Expenses policy
31. The attached policies include the conflict of interest policy which has been rewritten and a new “Access to information protocol.” All other documents attached to the code are from existing sources and are not new.

**Conflict of interest policy**

32. The Conflict of Interest Policy has been updated to reflect the current legal position relating to conflicts of interest and pre-determination, as the current policy is out of date.

33. It remedies a current inconsistency between the treatment of financial and non-financial interests (being automatically disqualified from decision-making for a financial interest, but not for a non-financial interest).

34. It includes a new section on pre-determination, which is a separate legal concept to conflicts of interest.

35. It places stronger emphasis on the interests of the council in the probity and integrity of its decisions, as the consequences of failing to manage are more commonly borne by the council.

36. It is intended to be more user-friendly and accessible.

**New protocol included – Elected Member Access to Information**

37. Included in the policies and protocols attached to the Code of Conduct is a new ‘Access to information protocol’. This protocol puts a framework around elected members legal right to council information under the ‘need to know’ principle. This protocol is in addition to the existing ways that elected members can gain access to information. It is aimed at addressing circumstances where there has been lack of clarity over requests for information where it is not clear if it is or is not confidential.

**The need to know principle for elected members**

38. In addition to rights under Local Government Official Information and Meetings Act 1987 (LGOIMA), elected members have a legal right to council information under the “need to know” principle established by the common law. Under this principle, a good reason to access council information exists if an elected member shows that access to the information is reasonably necessary to enable them to perform their statutory functions as a member of the council. In some limited cases elected members may also be able establish a “need to know” council information relevant to their representative duties.

**Why we are proposing a protocol**

39. The purposes of the draft protocol are to:

i) Give effect to the legal ‘need to know’ principle.

ii) Enable elected members to properly perform their statutory functions as democratically elected local decision-makers; and to facilitate them in fulfilling their representative duties. This promotes democratic and effective local government.

iii) Provide elected members with better and more efficient access to council information than is provided for LGOIMA, by reducing the number of withholding grounds that can apply to the information and the timeframes for response.

iv) Provide for transparent and impartial chief executive decisions on requests under this protocol, and a democratic mechanism for the reconsideration of such decisions.

v) To provide that confidential council information will be made available to elected members in a manner that reflects the council’s legal duty to protect the confidentiality of the information and does not prejudice the interests protected by LGOIMA.
40. We have agreed with the Chief Ombudsman that we will develop a protocol to better manage elected member access to information.

41. Because this is the first time that council is adopting such a protocol, staff are suggesting that it is revisited and reviewed within 18 months of its adoption to ensure that it is working effectively, best enabling elected members to properly perform their statutory functions as democratically elected local decision-makers and facilitating them in fulfilling their representative duties.

**Summary of suggested process in draft protocol**

42. The protocol sets out a framework and process for elected member requests for council information. In summary, the process in the protocol is:

   i) Elected members make a request for information held by council and explain why they need the information.

   ii) Chief executive makes a decision on whether the information is reasonably necessary for the elected member to exercise their statutory functions or performance of their representative duties, and whether any of the limited reasons to withhold may apply (for example if personal information should be redacted for Privacy Act reasons).

   iii) Decision and the provision of information to the elected member (with conditions if necessary for confidential information) within five (5) working days.

   iv) If an elected member is not happy with the chief executive’s decision, they can ask it to be reconsidered by the Audit and Risk Committee.

**Local board feedback**

43. Local board views are being sought on the proposed changes in the draft code and the supporting policies that will be adopted alongside the code. In particular:

   - The principles based and positive intent in the drafting of the code
   - Defining material breaches and making the findings of complaints of a material breach public
   - Replacing the current independent review panel with an independent conduct commissioner, who can impose sanctions which means having no political involvement in determining a complaint or imposing sanctions
   - Support for the access to information protocol

44. Feedback from local boards will be considered by the Joint Governance Working Party at its meeting on 31 October 2018. The working party will then recommend a final draft code to the Governing Body for adoption. Once adopted by the Governing Body, the code applies to all elected members.

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

45. Local board feedback will be reported to the Joint Governance Working Party. The code impacts local boards in that all members must abide by it.

**Tauākī whakaaweawe Māori / Māori impact statement**

46. The Code of Conduct is an internal procedural document. The principles and values expressed in the document provide for inclusivity and specifically disallow discrimination.
Ngā ritenga ā-pūtea / Financial implications
47. There may be financial implications if the investigator that the chief executive appoints is external. Escalation to the conduct commissioner will have lesser financial implications than referral to a full review panel as provided in the existing code, but because of the reduced financial cost, may be utilised more often.

Ngā raru tūpono / Risks
48. There is a risk that some elected members will not be fully socialised with the new code. Staff will investigate how best to ensure all elected members are fully aware of the new code.

Ngā koringa ā-muri / Next steps
49. The feedback from local boards will be reported to the meeting of the Joint Governance Working Party on 31 October 2018. The working party will then recommend a final draft code to the Governing Body for adoption.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Draft Code of Conduct</td>
<td>139</td>
</tr>
<tr>
<td>B</td>
<td>Draft Code of Conduct attachments</td>
<td>153</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Warwick McNaughton - Principal Advisor - Democracy Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Marguerite Delbet - General Manager Democracy Services</td>
</tr>
<tr>
<td></td>
<td>Louise Mason - GM Local Board Services</td>
</tr>
</tbody>
</table>
DRAFT
Auckland Council
Code of Conduct
Adopted xxx 2018
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Application</td>
<td>1</td>
</tr>
<tr>
<td>1 Principles</td>
<td>2</td>
</tr>
<tr>
<td>1.1 Trust</td>
<td>2</td>
</tr>
<tr>
<td>1.2 Respect</td>
<td>3</td>
</tr>
<tr>
<td>2 Policies, protocols, guides and legislation</td>
<td>4</td>
</tr>
<tr>
<td>3 Material breaches</td>
<td>5</td>
</tr>
<tr>
<td>4 Complaints</td>
<td>5</td>
</tr>
<tr>
<td>4.1 Breach of the Code</td>
<td>5</td>
</tr>
<tr>
<td>4.2 Complaints</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Principles</td>
<td>6</td>
</tr>
<tr>
<td>4.4 Investigator, Conduct Commissioner, mediators</td>
<td>6</td>
</tr>
<tr>
<td>4.5 Receipt of complaint</td>
<td>6</td>
</tr>
<tr>
<td>4.6 Preliminary assessment</td>
<td>6</td>
</tr>
<tr>
<td>4.7 Dismissal of complaint</td>
<td>7</td>
</tr>
<tr>
<td>4.8 Non-material breach</td>
<td>7</td>
</tr>
<tr>
<td>4.9 Material breach</td>
<td>8</td>
</tr>
<tr>
<td>4.10 Public disclosure of complaints and outcomes</td>
<td>9</td>
</tr>
<tr>
<td>4.11 Alleged breach relates to a conflict of interest</td>
<td>9</td>
</tr>
</tbody>
</table>
Introduction

Every local authority is required to adopt a code of conduct\(^1\). It must set out:

“(a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—
(i) behaviour toward one another, staff, and the public; and
(ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—
(A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and
(B) relates to the ability of the local authority to give effect to any provision of this Act; and

(b) a general explanation of—
(i) the Local Government Official Information and Meetings Act 1987; and
(ii) any other enactment or rule of law applicable to members.”

This code has two key principles: one reflecting the expectations of the community that elected members act in the community’s interest with high ethical standards and one reflecting members’ own expectations about how they will interact with each other, the public and staff. These principles are expressed positively in terms of trust and respect. The code also provides clarity about what is a significant breach.

There are various documents attached to the Code. Some of these form part of the Code and are adopted along with the Code. Members ensure their conduct is consistent with these documents. Others provide detail that is relevant to determining compliance with this Code and are not adopted as part of it.

The provisions for complaints provide for independent external assessments and judgements where appropriate. Political involvement is minimised.

Application

The code applies to elected members while acting in their capacity as elected members.

Conduct matters that arise in meetings should be dealt with under the meeting’s standing orders, however, a complaint relating to such a conduct matter, if not adequately dealt with at a meeting, may be made under the Code.

---

\(^1\) Local Government Act 2002, schedule 7, clause 15
1 Principles

1.1 Trust

I can be trusted to act in the community’s interest

I will:

- make decisions on their merits, in the interests of the public and unaffected by illegitimate considerations such as personal interest or other duties or relationships
- disclose all personal and outside interests, relationships and duties
- declare a conflict of interest and step aside from a decision where it might appear that I will not approach a decision on its merits, in the interests of the public and unaffected by a personal or outside interest, relationship or duty
- when making decisions, have an open mind to the views of others and to alternatives, and be prepared, despite any predisposition I may have, to change my mind
- ensure that I am not under an obligation to those that might inappropriately try to influence me in the performance of my duties
- be accountable for the decisions I make and co-operate with appropriate public scrutiny
- make an equitable contribution, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars
- act and make decisions openly and transparently
- be truthful and demonstrate honesty and integrity
- use council resources prudently and lawfully and not for my own purposes
- uphold the law, and promote and support high standards of conduct by leadership and example
- comply with the legislation, policies and protocols attached to this code
1.2 Respect

I will respect those I work with

I will interact with other elected members, staff and the public in a way that:
- encourages mutual respect and maintains the dignity of each individual
- recognises others’ roles and responsibilities
- is inclusive
- enables the co-existence of individual and collective responsibility
- allows for robust discussion and debate focusing on issues rather than personalities
- encourages thoughtful analysis
- maintains public confidence in the office to which I have been elected
- is open and honest
- maintains the confidentiality of information provided to me
- complies with the attached policies and protocols
2 Policies, protocols, legislation and external documents

The following are policies and protocols that provide more detail around agreed standards and procedures. These policies and protocols are adopted as part of the Code of Conduct.

<table>
<thead>
<tr>
<th>Policies and protocols</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of interest policy</td>
<td>A</td>
</tr>
<tr>
<td>Access to information protocol</td>
<td>B</td>
</tr>
<tr>
<td>Election year policy</td>
<td>C</td>
</tr>
<tr>
<td>Communications policy</td>
<td>D</td>
</tr>
<tr>
<td>Media protocols</td>
<td>E</td>
</tr>
</tbody>
</table>

The following is a summary of legislation that is relevant to the conduct of members.

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation relevant to the conduct of members</td>
<td>F</td>
</tr>
</tbody>
</table>

The following are documents that exist independently of the Code of Conduct. They provide detail that is relevant to determining compliance with this Code of Conduct. These documents exist outside of the Code of Conduct and are not adopted as a part of the Code.

<table>
<thead>
<tr>
<th>External documents</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guide to governance roles and responsibilities</td>
<td>G</td>
</tr>
<tr>
<td>Guide to working with staff</td>
<td>H</td>
</tr>
<tr>
<td>Expenses policy</td>
<td>I</td>
</tr>
</tbody>
</table>
3 Material breaches

- Participating in a decision where the member has been formally advised through the complaints provisions of this code that a conflict of interest exists
- Breaching cl 2.19 and cl 3.7 of the Conflicts of Interest policy
- Bullying, aggressive behaviour
- Discrimination
- Undermining other elected members, staff or the public
- Intentional misrepresentation of the statements or actions of others
- Intentional disclosure of confidential information
- Intentional misuse of council resources
- Harassment, including:
  - Violent threats or language directed against another person.
  - Discriminatory jokes and language.
  - Posting sexually explicit or violent material.
  - Posting (or threatening to post) other people's personally identifying information.
  - Personal insults, especially those using racist or sexist terms.
  - Unwelcome sexual attention.
  - Advocating for, or encouraging, any of the above behaviour.
  - Continuing with unwanted behaviour after being asked to stop.

4 Complaints

4.1 Breach of the Code

All elected members must comply with the Code of Conduct and associated policies. Not doing so, constitutes a breach of the Code.

4.2 Complaints

Where an elected member, the chief executive (including on behalf of a member of staff from the council family) or a member of the public believes that an elected member has breached the Code, a complaint may be made.

The complaint must be made in writing and lodged with the chief executive, reference the part of the Code which is alleged to be breached, provide evidence of the alleged breach and evidence of attempts to resolve the complaint.
4.3 Principles

All complaints will be considered in a manner consistent with the principles that:

- the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness, nature and complexity of the alleged breach; and
- the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code.

4.4 Investigator, Conduct Commissioner, mediators

General
The Investigator, Conduct Commissioner and mediator will be separate persons in the case of any specific complaint.

Investigator
The chief executive will be responsible for the appointment of a suitable Investigator. This may be a staff member or external person.

Conduct Commissioner
The chief executive will recommend to the Governing Body, for approval, a list of persons who may be called on to fulfil the role of Conduct Commissioner.

Mediators
Mediators will be external and have established skills as mediators.

4.5 Receipt of complaint

On receipt of a complaint, the chief executive will follow the process set out in cl 4.11 if the complaint relates to a breach of the conflicts of interest provision in the Code.

All other complaints will be referred to an Investigator.

The chief executive will inform:

- the complainant that the complaint has been referred to the Investigator;
- the respondent that a complaint has been made against them, as well as the name of the Investigator, and the process for dealing with complaints as set out in the Code.

4.6 Preliminary assessment

On receipt of a complaint, the Investigator will determine if the complaint is:
• frivolous, vexatious, or without substance and should be dismissed;
• outside the scope of the Code and should be redirected or dismissed;
• relates to a non-material breach of the Code; or
• relates to a material breach of the Code and a full investigation is required.

Factors that can be considered when determining if a complaint is frivolous, vexatious, or without substance include whether complaints are intended to:

• intimidate or harass another member or employee;
• damage another member’s reputation;
• obtain a political advantage;
• influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions;
• avoid disciplinary action under this Code;
• prevent or disrupt the effective administration of this code;

or are not made in good faith.

The Investigator can make any initial inquiry that is necessary to determine the appropriate course of action.

Unless the Investigator determines otherwise, a full copy of the complaint will be provided to the respondent.

4.7 Dismissal of complaint

Where the Investigator decides that the complaint should be dismissed, the Investigator will inform the chief executive.

The chief executive will inform the complainant and the respondent of the investigator’s decision.

The Investigator has full discretion to dismiss any complaint, and any decision made by the Investigator is not open to challenge.

4.8 Non-material breach

Where the Investigator finds that the complaint relates to a non-material breach of the Code, the Investigator will inform the chief executive and can choose to recommend an appropriate non-binding course of action for the respondent, which may include:

• seeking guidance from the Chairperson or Mayor, or other mentor;
attending appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint;
- apologising to the complainant; and/or
- participating in voluntary mediation.

The chief executive will inform the complainant and respondent of the Investigator’s decision and any recommendations. The Investigator may also choose to recommend that the chief executive inform the Mayor or relevant Local Board Chair for information purposes only.

Any decision made by the Investigator is not open to challenge.

4.9 Material breach

Where the Investigator considers the complaint relates to a material breach of the Code, the Investigator will inform the chief executive and refer the complaint to a Conduct Commissioner. The chief executive will inform the complainant and respondent.

The Conduct Commissioner will then, in his or her complete discretion, either direct that the complaint should be mediated if the Conduct Commissioner considers there is a reasonable prospect that mediation will resolve the complaint. Alternatively, the Conduct Commissioner may decide to investigate the complaint to determine whether a breach is made out and the seriousness of it.

If mediation is directed, the mediator will be independent from the investigator and the Conduct Commissioner. If the mediation is successful, the outcome of the mediation will be reported to the chief executive. If the mediation is unsuccessful, the Conduct Commissioner will carry out a full investigation.

If the Conduct Commissioner investigates the complaint, the Conduct Commissioner may:
- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

The Conduct Commissioner will also determine whether or not to impose any of the following sanctions on the elected member:
- a requirement to apologise and, if applicable, withdraw remarks
- a requirement to make a public statement correcting previous remarks which misrepresented the facts;
- a requirement to undertake specified training or personal development;
- suspending the elected member from committees or other representative bodies; and/or
seeking guidance from the Chairperson or Mayor, or other mentor.

Following the investigation, the Conduct Commissioner will provide the chief executive with a report on the findings of the investigation and any sanctions that are imposed on the respondent. The chief executive will provide the report to the complainant, respondent, and the relevant local board or governing body for information purposes only.²

The decision made by the Conduct Commissioner is not open to challenge.

4.10 Public disclosure of complaints and outcomes

The public interest in the accountability of elected members needs to be balanced against the requirements of natural justice and privacy. Complaints relating to non-material breaches, and their outcomes, will not normally be proactively released.

Where the complaint relates to a material breach of the Code, the Conduct Commissioner will determine whether the outcome of the investigation, or the report, should be proactively released (having regard to the Local Government Official Information and Meetings Act 1987). If it is proactively released, compliance with any sanctions imposed by the Conduct Commissioner will also be publicly recorded.

4.11 Alleged breach relates to a conflict of interest:

Where the alleged breach of the Code relates to a conflict of interest, the chief executive will inform the respondent of the complaint, and arrange for the member to receive advice from legal services or internal audit on conflicts of interest.

The chief executive will inform the complainant that advice on the matter has been sought. The complainant will not have any further involvement in the complaint following this.³

The advice is provided to the member and to the governing body (in relation to a complaint against a governing body member), or the local board (in relation to a complaint against a member of a local board).⁴

If the advice is that it would be reasonable for the elected member to conclude that they have a conflict of interest, they are required to declare the conflict and recuse themselves from any future decision on that matter. If the elected member does not take that action,

² The decision on whether or not the report will be included on a public meeting agenda, will be made in light of the requirements of the Local Government Official Information and Meetings Act 1987.
³ Involvement by the complainant is not required as the matter is a question relating to the existence, or lack thereof, of a conflict of interest. It does not require the complaint being resolved to the satisfaction of the complainant.
⁴ Or to just the mayor / chair position – on the basis that the chair has this information should similar decision-making come up again.
the matter will be referred to the Conduct Commissioner for investigation as a material breach of the Code.

If the complaint is that an elected member has breached cl 2.19 of the Conflicts of Interest policy, that complaint will be referred to the Conduct Commissioner to investigate under cl 4.9 (Material breach) of this Code.
## Attachments

Policies and protocols ................................................................................................................. 1

A. Conflict of interest policy .................................................................................................................. 1

B. Access to information protocol ............................................................................................................ 13

C. Election year policy ............................................................................................................................... 21

D. Communications policy ......................................................................................................................... 27

E. Media protocols ....................................................................................................................................... 29

Legislation ................................................................................................................................................. 30

F. Legislation relevant to the conduct of members ..................................................................................... 30

External documents ................................................................................................................................... 36

G. Governance roles and responsibilities ................................................................................................. 36

H. Working with staff ............................................................................................................................... 41

I. Expenses policy ...................................................................................................................................... 43
Policies and protocols

A. Conflict of interest policy

1 Purpose

1.1 This Policy sets out the expectations on and requirements of elected members of Auckland Council regarding conflicts of interest (bias) and predetermination.

1.2 This Policy seeks to preserve the integrity of the council's decisions. If elected members participate in a decision when they have a conflict of interest or a closed mind, public confidence in those decisions will be diminished and the decisions themselves may be exposed to challenge on judicial review. This causes delay, cost and uncertainty for Auckland. Elected member conflicts of interests pose a reputational, legal and financial risk to not only the individual elected member, but also the council.

1.3 Conflicts of interest are concerned with public perceptions as to impartial decision-making, based on the interests or relationships of the decision-maker. Predetermination is concerned with "closed mind" decision-making, and is not dependent on the interests or relationships of the decision-maker.

1.4 The purposes of this Policy are –

(a) to ensure that elected members make decisions on their merits, in the interests of the public, and unaffected by illegitimate considerations such as personal interests, or other duties or relationships.

(b) to ensure that elected members make decisions with an open mind to the views of others and to alternatives, and be prepared, despite any predisposition, to change their mind.

(c) to ensure the integrity of decisions made by Auckland Council, and to ensure that people affected by, or interested in the council's decisions, can have trust and confidence in the process and decisions made by elected members.

1.5 To achieve the purposes of this Policy, elected members must disclose all personal and outside interests, relationships and duties, abstain from discussion and voting where they have a conflict of interest or a closed mind, and make annual declarations of interest. A register of interests is also maintained by Auckland Council.

1.6 This Policy applies to all elected members of Auckland Council.

2 Conflicts of Interest (bias)

2.1 A conflict of interest may arise from a financial or non-financial interest of an elected member.
Financial interest

2.2 An elected member has a financial interest in a matter being decided by Auckland Council (Governing Body or local boards) if he or she could reasonably expect a financial gain or loss, depending on how the council decides to deal with the matter. An interest in common with the public (for example as a general ratepayer of Auckland) is not a concern. For a financial interest to arise, it does not matter how the elected member actually votes (or intends to vote), or whether financial gain is sought.

2.3 A member could have a financial interest if, for example, the decision could be expected to have an effect on the value of land or shares that an elected member owns, or the turnover of a business that an elected member is involved in. The interest may be direct or indirect (for example, through a company, or as the beneficiary of a trust). An elected member must consider the financial interests of his or her spouse/partner as his or her own.

2.4 Where a decision may give rise to a very small financial gain or loss to an elected member, this may be too trivial or negligible to amount to a financial interest. For example, the Office of the Auditor-General suggests that a loss or gain of $20 is likely to be trivial (although the exact amount will depend on the circumstances of the particular interest and decision).

2.5 The question of whether an interest is held in common with the public is a matter of fact and degree. While there is no formula that can be applied to this assessment, it generally requires a consideration of:

(a) whether there is a group of people “in common” with the member, who are affected by the proposed decision, in a similar way and to a similar magnitude. The most materially similar group should be considered (usually the smallest group, or the most significantly affected group); and

(b) whether the group can be considered the “public”, that is, whether the group is a fair proxy for the people of Auckland, and so it is legitimate for the elected member to act in the interest of this group to the exclusion of other groups?

2.6 If an elected member has a financial interest in a decision before the council, they must apply the test for a conflict of interest at clause 2.10 of this Policy to determine whether they may participate in decision-making on the matter.

2.7 Participating in a decision where an elected member has a financial interest may (as well as undermining the integrity of the council decision) also constitute an offence under the Local Authorities (Members’ Interests) Act 1968 (LAMIA), and this may have personal consequences for the individual elected member. See paragraph 2.16 for recommended steps where an elected member may have a financial conflict of interest.

Non-financial interest

2.8 An elected member has a non-financial interest in a matter being decided by Auckland Council, if he or she has a relationship or involvement with an individual or
organisation (usually separate to their role as an elected member), in circumstances where that individual or organisation is involved in or affected by a matter before the council.

2.9 The interest arises from a pre-existing state of affairs. Common non-financial interests may arise from a personal relationship, such as with family, friends, or iwi and hapū. Other interests may arise from involvement with organisations, such as community groups, clubs or churches.

Test for conflict of interest

2.10 Once a financial or non-financial interest is identified, the test for whether that interest may constitute a conflict of interest is:¹

Would a fair-minded observer reasonably think that a member of the decision-making body might not bring an impartial mind to the decision, in the sense that he or she might unfairly regard with favour (or disfavour) a particular position due to his or her financial or non-financial interest?

2.11 This question is not just limited to actual bias, but also the appearance or possibility of bias. This is because even the appearance of bias may undermine public trust and confidence in council decision-making.

2.12 When applying this test, fair-minded observers should be taken to understand the practicalities and political context of local government. Local authorities are different in nature to other decision-making bodies, such as courts and judges, and elected members are not required to be entirely impartial or removed from their communities. The democratic status of a local authority, the representative nature of members of a local authority, and the practice of decisions being made by a committee of members by majority vote must be recognised. So too must the type of decision being made. Some decisions, such as decisions under the Resource Management Act and those requiring a formal statutory process and hearing, require a higher degree of impartiality than decisions that are more high-level policy making, or where it is a recommendatory power only.

Management of Conflicts of Interest

2.13 Elected members are required to evaluate their financial and non-financial interests to determine whether or not they have a conflict of interest in any matter being discussed or voted on.

2.14 If an elected member is concerned they may have a conflict of interest in a matter before the council (either financial or non-financial), they must consider and review this Policy and the flow chart (see Appendix 3 of this Policy), and/or seek advice from the Chief Executive.

2.15 Additionally, if it is a financial interest, the elected member should review the Office of the Auditor-General Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968 (OAG Guidelines), and should also

consider seeking advice from the Office of the Auditor-General or independent legal advice.

2.16 If an elected member has a conflict of interest, they must not participate in discussion or voting on the matter. The elected member must:

(a) declare that a conflict of interest exists at the beginning of the meeting;

(b) refrain from discussing or voting on the matter;

(c) leave the meeting table while the matter is being discussed or voted on (but may remain in the meeting room if appropriate);

(d) ensure that the declaration and abstention are recorded in the meeting minutes.

2.17 Reminders to elected members to declare any conflicts of interests are included as a standard item on meeting agendas.

2.18 In addition, in order to protect against conflicts of interest, elected members must not accept any gifts (including hospitality and entertainment) from parties to any regulatory process that the council is making decisions on, where the elected member is directly involved or interested in the governance or administration of regulatory process itself. This requirement does not apply to regulatory decisions which concern the public generally, for example, decisions relating to the adoption or review of a Bylaw.

2.19 It is a breach of this Policy if an elected member has a financial or non-financial conflict of interest in a decision, and does not manage it in accordance with clauses 2.13 - 2.18 of this Policy.

Local Authorities (Members’ Interests) Act 1968 (LAMIA)

2.20 In addition to this Policy, elected members must also comply with any other legal requirements relating to conflicts of interest. This includes the requirements set out in LAMIA. Of particular note:

(a) it is an offence under LAMIA for an elected member to participate in discussion or voting on any matter before the council in which they have a direct or indirect financial interest, other than an interest in common with the public;\(^2\) and

(b) an elected member is automatically disqualified from office, if they are “concerned or interested” in contracts with the Council and the total payments made, or to be made, by or on behalf of the Council exceed $25,000 (inclusive of GST) in any financial year.\(^3\)

---

\(^2\) Local Authorities (Members’ Interests) Act 1968, section 6.

\(^3\) Local Authorities (Members’ Interests) Act 1968, section 3.
2.21 For advice on compliance with LAMIA, elected members should review the OAG Guidelines and/or seek advice from the Office of the Auditor-General or independent legal advice.

3 Pre-determination

3.1 Pre-determination is concerned with ‘closed mind’ decision-making and, unlike conflicts of interest, is not dependent on the relationships or interests of the decision-maker. It is generally based on the expression of a view or conduct: for example, an elected member making a statement that indicates their mind is made up about a particular matter before having heard all views, or refusing to read or listen to reports or submissions presented to the council on the matter.

Test for pre-determination

3.2 Pre-determination requires proof of “actual pre-determination or fettering rather than the appearance of the same”. For an elected member to have pre-determined a matter, they must have an actual closed mind.

3.3 In a local authority context, elected members may approach their task with a legitimate predisposition to decide in accordance with particular views on certain issues that they have previously articulated. What is critical is that an elected member is “prepared, despite predisposition, honestly to consider whether to change its mind”.

Avoiding pre-determination

3.4 Elected members must approach decisions with an open mind. They must listen to and consider the views of others, staff reports and advice, and submissions and feedback presented to the council. They should avoid making statements or exhibiting behaviours that suggest that they have made up their mind before all views have been heard and deliberated.

3.5 Where an elected member has pre-determined a matter, they must refrain from discussing or voting on the matter. In addition, elected members must not deliberate on a public consultation process where that member has made a personal submission.

3.6 If an elected member is in doubt as to whether there is a risk of pre-determination, they must consider and review this Policy, and/or seek advice from the Chief Executive. The elected member may also find assistance from the Office of the Auditor-General Guidance on LAMIA.

3.7 It is a breach of this Policy for elected members to discuss or vote on a matter if they did not approach the decision with an open mind.

---

4 Travis Holdings Ltd v Christchurch City Council [1993] 3 NZLR 32 (HC) at 47.
5 Friends of the Tuntea Reserve Society Inc v Palmerston North City Council [2008] 2 NZLR 661 (HC) at 6102.
6 per Baragwanath J.
4 Register of Members’ Interests

4.1 Elected members must make a full and complete declaration of interests they hold each year, as at 30 June (the Annual Declaration). For members elected to the Governing Body or a local board for the first time during the preceding 12 months, the Annual Declaration is not required to include information that relates to the period before their election.

4.2 The Annual Declaration must notify the council of the nature and extent of any interest as required under clause 4.5 below.

4.3 The Annual Declarations must be transmitted to the Registrar by 31 July each year. Elected members must also advise as soon as practicable during the year if any new interests arise.

4.4 The Annual Declarations for all elected members are recorded in a Register of Members’ Interests maintained by the council (the Register).

Content of Return of Declaration of Members’ Interests as at Effective Date of Return (30 June)

4.5 Every Annual Declaration must notify the council of the nature and extent of any interest, including:

(a) Property interests: location of, and general nature and extent of, any legal or beneficial interests in land in Auckland of the member or their spouse/partner;

(b) Trusts (beneficiary): general nature and extent of any interest in trusts for which the member or their spouse/partner is aware, or ought reasonably to be aware, that they are a beneficiary;

(c) Companies and businesses: name of any company or business, and general nature and extent of, any financial interest of the member or their spouse/partner in the company or business. This does not include interests only as a director in a company or business;

(d) Employment: any employment for which the member receives remuneration, including the name of each employer of the member, a description of the main business activities of each employer, and the nature of the member’s role and remuneration;

(e) Other sources of income: any other role for which the member receives remuneration, and the nature of the remuneration, including for directorships, trusteeships, or other governance roles;

(f) Debtors: any debtors of the member and their spouse/partner, including the name of the debtor, a description of the debt owed and the interest rate, and whether the debt is worth more or less than $50,000;

(i) For the purposes of this clause, a member does not have to disclose:
(A) A relationship property settlement, where the member is a creditor in respect of the settlement;

(B) Any debt if the debtor is the member’s spouse or domestic partner or any parent, child, step-child, foster-child or grandchild of the member; or

(C) Any debt if it is for the supply of goods or services and payment is required within 90 days of supply, or 90 days after the date of an invoice where the supply is continuous and periodic;

(g) Creditors: any creditors of the member and their spouse/partner, including the name of the creditor, a description of the debt owed and the interest rate, and whether the debt is worth more or less than $50,000;

(i) For the purposes of this clause, a member does not have to disclose

(A) Any home loan or mortgage from a registered bank;

(B) A relationship property settlement, where the member is a debtor in respect of the settlement;

(C) Any debt if the creditor is the member’s spouse or domestic partner or any parent, child, step-child, foster-child or grandchild of the member; or

(D) Any debt if it is for the supply of goods or services and payment is required within 90 days of supply, or 90 days after the date of an invoice where the supply is continuous and periodic;

(h) Contracts: any contracts with Auckland Council that the member or their spouse/partner are involved in (or a company or business that the member or their spouse/partner are interested in), and under which they receive payments from the council, including the general nature of the contract, the nature of your rights, and whether the combined value of payments by the council under the contracts is worth more or less than $25,000 in any financial year;

(i) Trusts (trustee): general nature of any trust for which the member is a trustee, and its activities and beneficiaries;

(j) Governance: any governance roles in community organisations, including the name of the organisation and the nature of the member’s role;

(k) Membership and patronage of community organisations: any community or other organisation of which the member is a member or patron, including the name of the organisation and the nature of the role;

(l) Other appointments: any appointment, except those made by the Governing Body or a local board, including the name of the organisation the member has been appointed to, and the nature of the appointment;
(m) **Travel costs:** any contributions to travel costs of the member made by third parties, and the value of the contribution;

(n) **Gifts:** a description of gifts received over the value of NZD$300, and the name of the donor of each of those gifts (if known or reasonably ascertainable by the member);

(i) For the purpose of this clause, **gift** –

(A) Includes hospitality (e.g. meals, corporate box) and donations in cash or kind other than donations made to cover expenses in an electoral campaign;

(B) Excludes gifts received from family members (that is, any of the following: the member’s spouse or domestic or any parent, child, step-child, foster-child or grandchild of the member).

(o) **Personal debts:** description of personal debts of more than NZD$300 that were owing by the member that were discharged or paid (in whole or part) by any other person and the names of each of those persons.

4.6 Except as otherwise provided, nothing in the Annual Declaration requires the disclosure of the actual value, amount or extent of any asset, payment, interest, gift, contribution or debt.

**Maintenance of the Register**

4.7 The Register is maintained and updated on an ongoing basis, comprising all returns transmitted by elected members. Additional interests declared during the course of the year will be added to the Register as they occur.

4.8 The Register is maintained by the Registrar, or anyone who is authorised by the Registrar to act on their behalf. The Registrar is appointed by the Chief Executive, for the purposes of:

(a) Compiling and maintaining the Register; and

(b) Providing advice and guidance to members in connection with their obligations under Section 4 of this Policy.

4.9 The Register (or a fair and accurate summary of its contents) is available for public inspection. The Register or the summary is published on the council’s website.

**5 Further Information and Guidance**

5.1 If an elected member has further questions about any matter covered by this Policy, they should:

(a) Seek advice from the Chief Executive;

(b) If they are concerned they may have a financial interest in a decision or may breach their obligations under LAMIA, consult the Office of the Auditor-
General Guidance on LAMIA and/or seek advice from the Office of the Auditor-General;

(c) Seek independent legal advice.
## Appendix 1: Types of financial interests which may give rise to a conflict of interest

<table>
<thead>
<tr>
<th>Type of interest</th>
<th>Information that may be relevant in evaluating conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land (legal interest)</strong> – Legal interests in land</td>
<td>Address or location of the land, the type and extent of interest, any formulated development plans for that land (e.g. a resource consent application)</td>
</tr>
<tr>
<td>in Auckland owned by the member or their spouse /</td>
<td></td>
</tr>
<tr>
<td>partner.</td>
<td></td>
</tr>
<tr>
<td><strong>Trusts (beneficiary)</strong> – Trusts for which the</td>
<td>Name and type of the trust, the beneficiaries of the trust, the major assets of the trust in Auckland including any major interest in land in Auckland.</td>
</tr>
<tr>
<td>member or their spouse / partner is a beneficiary.</td>
<td></td>
</tr>
<tr>
<td><strong>Shares (public company)</strong> – Any shares held by the</td>
<td>Name of the company, the number of shares owned, the nature of the business.</td>
</tr>
<tr>
<td>member or their spouse / partner in a publicly listed</td>
<td></td>
</tr>
<tr>
<td>company operating in Auckland.</td>
<td></td>
</tr>
<tr>
<td><strong>Private companies</strong> – Any shares or ownership</td>
<td>Extent of the ownership interest in the business, the nature of the business, the address of any sites it uses in Auckland (e.g. for trade or offices), the major assets of the company in Auckland.</td>
</tr>
<tr>
<td>stake held by the member or their spouse / partner in</td>
<td></td>
</tr>
<tr>
<td>a private company or other business (including as a</td>
<td></td>
</tr>
<tr>
<td>sole trader, partnership or joint venture) operating</td>
<td></td>
</tr>
<tr>
<td>in Auckland.</td>
<td></td>
</tr>
<tr>
<td><strong>Land (other beneficial interest)</strong> – Any other</td>
<td>Address or location of the land, the type and extent of interest, any formulated development plans for that land (e.g. a resource consent application).</td>
</tr>
<tr>
<td>beneficial interest in land in Auckland owned by</td>
<td></td>
</tr>
<tr>
<td>member or their spouse / partner (e.g. a reversionary</td>
<td></td>
</tr>
<tr>
<td>interest or a future interest).</td>
<td></td>
</tr>
<tr>
<td><strong>Remuneration for governance roles</strong> – Any</td>
<td>Nature of the role, the nature of the remuneration that the member or their spouse / partner receives in this role and the major assets of the organisation in Auckland.</td>
</tr>
<tr>
<td>directorships, trusteeships or other governance roles</td>
<td></td>
</tr>
<tr>
<td>of the member or their spouse / partner for which they</td>
<td></td>
</tr>
<tr>
<td>could receive remuneration.</td>
<td></td>
</tr>
<tr>
<td><strong>Employment</strong> – Any employment roles of the member</td>
<td>Nature of the organisation, role and remuneration.</td>
</tr>
<tr>
<td>or their spouse / partner.</td>
<td></td>
</tr>
<tr>
<td><strong>Debtor</strong> – Any person or organisation that owes</td>
<td>The debtor and the amount owed.</td>
</tr>
<tr>
<td>money to the member or their spouse / partner.</td>
<td></td>
</tr>
<tr>
<td><strong>Creditors</strong> – Any person or organisation that</td>
<td>The creditor and the amount owed.</td>
</tr>
<tr>
<td>owes money to the member or their spouse / partner.</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 2: Types of non-financial interests which may give rise to a conflict of interest

<table>
<thead>
<tr>
<th>Type of interest</th>
<th>Information that may be relevant in evaluating conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other duties and roles</td>
<td></td>
</tr>
<tr>
<td><strong>Trusteeships, directorships or other governance roles</strong> – Organisations for which the member participates in the governance body.</td>
<td>Nature of the organisation, business, beneficiaries, the address of any sites it uses in Auckland (e.g. for trade or offices), its major assets in Auckland, the objects of the organisation, the nature of the member's role and duties (in particular, whether the member has fiduciary obligations or has access to confidential information).</td>
</tr>
<tr>
<td><strong>Other duties or obligations</strong> – Any person or organisation that the member has a duty to, especially a fiduciary obligation, e.g. clients or power of attorney.</td>
<td>Nature of the person or organisation, their interests in Auckland, the objects of the organisation, the nature of the member's role and duties (in particular, whether the member has fiduciary obligations or confidential information).</td>
</tr>
<tr>
<td>Close associations</td>
<td></td>
</tr>
<tr>
<td><strong>Memberships, patronage or close association with organisations</strong> – Any organisation that the member belongs to, or has a close association with (for example because they are a patron).</td>
<td>Nature of the organisation, business, beneficiaries, the address of any sites it uses in Auckland (e.g. for trade or offices), its major assets in Auckland, the submissions and objects of the organisation, and the nature of the member's involvement in the organisation.</td>
</tr>
<tr>
<td><strong>Close relatives, business partners or other persons closely associated with the member</strong> – Any person that the member is closely associated with, such that the member may be perceived to act in their interests.</td>
<td>The name of the person, the nature of their interests in Auckland, including any significant financial interests.</td>
</tr>
</tbody>
</table>
Appendix 3: Do you have a conflict of interest in a council decision that means you should not participate in discussion or voting?

1. Identify what possible financial and non-financial interests you have.

2. **FINANCIAL INTERESTS**
   - Identify: What is the matter for decision, and what are the various ways the council could deal with the matter?
   - Do you have a financial interest in the matter for decision?
     - **Yes**: Is the financial interest in common with the public?
       - **Yes**: You can participate in discussion and voting on the matter.
       - **No**: Is your interest a conflict of interest?
         - **Yes**: You have determined you do not have a conflict of interest in the matter. You should consider seeking independent legal advice about whether participation in this matter is a breach of LAMIA if you have or are concerned you have a financial interest.
         - **No**: You have a conflict of interest in the matter. You should declare your interest and abstain from discussion or voting on the matter.
     - **No**: You can participate in discussion and voting on the matter.

3. **NON-FINANCIAL INTERESTS**
   - Identify: What is the matter for decision, and what are the various ways the council could deal with the matter?
   - Do you have a non-financial interest in the matter for decision?
     - **Yes**: You can participate in discussion and voting on the matter.
     - **No**: Is your interest a conflict of interest?
       - **Yes**: You have a conflict of interest in the matter. You should declare your interest and abstain from discussion or voting on the matter.
       - **No**: You can participate in discussion and voting on the matter.

- Do you have a close association with an individual or organisation which is affected by the decision?
- Is the decision likely to affect an organisation or person that you have duties to or a role with?
B. Access to information protocol\textsuperscript{6}

The purpose of this protocol is to provide elected members with a formal mechanism for access to Council information, that is better and more efficient than provided for in the Local Government Official Information and Meetings Act 1987 (LGOIMA).

This protocol is not the only way that elected members can access Council information. Elected members can continue to obtain Council information through the usual variety of channels such as discussion or correspondence with Council staff, agenda reports, and other elected members, and under LGOIMA.

\textsuperscript{6} Version – 15.8.2018
Elected member makes request for information
Request is to the CE, states the basis on which the information is sought and agrees to abide by the protocol.

CE decides if ‘good reason’ principle applies
Good reason principle will apply if access to the information is reasonably necessary to enable the elected member to properly perform their statutory functions or representative duties.

Information is required for statutory functions
Response due 5 working days from date of request.

Information is required for representative duties
Response due 5 working days from date of request.

Information is not required for either reason
Request considered under LGOIMA
Response due 20 working days from initial date of

CE considers whether information should be released or withheld
CE may withhold information under three LGOIMA grounds:
- maintenance of the law
- personal safety
- free and frank expression of opinion in public affairs

 unless the information could be made available to the elected member in a confidential manner that mitigates concerns and serves the member’s reason for accessing the information.

CE considers whether information should be released or withheld
CE may withhold information under any of the LGOIMA grounds unless the information could be made available to the elected member in a confidential manner that mitigates concerns and serves the member’s reason for accessing the information.

CE decides what information is released and how
Non-confidential Council information is released to the elected member.
For confidential Council information, the CE decides:
- What information is withheld and why.
- What conditions will attach to the release of confidential information.

Provision of information
CE provides the member with the response and makes the information available, subject to any withholding grounds and confidentiality requirements.
Elected member has a Code of Conduct duty to maintain confidentiality.

Elected member may challenge decision
Elected member may challenge the decision of the CE by requesting that the Audit & Risk Committee reconsider the decision.
1 Purpose

1.1 This protocol establishes a formal mechanism for elected members to access Council information in order to perform their functions and duties as members of the Council.

1.2 This protocol provides that elected members have a legal right to access Council information in certain circumstances. However, this protocol is not the only way that elected members can access Council information. Elected members can continue to obtain Council information through a variety of channels such as agenda reports, discussion or correspondence with Council staff and other elected members, and under LGOIMA.

1.3 The purposes of this protocol are –

a) To give effect to the legal principle that elected members have a right, in certain circumstances, to access Council information where reasonably necessary to enable them to properly perform their statutory functions as democratically elected local decision-makers.

b) To facilitate elected members in fulfilling their representative duties as members of the Council, to promote democratic and effective local government.

c) To provide elected members with better and more efficient access to Council information than is provided for in the Local Government Official Information and Meetings Act 1987 (LGOIMA), by reducing the number of withholding grounds that can apply to the information and the timeframes for response.

d) To provide for transparent and impartial decisions on requests by elected members to access Council information under this protocol, and for the decisions to be made by the Chief Executive.

e) To provide a democratic mechanism for the Governing Body to reconsider the decisions of the Chief Executive made under this protocol.

f) To provide that confidential Council information will be made available to elected members in a manner that reflects the Council’s legal duty to protect the confidentiality of the information and does not prejudice the interests protected by sections 6 or 7 of LGOIMA.

2 Interpretation

2.1 “Council information” means any information held by the Council and includes information held by:

a) the Chief Executive and Council staff;

b) elected members;

c) the Office of the Mayor; or

d) a statutory officer of the Council;

in the capacity as an officer, member or employee of the Council.
2.2 "Council information" does not include information held by a council-controlled organisation.

2.3 "Confidential Council information" means any Council information that is not publicly available and that the Council could withhold from a member of the public under LGCIMA.

3 Elected members’ right to Council information under the “good reason” principle

Council information that a member has good reason to access

3.1 An elected member is entitled to access Council information if he or she has a good reason to access that information.

3.2 Such a good reason will exist if access to the Council information is reasonably necessary to enable the elected member to properly perform:

(a) his or her statutory functions as a local decision-maker ("required for statutory functions"); or

(b) his or her representative duties as a member of the Council ("required for representative duties").

unless, in either case, the withholding grounds in clause 3.7 or 3.8 of this protocol apply.

Information required for statutory functions under clause 3.2(a)

3.3 The statutory functions of an elected member (except in the case of the Mayor) are only performed through the Governing Body and Local Boards as collective decision-making bodies, unless an elected member has received delegations. The Mayor has distinct individual statutory functions, which are defined in section 9 of Local Government (Auckland Council) Act 2009 (LGACA).

3.4 Unless a withholding ground under clause 3.7 of this protocol applies, a good reason to access the information will exist where:

a) for any elected member, the information is relevant to and reasonably necessary for that elected member to properly perform their statutory functions in relation to any business reasonably expected to be transacted at a meeting of a decision-making body of which the member is a part such as the Governing Body, a Local Board or a Council committee;

b) for an elected member with delegated decision-making powers, the information is relevant to and reasonably necessary for that elected member to properly perform their statutory functions in relation to any decision that he or she will make under a delegated function; or

c) for the Mayor only, the information is relevant to and reasonably necessary for the Mayor to properly perform their statutory functions in relation to the Mayor’s distinct statutory functions in section 9 of LGACA.
Information required for representative duties under clause 3.2(b)

3.5 Unless a withholding ground under clause 3.8 of this protocol applies, a good reason to access the information will exist where the information is relevant to and reasonably necessary for an elected member to properly perform his or her representative duties, and the elected member seeks, in good faith, to access the information in order to represent his or her constituents, or the people of Auckland, in matters of Auckland’s local government.

3.6 For the avoidance of doubt, it will not be reasonably necessary for an elected member to access Council information to properly perform his or her representative duties under clause 3.2(b) if the information is sought by an elected member on behalf of a constituent. In such cases, the information should be sought by the elected member under LGOIMA.

Grounds for withholding information

3.7 Information that an elected member would otherwise have a good reason to access under clause 3.2(a) (required for statutory functions) may be withheld if:

(a) Section 6 of LGOIMA (conclusive reasons for withholding information) applies. This will be the case when making the information available to the elected member or Mayor would be likely to—

(i) prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(ii) endanger the safety of any person.

(b) The information is generated by or on behalf of an elected member, the Mayor or the Office of the Mayor, and a good reason to withhold the information under section 7(2)(f)(i) of LGOIMA exists. That will be the case when withholding the information is necessary to maintain the effective conduct of public affairs by protecting the free and frank expression of opinions.

3.8 Information that an elected member would otherwise have a good reason to access under clause 3.2(b) (required for representative duties) may be withheld if a good reason to withhold the information under section 6 or 7 of LGOIMA exists.

3.9 In all circumstances, information may not be withheld from the elected member under clauses 3.7 or 3.8 if the information could be made available to the elected member confidentially (under clauses 3.10-3.11 of this protocol) in a manner that:

(a) mitigates prejudice to the interests protected by the applicable withholding ground under section 6 or 7 of LGOIMA; and

(b) reasonably serves the elected member’s good faith reasons for seeking access to the information.

Manner in which access to information is provided

3.10 For any request made under this protocol, Council information that is not confidential must be made available in the way preferred by the elected member requesting it, unless to do so would impair efficient administration or be contrary to a legal duty of the Council.

3.11 For any request made under this protocol, confidential Council information must be made available by:
DRAFT

(a) providing a copy of the information, with or without a distinguishing mark and/or a requirement that the copy be returned within a specified period;
(b) providing access to the information through an electronic portal;
(c) furnishing oral information about the information;
(d) giving the elected member or Mayor a reasonable opportunity to inspect the information; and/or
(e) giving an excerpt or summary of the information;
(f) and in all cases, if required to protect the privacy of natural persons, by providing the information with personal information redacted.

3.12 Any conditions placed on access to information in accordance with clause 3.10 above must be reasonably necessary to protect the interest that renders the information confidential, and take into account the circumstances and the nature of the confidentiality.

4 Requests for information under the “good reason” principle

Making a request

4.1 Elected members may seek access to Council information under this protocol by making a request in writing to the Chief Executive.

4.2 An elected member making a request for access to Council information must state in writing:

(a) whether the information is sought for the member to properly perform either:
   (i) his or her statutory functions as a local decision-maker; (under clause 3.2(a)); or
   (ii) his or her representative duties as a member of the Council (under clause 3.2(b)); and
(b) the circumstances that mean the information is reasonably necessary for that purpose.

4.3 By making a request under this protocol, an elected member agrees to abide by any restrictions regarding access to confidential Council information that are required by the Chief Executive under clauses 3.10 and 3.12.

Timeframe for response

4.4 After receiving a request under this protocol, the Chief Executive must make a decision as soon as reasonably practicable and in no case later than 5 working days.

4.5 In either case, the Chief Executive may extend the time for decision and response on a request by a further 5 working days if:

(a) consultations are necessary to make a decision on the request; or
(b) meeting the original time limit would unreasonably interfere with the operations of the Council.
4.6 If a request relates to business to be transacted at a Council meeting then the Chief Executive’s decision should, to the extent possible, be provided at least one working day before the meeting.

Consultations

4.7 If the information requested is held by an elected member, the Office of the Mayor or a statutory officer of the Council, the Chief Executive must consult with the person who holds the information before making a decision.

4.8 Where an elected member, the Office of the Mayor or a statutory officer of the Council holds information requested under this protocol, that person must provide that information to the Chief Executive to enable the Chief Executive to make a decision on the request.

Decision and response

4.9 The Chief Executive must make a decision and notify the elected member whether the information requested will be withheld or provided.

4.10 The Chief Executive’s response must inform the elected member of:

(a) whether any of the information requested is held as Council information and whether it is confidential Council information;

(b) the Chief Executive’s decision on whether access to the information is reasonably necessary for the elected member under clause 3.2(a) (required for statutory functions) or clause 3.2(b) (required for representative duties); and

(c) any withholding grounds that apply to the information requested;

(d) any conditions of provision of confidential Council information that will apply under clause 3.10.

4.11 If the information is to be provided to the elected member, the Chief Executive must enable the member to access the information in accordance with clauses 3.10 – 3.12.

4.12 If the Chief Executive considers the member does not have a good reason to access the information, the Chief Executive should ensure that the request is subsequently considered by the Council in accordance with LGOIMA. In these circumstances, the request must be treated by the Council as having been made under LGOIMA on the date that it was first made to the Chief Executive.

Challenging a decision of the Chief Executive

4.13 If any elected member is dissatisfied with a decision of the Chief Executive under this protocol, the elected member may refer the matter to a meeting of the Audit & Risk Committee.

4.14 To make such a reference, the elected member may ask that the Chief Executive place the matter on the agenda of the Audit & Risk Committee. Such a request must comply with clauses 2.52, 2.54 and 2.57 of the Audit & Risk Committee’s Standing Orders, as if the request were a notice of motion.

4.15 Once a matter is referred to the Audit & Risk Committee, the Audit & Risk Committee may resolve to either:
DRAFT

(a) confirm the Chief Executive’s decision; or
(b) quash and remake the Chief Executive’s decision.

4.16 The Audit & Risk Committee must make its decision in a manner that is transparent and impartial, and must take into account the purposes of this protocol as set out in clause 1.

4.17 The decision of the Audit & Risk Committee is final.

5 Duty to maintain confidence

5.1 Elected members have a legal duty to maintain the confidentiality of any confidential Council information that is provided to them.

5.2 A failure to maintain the confidentiality of such information is a breach of this protocol and of the elected members’ Code of Conduct.
C. **Election year policy**

1. **Summary**

1.1 In an election year, elected members standing for re-election “wear two hats”. They continue to make the decisions of the Auckland Council and, as candidates, campaign for re-election.

1.2 If an incumbent elected member is standing for re-election, he or she must clearly and transparently differentiate between council ‘business as usual’ and campaigning for re-election. This policy will assist elected members to manage this important distinction, particularly during any year in which a local government election is held.

1.3 Resources owned by the Auckland Council and made available to elected members should only be used for Auckland Council purposes. This applies at all times.

1.4 During an election year, the use of council resources for re-election purposes is unacceptable and possibly unlawful.

1.5 This policy is based on guidance from the Auditor General.\(^7\).

2. **Who does this policy apply to?**

2.1 The policy applies to all Auckland Council elected members and advisory panel members.

2.2 The Independent Māori Statutory Board (IMSAB) and the boards of Council-Controlled Organisations are requested to note the relevant principles in this policy and apply them, as appropriate, to their boards.

3. **Complaints about potential breaches of this policy**

3.1 Complaints about potential breaches of this policy must be made in writing to Auckland Council’s chief executive who will consider each complaint on a case by case basis with reference to this and other relevant policies.

3.2 Complaints about the conduct of the elections are made to the electoral officer. If any complaint involves the use of council resources the electoral officer will bring the complaint to the attention of the chief executive.\(^8\).

4. **Principles**

4.1 This policy is based on two complementary principles:

*Principle 1: Resources owned by the Auckland Council and made available to elected members should only be used for Auckland Council purposes.*

---

\(^7\) “Good Practice for Managing Public Communications by Local Authorities” (Office of the Auditor-General).

\(^8\) Auckland Council Code of Conduct: Elected Members, para 7.9.3.
This applies at all times, not just during an election year.

**Principle 2: The use of council resources for re-election purposes is unacceptable and possibly unlawful.**

4.2 This is consistent with the Auditor-General’s good practice guide and is specific to election year.

4.3 Elected members standing for re-election should clearly and transparently differentiate between council ‘business as usual’ and campaigning for re-election.

5 **General business of council continues during pre-election period**

5.1 The normal business of council continues during an election year, including during the pre-election period and elected members continue to have the right and responsibility to govern and make decisions.

5.2 During the pre-election period a heightened level of media and public scrutiny about council’s decisions and business can be expected. To assist elected members and council staff during this period, the governing body and each local board may choose to adopt certain limited restraints on business as usual. For example:

- as far as is reasonably possible, make significant decisions and provide direction to officers on any major issues prior to the pre-election period
- decide not to make major policy decisions or changes which will significantly impact on the incoming council during the pre-election period.

5.3 Choosing to adopt limited restraints on normal business during the pre-election period assists elected members and employees to manage any potential confusion which may occur between council’s business as usual and candidates’ campaign manifests.

5.4 It is important to note that not all decisions should, or can, be made prior to the start of the pre-election period. The general principle is that business can continue as normal.

6 **Use of council resources**

6.1 If a sitting elected member is seeking re-election a clear and transparent distinction will be made between that member’s business-as-usual activities and the member’s campaigning activities.

6.2 Elected members can use council resources and technology only in their capacity as an elected member of Auckland Council and should use their own resources and technology in their capacity as an election candidate.

6.3 Council’s policy on the use of technology may allow limited personal use of council resources such as mobile phones, by elected members on the basis of reimbursing the council for any actual cost to the council.

6.4 In an election, the council does not supply any candidate with technology resources. Having access to a council resource could create an electoral advantage, regardless of

---

Principle 12, “Good Practice for Managing Public Communications by Local Authorities” (Office of the Auditor-General).

---

Review of the Code of Conduct
whether there is an actual cost to the council. All candidates, including sitting members, should use their own resources for electioneering.

6.5 Mileage allowances will not be paid for any travel relating to electioneering\textsuperscript{13}.

7 Use of mayoral resources

7.1 Council resources provided for mayoral use should not be used for any electioneering activities associated with any candidate.

7.2 If an incumbent mayor is seeking re-election a clear and transparent distinction will be made between that mayor’s business-as-usual activities and the mayor’s campaigning activities. An incumbent mayor seeking re-election will establish a separate office, with separate staff, for any campaigning activities.

7.3 The incumbent mayor’s office will establish systems and protocols to ensure that any information or other requests from the public, media, other elected members or council employees during the pre-election period are identified as either business as usual or campaign related and to ensure that these are kept separate and responded to appropriately.

8 Elected members correspondence

8.1 During the pre-election period normal day-to-day elected members’ official correspondence with their constituents on appropriate matters should not be inconsistent with the general principle that Auckland Council must not promote, nor be perceived to promote, the re-election prospects of a sitting member or any candidate for election.

8.2 Correspondence relating to any sitting member’s campaign for re-election should not utilise an Auckland Council email address, Auckland Council stationery or Auckland Council business card.

8.3 Business cards will not be renewed during the pre-election period.

9 Council communications

9.1 The use of Auckland Council communication resources for re-election purposes is unacceptable and may be unlawful\textsuperscript{11}.

9.2 Criticism of an elected member or candidate for election by a sitting elected member is unacceptable in any council-funded communication.

9.3 Criticism of decisions of the governing body by any local board; criticism of decisions of any local board by the governing body; and criticism of decisions of any local board by another local board is unacceptable in any council-funded communication.

9.4 Auckland Council’s Communications Policy and the policies referred to in that document apply at all times.

\textsuperscript{10} Elected Members Expense Policy 1 October 2014, v 2.2 para 57.

\textsuperscript{11} Principle 12, “Good Practice for Managing Public Communications by Local Authorities” (Office of the Auditor-General). An intent of this section is to avoid elected members who are candidates using council funded communications as part of their campaign, whereas other candidates have to use their own resources.
9.5 Particular care will be exercised in the use of council resources for communications to ensure that they do not unreasonably raise, or could have the effect of unreasonably raising, the personal profile of any elected member or candidate for election in the community. This will include careful consideration of the tone, content and style of any communication to ensure that it is factual, accurate, complete, fairly expressed, and politically neutral.

9.6 During the pre-election period, the following communications must be authorised by Auckland Council’s chief executive, or his or her delegate:

- Council-funded communications
- communications by or about elected members, in their capacities as spokespersons for council
- events and speaking invitations.

9.7 Council-funded communications will include reference to the relevant council decision to which they relate. Communications from the mayor’s office will include reference to the relevant council decision to which they relate where such a resolution exists.

9.8 Photographs of elected members and content authored by elected members in council publications and advertising will be suspended during the pre-election period.  

10 Council support staff for elected members

10.1 Councillor Support Advisors provide dedicated support to councillors and Local Board Services staff provide dedicated support to local board members through local board offices. Such support continues for the purpose of assisting elected members to fulfil their responsibilities in conducting the business of Auckland Council.

10.2 Support staff will not provide any assistance relating to electioneering activities.

11 Neutrality of public servants

11.1 A major characteristic of New Zealand’s constitutional arrangements is that public servants are apolitical. This applies to public servants in local and central government.

11.2 Having a heightened awareness of the need for public servants to be seen to act with political neutrality does not mean the work of council is disrupted. All staff continue to support elected members in performing their role.

11.3 It does mean however, that during an election year and particularly during the pre-election period, additional care must be taken to ensure that activities are not seen, in any way, to support or preference one candidate over another.

11.4 This is particularly important with respect to activities such as media relations, advertising campaigns, responding to Local Government Official Information and Meetings Act 1987 requests, interaction with electoral candidates, public speaking engagements, appointment processes, programme and strategy launches and promotions, and the release of discussion documents.

---

12 Statutory requirements for communications, such as the requirement to publish an Annual Report, will be managed to ensure existing members do not receive an electoral advantage. See para 4.32 “Good Practice for Managing Public Communications by Local Authorities”, Auditor-General.
11.5 The chief executive is responsible for setting appropriate election year protocols for staff.

12 Definitions

12.1 Council resources means: council’s human resources; budgets; and council-owned, or controlled, property and other resources; including information technology and telecommunications devices. Auckland Council’s Elected Members Technology Policy applies during the pre-election period.

12.2 Electioneering means activity that relates exclusively to the campaign for the election of a candidate, and occurs solely in the candidate’s capacity as a candidate, and not in his or her capacity as a member of the governing body or local board.\footnote{Adapted from Local Electoral Act 2001 section 104.}

12.3 Pre-election period means the three months prior to election day.\footnote{Local Electoral Act 2001, section 104.}

13 Related policies

13.1 The following policies continue to apply during an election year and should be read in conjunction with this policy:
  * Auckland Council’s Elected Members Code of Conduct Policy
  * Auckland Council’s Elected Members Technology Policy
  * Auckland Council’s Elected Members Expense Policy
  * Auckland Council’s Communications Policy

14 Operational protocols

14.1 This policy may be supplemented by more detailed operational protocols for the mayor’s office, local board members and council employees.
DRAFT

FAQ

1. **What if I receive an election-related call on my council mobile phone?**

   You should use a personal phone for election-related activities. Using a council mobile phone for all election communication is not appropriate. It will require you to list the council mobile phone number as your contact on your campaign material and this is also not appropriate. However, spending five minutes taking the call is not likely to affect the course of the election, give you an electoral advantage or be a cost to the council, but you should advise the caller to use your personal number in the future.

2. **Some of the opportunities that I have for attending to campaign activities occur between meetings at the council. It is not feasible for me to travel home to use my personal computer in order to draft a speech.**

   The underlying principle is that of electoral advantage. The issue is whether, by having access to a computer that you do not have to pay for, you are at an advantage over other candidates. You should use your own resources for election related activity. You may need to carry two laptops during the electoral campaign.

3. **The council provides local boards with Facebook pages. Am I able to make critical comments on these?**

   Yes. During the course of the term, some posts on council-provided Facebook pages are in the name of the local board. Other people may make personal comments and posts. If members continue to make personal comments during the election period, there is no electoral advantage. Any member of the public, including any candidate, has the same opportunity.

4. **What are the key dates for local government elections?**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not less than 28 days before the closing of the roll</td>
<td>Nominations open</td>
</tr>
<tr>
<td>57th day before election day</td>
<td>Nominations close, roll closes</td>
</tr>
<tr>
<td>Three weeks prior to election day</td>
<td>Voting period</td>
</tr>
<tr>
<td>Election day</td>
<td></td>
</tr>
<tr>
<td>Term of office commences</td>
<td>Day after public notice of declaration of results</td>
</tr>
</tbody>
</table>

The pre-election period is three months prior to the election.
D. Communications policy

1 Definition of Communications

1.1 Communications means any communication by an elected member, the council, or an employee or office holder of a council, where:
   - the council meets the cost (wholly or in part), or
   - the person making the communication does so in an official capacity on behalf of the council.

1.2 Communications include:
   - mandatory and discretionary communications
   - communications in the council’s own publications and the news media generally
   - Council-funded advertisements and other forms of publicity
   - electronic (including website, e-mail, texting and social media) and hard copy publication
   - speaking engagements, events and programme launches on behalf of Council
   - communications undertaken for the purpose of research and community consultation and engagement.

1.3 This policy does not apply to communications by elected members using their own resources and making the communication in their personal capacity. Auckland Council’s Code of Conduct for Elected Members applies at all times.

2 Provision of communications

2.1 Auckland Council will fund communications to meet the needs of Auckland’s communities for information about the council’s role and activities.

2.2 Auckland Council’s communications will be consistent with the statutory purpose of local government and any other relevant statutory provisions.

2.3 Auckland Council will fund communications to consult and engage with Auckland’s communities. Auckland Council will provide fair and meaningful opportunities for Aucklanders to communicate their opinions to council to support democratic decision-making.

2.4 Auckland Council’s communications resource and support will be provided to divisions and departments of council to meet the needs of communities for information, consultation and engagement on council’s role and activities.

3 Protocols

3.1 Auckland Council’s communications will reflect decisions from meetings of the governing body, local boards, council committees and CCOs and will support Auckland Council’s strategic direction, brand and reputation.
3.2 Auckland Council’s communications resource and support will be provided to elected representatives on issues where they have a mandated responsibility to communicate on behalf of the council. This may be on behalf of the governing body, a local board or as official council spokesperson for a particular issue.

3.3 In respect of events and speaking engagements, Auckland Council’s communications resource and support will be provided to the relevant elected members according to the scale and nature of the event or speaking invitation.

3.4 Auckland Council’s communications will comply with any applicable council policies and guidelines as to process, authorisation, style and content and be clearly attributed to Auckland Council as the publisher.

3.5 Auckland Council’s chief executive has overall responsibility for decisions on strategies and resourcing for communications in accordance the above and to meet the needs of Auckland communities for information, consultation and engagement on council’s role and activities.

3.6 Auckland Council’s communications will present information in an accurate, complete, fair, and politically neutral manner. Factual and explanatory information will be provided to foster understanding of issues.

3.7 Auckland Council communications will not promote, or be perceived to promote, the re-election prospects or personal profile of a sitting member or candidate for election. The use of council resources for election purposes is unacceptable.

3.8 Criticism of an elected member or candidate for election by an elected member is unacceptable in any council funded communication. Criticism of decisions of the governing body by any local board; criticism of decisions of any local board by the governing body; and criticism of the decisions of any local board by another local board is unacceptable in any council funded communication.

3.9 In any local government election year, the Auckland Council Local Government Election Year Policy will supplement this policy and should be read in conjunction with it.

3.10 The council may adopt other policies, protocols or guidelines that are relevant to the provision of communications and this policy should be read in conjunction with them.

4 Auckland Council’s Council Controlled Organisations

4.1 This policy is provided for the reference of Auckland Council’s substantive Council Controlled Organisations (CCOs). CCO boards are requested to consider adopting a similar policy.

PLACEHOLDER:

Other policies and guidelines that are relevant to communications are being reviewed for their suitability for inclusion here.
E. Media protocols

1 Responding to media

1.1 The media naturally has a keen interest in many aspects of council decision-making and service delivery. To fulfil its role it needs access to accurate, timely information. All elected members will receive approaches from the media for comment and should follow the following protocols:

- The mayor is the first point of contact for the official view of the governing body on any issue. When the mayor is absent matters will be referred to the deputy mayor or relevant committee chair. The mayor can also refer matters to the relevant committee or local board chairs.
- The local board chair (or their delegate) may comment on behalf of the local board in relation to local matters where decision-making, public consultation or advocacy is the responsibility of the local board.
- No other member of the governing body or local board may comment on behalf of the council unless they have first obtained the approval of the mayor or local board chair (depending on whether the matter relates to the governing body or a local board). See Auckland Council’s media policy.

1.2 Elected members may choose to respond immediately to media inquiries and assistance from the council’s communications team is available to ensure that media releases and responses are accurate. The News Media Policy outlines the support available.

1.3 Elected members can express a personal view to the media at any time. It should be made clear, however, that:

- they are not representing the views of the governing body or local board
- statements do not represent the majority view if they are contrary to a governing body or local board decision or council policy
- any media comment made in a personal capacity must also observe other requirements of the Code of Conduct, e.g. not disclosing confidential or legally privileged information, compromising the impartiality or integrity of staff, or denigrating other elected members

1.4 Comments made by members in their personal capacity are not covered by the qualified privilege of those made during business meetings.\(^{15}\)

2 Speeches

2.1 Help is available to elected members speaking on behalf of the council. This support may include drafting speeches or speaking notes. These will present information in a fair and politically neutral manner. Council communications assistance will not promote or be perceived to promote a sitting member’s re-election prospects or personal profile.\(^{16}\)

\(^{15}\) Governance Manual 3.2.14
\(^{16}\) Governance Manual 3.2.14
F. Legislation relevant to the conduct of members

1 Introduction

1.1 This section summarises the core legal requirements that are applicable to elected members.

1.2 In addition to these core legal requirements, there are many other statutes relevant to certain council decisions (for example the Resource Management Act 1991 and the Reserves Act 1977).

2 Local Government Act 2002

2.1 The Local Government Act 2002 (LGA 2002) is the main Act that establishes the general legal framework for all local authorities in New Zealand, including Auckland Council. The LGA 2002 underpins a great deal of what the council does.

2.2 Clauses 14 to 17 of Schedule 7 of the LGA 2002 require elected members to:
- make a declaration before acting as a member;
- comply with a Code of Conduct; and
- abide by Standing Orders.

2.3 The LGA 2002 also imposes a duty on elected members to enable council to perform its various powers and functions in accordance with the statutory purpose of local government, which is:
- to enable democratic local decision-making and action by, and on behalf of, communities; and
- to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

2.4 The LGA 2002 gives the council its power of general competence, which broadly allows the council to make decisions that an ordinary person or body corporate could make, while carrying out the council’s role and purpose, within any statutory limits.

3 Local Government (Auckland Council) Act 2002

3.1 Elected members also make decisions in accordance with the Local Government (Auckland Council) Act 2009 (LGACA) which applies uniquely to Auckland Council. If there is ever any conflict between LGACA and the LGA 2002, LGACA takes precedence.

3.2 LGACA creates Auckland Council as a unitary authority, with decision-making responsibilities shared between the governing body (the mayor and 20 councillors) and 21 local boards.
3.3 The governing body focuses on the region-wide strategic decisions, making the most of the council’s size and ability to deliver regionally. There are some decisions that only the governing body can make, including setting rates, appointing the chief executive, making bylaws or adopting the council’s ten-year budget (the long-term plan).

3.4 The 21 local boards represent their local communities and make decisions on local issues, activities and facilities. Decisions made regionally by the governing body will inevitably have local impacts, and when making decisions, the governing body will consider views and preferences expressed by local boards.

3.5 The governing body and the local boards collectively comprise Auckland Council, and together with council-controlled organisations, comprise the Auckland Council group.

3.6 LGACA also sets out the responsibilities of Auckland Transport, Watercare (as an Auckland water organisation) and the Independent Maori Statutory Board.

4 **Local Authority (Members’ Interests) Act 1968**

4.1 The Local Authorities (Members’ Interests) Act 1968 (LAMIA) deals with financial conflicts of interest.

4.2 It prohibits elected members from taking part in discussion or voting in situations where an elected member has a direct or indirect financial interest, other than an interest in common with the public. LAMIA also provides that an elected member is disqualified from office if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed $25,000 in any financial year.

4.3 The same rules also apply where the member’s spouse, partner, company (depending on shareholding levels or the member’s position in the company) and possibly family trust, contracts with the authority or has a financial interest.

4.4 In some cases the Office of the Auditor-General can consider providing an exemption to an elected member so he or she may participate in a decision in which they have a financial interest or enter into a contract with the council valued at over $25,000.

4.5 Failure comply with LAMIA could result in an elected member being prosecuted and disqualified from office.

4.6 For advice on compliance with LAMIA, elected members should review the Office of the Auditor General Guidance for members of local authorities about the LAMIA and/ or seek advice from the Office of the Auditor General or independent legal advice.

5 **Local Government Official Information and Meetings Act 1987 (LGOIMA)**

5.1 The Local Government Official Information and Meetings Act 1987 (LGOIMA) determines how council meetings are conducted (including in relation to excluding the public from meetings), and how the council uses and releases the information that it holds.

5.2 LGOIMA provides for:

- access by the public to information held by the council, with limited grounds on which the council can decline a request;
transparency and accountability in decision-making through providing for public admission to meetings of local authorities (unless there is good reason to restrict public access for a particular agenda item or items);

- establishment of procedures for the achievement of these purposes; and

- a process for members of the public to complain to the Ombudsman if they are dissatisfied with the council’s response to a LGCIMA request.

6 Health and Safety at Work Act 2015

6.1 The purpose of the Health and Safety at Work Act 2015 (HSAW Act) is to protect the health and safety of workers at their workplaces. It sets out key health and safety duties for the council and for people in positions of leadership, influence, or responsibility in the workplace and for workers and for other people. The HSAW Act sets out some compulsory health and safety requirements, and creates offences and penalties for failing to meet those requirements.

Due diligence

6.2 Elected members have a personal and individual duty of due diligence to ensure that the council complies with its obligations under the HSAW Act. This is analogous to what might be expected of a company director with a company’s financial statements. An elected member cannot delegate the exercise of this duty to anyone else. There are six aspects to the due diligence duty:

- to be familiar and keep up to date with health and safety knowledge and matters for the council;
- understand the council’s operations and the associated hazards and risks;
- ensure that the council has appropriate resourcing and processes to eliminate or minimise risks to health and safety;
- ensure the council has appropriate processes for receiving and considering information regarding incidents, hazards, and risk and for responding to the information in a timely way;
- ensure the council has and implements processes for complying with its duties; and
- verify the provision and use of resources and processes through reviews and audits.

6.3 Staff support elected members to comply with their duty of due diligence. Part of that support includes training and regular health and safety information reporting at governing body committee meetings and local board meetings.

7 Secret Commissions Act 1910

7.1 Under the Secret Commissions Act 1910 it is unlawful for an elected member (or officer) to take bribes, or to use their position for improper gain. If convicted of any offence under this Act a person can be imprisoned for up to 2 years or fined up to $1,000, or both, and the member would be disqualified from office.
8 Crimes Act 1961

8.1 Under the Crimes Act 1961 it is unlawful for an elected member (or officer) to:
- corruptly seek or accept a bribe or reward (for himself or herself or for anyone else) for doing, or not doing, something in his or her official capacity as an elected member; or
- use information gained in the course of his or her duties for his or her, or another person’s, monetary gain or advantage.

8.2 These offences are punishable by a term of imprisonment of 7 years or more, and would result in the member being disqualified from office.

9 Financial Markets Conduct Act 2013

9.1 The Financial Markets Conduct Act 2013 (FMC Act) aims to promote a fair, efficient and transparent financial market. It imposes a number of responsibilities on those who offer, deal and trade in financial products (including bonds issued by the council), especially in relation to what sort of information must be provided to potential investors when investment offers are made. An elected member may be personally liable when approving council documents relating to offers of securities if the documents contain false and materially misleading statements and the member knew this, or was reckless in approving any such documents.

9.2 The FMC Act places limits on elected members using confidential information relating to certain proposed council transactions. For example, where council debt securities are listed on a registered stock exchange, then elected members cannot use (or benefit from) information that is not generally available to the public. This applies to the council’s bonds listed on the NZX Debt Market. Elected members must consider the risks of insider trading and the failure to disclose relevant interests in the council’s bonds. Failure to comply with the FMC Act could lead to a criminal conviction, and therefore disqualification from office.

10 Public law decision-making principles

10.1 There are public law principles that elected members must keep in mind when making decisions. These principles are enforced by the High Court by way of judicial review. Broadly, public decision-makers are required to act lawfully, fairly, and reasonably.

10.2 The concept of acting lawfully includes:
- having the necessary power to make the decision;
- acting in accordance with the purpose of the power being exercised, and within the scope of the discretion granted to the decision-maker;
- taking into account all relevant considerations and ignoring any irrelevant considerations; and
- exercising independent judgement in making the decision rather than “rubber-stamping” the recommendation of another person.

10.3 The concept of acting fairly includes:
- ensuring a proper process is followed, including consulting where appropriate;
- being unbiased and free from conflicts of interest;
DRAFT

- fairly considering all relevant views put forward and not predetermining the decision (that is, making a decision before considering all relevant views or considerations);
- complying with the public’s legitimate expectations (for example, keeping a promise to do something in a particular way that has been relied on); and
- complying with any applicable principles of natural justice.

10.4 The concept of acting reasonably includes:
- ensuring the decision is rational, based on legitimate reasons and is one that a reasonable decision-maker could make; and
- ensuring the decision is proportionate to the purpose being served by the decision.

11 Council decision-making requirements

11.1 The LGA 2002 and LGACCA set out the basic procedural decision-making requirements applying to council decision-making. For each decision, the governing body and local boards can decide how to fulfill these requirements. The more significant a decision is, the stricter the compliance should be.

11.2 These requirements are (in summary):
- to identify all reasonably practicable options for achieving the decision’s purpose and assess the advantages and disadvantages;
- to consider the views and preferences of people likely to be affected by, or have an interest in, the decision (this does not require the council to undertake consultation);
- to conduct any consultation in accordance with the principles outlined in the legislation;
- to identify any significant inconsistency between the decision and any of the council’s policies or plans, and to provide reasons for the inconsistency;
- to establish processes to provide opportunities for Macri to contribute to decision-making, including providing relevant information for that purpose;
- for the governing body to consider the views and preferences of local boards if the decision may affect their responsibilities or operation or the well-being of their communities; and
- for local boards to cooperate with each other when the interests of their areas are better served by doing so.

12 Personal liability of elected members

12.1 Members of the council (including local board members and appointees to council committees or other subordinate decision-making bodies) are indemnified by the council for the following:
- costs and damages for any civil liability, as long as the member was acting in good faith and was carrying out responsibilities or powers of the council (or relevant committee or other subordinate decision-making body); and
- costs arising from any successfully defended criminal action relating to acts or omissions in his or her capacity as a member.

Personal liability for losses incurred

12.2 Elected members may be liable (jointly and separately) for the losses of the council where the governing body or local board has:
• unlawfully spent money;
• unlawfully sold or disposed of an asset;
• unlawfully incurred a liability; and/or
• intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

12.3 Members are only liable for these types of losses if the Auditor-General issues a report on the loss to the Minister of Local Government.

12.4 An elected member will have a defence (and will not be liable) if they can prove the act (or failure to act) that resulted in the loss occurred:
• without their knowledge;
• with their knowledge but against their protests made at or before the time when the loss occurred;
• contrary to the manner in which they voted on the issue at a meeting; or
• in circumstances where they acted in good faith and relied on reports, information, or professional / expert advice given by a council staff member or a professional adviser or expert on matters that the elected members reasonably believed were within the person’s competency.

12.5 A local board member can be liable only in respect of a matter that is the responsibility of their local board.
External documents

G. Governance roles and responsibilities\(^{17}\)

1. Mayor of Auckland

1.1 The mayor is responsible for articulating and promoting a vision for Auckland, and providing leadership to achieve this vision. Auckland’s mayoral role also involves:
   - leading the development of region-wide council plans, policies and budgets (including the annual plan and long-term plan)
   - ensuring effective engagement between Auckland Council and the people of Auckland
   - appointing the deputy mayor
   - establishing committees of the governing body and appointing the chairperson for each of those committees. (The mayor is a member of the governing body and each of its committees).

1.2 The mayor is supported by the mayoral office and has a budget allocated for this.

2. Role of governing body

2.1 The governing body comprises the mayor and 20 councillors elected by voters from the 13wards they represent. It focuses on the big picture and Auckland-wide strategic decisions.

2.2 Section 17 of the Local Government (Auckland Council) Act 2002 requires the governing body to allocate decision-making responsibilities for non-regulatory activity to either the governing body or local boards.

2.3 The role of the governing body includes:
   - making decisions on Auckland-wide activities (such as regional facilities and events)
   - regulatory activities of Auckland Council (such as the Unitary Plan, resource and building consents, and bylaws)
   - setting regional strategies, policies and plans (such as the Auckland Plan, Auckland’s Economic Development Strategy, and the Waste Management and Minimisation Plan)
   - emergency management, including rural fire services.
   - ensuring compliance with the financial management requirements of the Local Government Act 2002 (including the annual plan, the long-term plan, financial policies and rating)
   - buying and selling assets
   - governance of council-controlled organisations (CCOs)
   - appointing the chief executive
   - setting transport objectives and transport funding for Auckland.

\(^{17}\) From the Elected Member Handbook published through Kura Kawana
3  Role of local boards

3.1 The 21 local boards represent the communities of Auckland, with between five and nine members elected to each board. They are responsible for decision-making on local issues, activities and services, and provide input into regional strategies, policies and plans.

3.2 Local boards also:
- adopt local board plans every three years in consultation with their communities
- agree annual local board agreements (with the governing body)
- agree and oversee annual work programmes
- engage with and represent their communities.

4  Role of elected members

4.1 Elected members have different roles and responsibilities. They are elected to represent communities in their area and make decisions for and on behalf of those communities. In practice, this can include dealing with queries and issues from constituents, exploring the impacts of a particular proposal, developing policy and plans, reviewing council decisions, working with other elected members, chairing committees, representing the council’s view to central government, engaging with the public, iwi, other stakeholders, making decisions on the use of council land, and agreeing on budgets and council priorities.

4.2 Members are active within the communities they represent. This includes belonging to community organisations and owning property. When making decisions as elected members, they must take care that they are acting, and are perceived to be acting, in the interests of their community and the public, not their own interests.18

4.3 Elected members have two key roles, and at times they will need to carefully balance these:
- as a member of the governing body or local board - making decisions on a range of matters
- as a representative of the community - elected members represent Auckland’s diverse communities as a region and in local board areas.

Role of councillors

4.4 The following provides an outline of the councillor role.19
- Provide regional strategic leadership and direction
- Make decisions on regional matters that take into account social, cultural, environmental and economic matters for the benefit of all Aucklanders, both now and in the future
- Make financially responsible decisions that ensure Auckland Council has a sound financial future
- Act in the interests of the whole region while at the same time representing their ward. Where there is a conflict, the Councillor is required to act in the best interests of the region, which is what Councillors promise to do when they make their statutory declarations.

---

18 Governance Manual 3.1
19 All the following is from Kura Kāwana, September 2017
• Work collaboratively with other councillors, the mayor’s office, the local boards, the Independent Māori Statutory Board and the advisory panels and create a strong working relationship with council’s executive leadership team and the council-controlled organisation executive teams and board members
• Engage with communities, be aware of and interested in ward issues, including attend local events, meetings and local board meetings and respond to requests from constituents

Role of the committee chair

4.5 In addition to the above
• Provide leadership and inspire the committee to achieve its priorities
• Encourage an environment of collaboration and respectful debate
• Represent the committee, and the wider Auckland Council, on the committee’s work
• Develop a strong working relationship with key stakeholders and senior council staff
• Chair committee meetings efficiently and in accordance with standing orders, terms of reference, and the elected members’ code of conduct
• Promote and support the principles of good governance
• Ensure committee members understand what is expected of them, monitor their performance and hold them to account (noting that the Mayor plays this leadership role for the governing body as a whole)

Role of local board members

4.6 The following provides an outline of the local board member’s role:
• Provide civic leadership locally; make a positive difference to communities and shape local places
• Make decisions without bias on local matters, for the benefit of the whole community (not just particular groups) and for both current and future generations
• Work with the community to set local direction and deliver priorities
• Provide views to the governing body to inform their regional decisions, including input to regional strategies, policies and plans
• Build relationships and work collaboratively with other local boards, the governing body and the mayor, and with the council family, including council staff and council-controlled organisations
• Promote strong, resilient and engaged communities; develop relationships and work with the local communities, including mana whenua, mataawaka and the range of people, groups, organisations and businesses in the area.

Role of the local board chair and deputy chair

4.7 The chair and deputy chair collectively form the leadership team for the local board.

4.8 In addition to the local board member role, the local board chair has the following roles:
• Provide strong leadership and inspire the local board
• Build and maintain relationships to develop a collegial local board that is able to work effectively together and reach consensus to deliver the local board’s vision and priorities
• Be accountable for the local board relationship with iwi (chief-to-chief)
- Develop a strong working relationship with key stakeholders and senior council staff.
- Chair local board meetings effectively abiding by standing orders and the code of conduct.
- Represent the local board, and the wider Auckland Council as appropriate, including in a civic and community role (such as citizenship ceremonies) and as the spokesperson to the media.
- Promote and support the principles of good governance.
- Work with the governing body and council committees to provide local board input to regional decisions and to regional strategies, policies and plans.
- Ensure local board members understand what is expected of them, monitor their performance and hold them to account.

4.9 In addition to the local board member role, the local board deputy chair has the following roles:
- Assume leadership responsibility for chairing local board meetings and workshops (in the absence of the Chair, or as agreed with the Chair).
- Work with the Chair to provide strong and inspiring leadership to the local board.
- Promote the principles and processes of good governance and decision-making.
- Share the leadership responsibility for representing the local board at civic, community and council events and with the media (in the absence of the Chair, or as agreed with the Chair).
- Undertake specific decision-making roles and activities as delegated by the local board.

5 Protocols for working together

Respecting each other’s roles and the Auckland Council governance model

5.1 All elected members are the unified face of the council in public and celebrate local and regional successes together. Governing body members and local board members respect the roles that each undertakes within the shared governance arrangement and maximise opportunities to build relationships and work together where appropriate.

5.2 All elected members accept that local board and governing body decisions are decisions of Auckland Council, and will only make decisions on matters that are within their respective decision-making responsibilities.

5.3 Elected members agree meeting procedures and give each other opportunities to speak and give input at each other’s meetings, we acknowledge and respect each other when attending meetings. Joint workshops, working parties and briefings between governing body and local board members are encouraged.

5.4 Elected members are well informed of and are open about issues with each other. They keep each other in the loop on relevant constituent issues for information and as a matter of courtesy. To better inform regional decision-making, local board members support governing body members to engage with local communities and learn about areas of the region other than their ward.

5.5 Elected members earn community respect by showing respect to each other in public and engaging with the community together, including sending joint communications where possible.
Social media

5.6 Elected members respect one another and the council on social media and only post what they would be prepared to say face-to-face to one another. Elected members are free to express their personal views. However, when stating a personal view, they must be clear that it is not council policy.

5.7 When publishing on social media, elected members think of the impact and consequences before publishing, focus on issues rather than personalities and use facts. They show respect to each other by deleting or responding with moderation to inappropriate posts made about each other on the pages or channels that they administer.

6 Engaging with the public

6.1 Traditionally members interact with the public in two ways:

- Governance decision-making - many governance decisions require consideration of the views of those affected or interested in the decision. This can include giving the public the opportunity to comment on council proposals and ensuring those comments are carefully considered prior to a decision being taken. More detail on how the council consults its communities can be found in the Significance and Engagement Policy. See also Section 10: How council decisions are made.

- Constituency role - members of the public are free to contact an elected member with questions, queries or complaints. Depending on the issue, the public could contact a local board member, a ward councillor or the mayor. In general, if an issue is purely local it is best to approach a local board member; if an issue is of regional consequence it may be more appropriate to approach a ward councillor or the mayor.

6.2 Elected members should act in a manner that encourages and values community involvement in local democracy [1].

6.3 The mayor has an important statutory role in leading council engagement with the public. In addition to the role shared with all other elected members, the mayor is charged with ensuring there is effective engagement between the council and the people of Auckland (including those too young to vote, of different ethnicities, cultures, interests and location) [2].

6.4 Local boards have a statutory role to engage with their communities as part of their role to make decisions on local matters, provide local leadership and support strong local communities [3][20].

H. Working with staff

1 Role of the chief executive

1.1 The Local Government Act requires the governing body to appoint a chief executive and cannot delegate the decision to a smaller group. The chief executive is the only employee directly appointed by the governing body. All other employees are appointed by the chief executive [1].

1.2 Elected members need to be aware that their position can come across to junior staff members as having more power than they individually possess [2]. As governors, elected members should interact mainly with senior staff or designated staff providing them with advice or support.

1.3 A healthy and productive relationship between governance and management, and between decision-making by elected representatives and operational activity, is essential to an authority’s effectiveness. Problems in this relationship can have a significant effect on all levels of the organisation [23].

1.4 The chief executive, who is appointed and employed by the governing body, is responsible for employing council staff, implementing governing body and local board decisions, and providing advice to the governing body and local boards.

1.5 Elected members and the chief executive need to have a clear and shared understanding of their different roles and responsibilities. In broad terms, the elected members have a governance role and the chief executive is responsible for managing the organisation and implementing governance decisions. However, in practice it is not always easy to identify where the line falls.

1.6 The Auditor-General has commented on the difference between local authority governance and operational roles:

"[Having a] representational role and connection with the community is part of the role of an elected member, but so is the responsibility for steering and governing a substantial organisation with complex responsibilities."

"The governance role is about maintaining the broad view. It is about setting direction and policy, making significant decisions, testing advice to ensure that it is sound, monitoring the activities of management to ensure that what is being implemented will achieve the objectives, keeping an eye on risks of all kinds, and safeguarding the overall quality of the relationship between a council and its community. When members of a governing body become too involved in operational matters, the risk is that nobody maintains the broad view for the organisation and checks that the overall direction is still appropriate..."

1.7 Elected members should not play too limited a role or leave too much to managers, nor should they get too involved in day-to-day managing. Both situations create risks [21].

[21] From the Elected Member Handbook published through Kura Kawana
[22] Governance Manual 3.2.8
[23] Governance Manual 3.2.9
2 Our Charter

2.1 The chief executive and the executive leadership team have adopted a charter, “Our Charter”, which forms a basis for staff conduct.

2.2 Our Charter consists of six principles:
- We honour te Tiriti o Waitangi
- We make this a great place to work
- We look after our money and assets
- We look after people we serve
- We look after our information
- We look after our safety and wellbeing

2.3 The charter’s principles have associated guidelines which provide more detail.

2.4 “Our Charter” has been adopted in a context of “Speaking Up”. Speaking up is:
- asking for advice
- asking questions
- suggesting improvement
- sharing a concern
- reporting wrongdoing.

2.5 Staff are expected to speak up about any observed wrong-doing.
I. Expenses policy

AUCKLAND COUNCIL

ELECTED MEMBERS' EXPENSE POLICY

November 2016

Adopted by the Governing Body on 10 November 2016 (GB/2016/252)
Approved by the Remuneration Authority on 29 November 2016

V 1.1
Version control

V1.0 – Presented to the Governing Body on 10 November 2016.

V1.1 – Adopted by the Governing Body on 10 November 2016. Amended from V1.0 to reflect minor changes requested at the Governing Body meeting in sections 5.3, 5.6, 5.10, 5.11 and 8.3.

– Approved by the Remuneration Authority on 29 November 2016
Table of contents
1. Purpose and scope ................................................................. 47
2. Overarching principles ........................................................ 48
3. Allowances and benefits ....................................................... 48
   General provisions ......................................................... 48
   Communication technology .............................................. 49
4. Travel rules and processes .................................................. 49
   Booking travel .................................................................. 49
   Travelling and mixing business and private travel ................. 49
5. Land and sea transport ......................................................... 50
   Parking at home office ..................................................... 50
   Travel around Auckland ................................................... 50
   Taxis and rental cars ....................................................... 50
6. Air travel ........................................................................... 51
7. Accommodation .................................................................. 51
8. Travel expenses .................................................................. 52
   Travel expenses reimbursed .............................................. 52
   Travel expenses not reimbursed ........................................ 54
   Other international travel expenses ................................. 54
   Upgrades ........................................................................ 54
9. Travel insurance .................................................................. 54
   Coverage ......................................................................... 54
   Provisions for pre-existing medical conditions .................. 55
   Claims procedure ............................................................. 55
10. Professional development programmes and conferences .... 55
11. Catering, hospitality and entertainment ............................. 56
    Principles ........................................................................ 56
    Catering ......................................................................... 56
    Civic receptions/functions and official delegations .............. 56
    Hosting official visitors ................................................... 57
    Flowers and gifts ............................................................. 57
12. Approval process ............................................................... 57
<table>
<thead>
<tr>
<th>Item 21</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval for domestic travel and domestic expense claims</td>
<td>57</td>
</tr>
<tr>
<td>Approval for international travel</td>
<td>58</td>
</tr>
<tr>
<td>Approval of expense claims post international travel</td>
<td>59</td>
</tr>
<tr>
<td>Claiming expenses</td>
<td>59</td>
</tr>
<tr>
<td>13. Breach of expense and reimbursement rules</td>
<td>59</td>
</tr>
</tbody>
</table>
1 Purpose and scope

1.1 The purpose of this policy is to:

- identify elected members’ allowances and entitlements
- explain the approval process for reimbursement of expenses incurred by elected members whilst undertaking their duties.

1.2 Auckland Council’s Democracy Services Department administers this policy. For queries on the policy please contact:

Jo Iles
Business Hub Manager
Democracy Services
MOB: 027 207 0893
jo.iles@aucklandcouncil.govt.nz

1.3 Other Auckland Council documents containing information relevant to this policy include the:

- elected members’ code of conduct
- elected members’ technology policy
- catering policy
- fleet vehicle policy.

1.4 This policy may be reviewed regularly and is current until superseded.
2 Overarching principles

2.1 The guiding principles for expenditures are those contained in the Office of the Controller and Auditor-General good practice guide “Controlling sensitive expenditure: Guidelines for public entities”. The expenditure should be subject to standards of probity and financial prudence that are to be expected of a public entity and able to withstand public scrutiny, both perceived and actual.

2.2 Elected members may incur expenses while on council business, for which they can be reimbursed. Reimbursement and use of council-supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

2.3 To be reimbursable, expenses must:

- have a justifiable council-related business purpose; council business means representing the council at formal council meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity or electioneering
- be moderate and reasonable having regard to the circumstances, i.e. able to pass the test of being prudent use of ratepayers’ money under public scrutiny
- be actual and justified by an original tax receipt
- be approved by the relevant authoriser
- be within relevant budget provisions
- be presented on the approved Auckland Council claim form and signed as true and correct
- be consistent with the rules set by the Remuneration Authority, who has responsibility under the Local Government Act 2002 to determine remuneration, expense and allowance rules for local authority members

2.4 Transparency and accountability guide the reimbursement of elected members’ expenses. The council’s internal audit work programme includes annual testing of expense claims and allowances paid to elected members and staff. External auditors also regularly review elected members’ expenses. To ensure transparency, Democracy Services publishes elected members’ remuneration, expenses, mobile technology and professional development costs on the council’s website on a quarterly basis. The information is located at:


3 Allowances and benefits

General provisions

3.1 Each year, the Remuneration Authority sets the base remuneration and allowances for all Auckland Council elected members. The Remuneration Authority Determination can be found at:

3.2 The Remuneration Authority has authorised Auckland Council to extend its flu vaccination employee benefit to elected members. Elected members can book this service through the intranet when it is made available to staff every autumn.

3.3 The Remuneration Authority has specified that other staff benefits cannot be provided to elected members.

**Communication technology**

3.4 Members who choose not to take council communication technology may receive the allowances set out in the Remuneration Authority Determination. These will be automatically paid pro rata in the elected members’ fortnightly payment cycle.

3.5 The council will not pay the allowance if an elected member’s private hardware and software are outdated and/or incompatible with Auckland Council’s systems. This is because in this case Auckland Council cannot provide the information and support needed for the elected member to perform his/her duties.

3.6 Rules governing the use of council equipment are set out in the Auckland Council Elected Members’ Technology Policy.

4 **Travel rules and processes**

**Booking travel**

4.1 All travel-related bookings are arranged via Democracy Services or Local Board Services support staff.

4.2 Travel should be booked as far as practical in advance of the actual travel date to enable best price to be obtained.

**Travelling and mixing business and private travel**

4.3 The council will pay for the Mayor’s partner to accompany the Mayor when his/her partner is also taking part in council business.

4.4 The council will not pay for any other elected member’s partner or family member to accompany them on council-related travel.

4.5 Democracy Services and Local Board Services support staff can arrange bookings for family members of an elected member if they are travelling together provided a personal credit card is given for payment at the time of booking.

4.6 Elected members can have a stop-over or undertake private travel before, during or at the end of travel paid for by the council provided there is no additional cost to the council. They can also vary their route for private travel at their own expense. They must pay the cost of any private travel before travel is undertaken.

4.7 If the duration of the business trip extends over a weekend, elected members may return home for the weekend, provided the cost of doing so is less than the cost of staying.
5 Land and sea transport

5.1 In accordance with the Remuneration Authority determination the Mayor can be provided with a vehicle for full business and private use.

Parking at home office

5.2 Parking is provided at no cost to elected members at their main place of work: for Governing Body members at the Head Office of Auckland Council, for Local Board members at their Local Board office.

Travel around Auckland

5.3 Elected members are expected to use public transport, their private car or council vehicles when on council business, noting that Auckland Council promotes public transport and cycling as the preferred ways of moving around Auckland.

5.4 For public transport, including ferry, elected members are encouraged to use a HOP card, then print their account statement from the HOP card website and highlight any transaction for which they are seeking reimbursement.

5.5 Road tolls and parking fees incurred when on council business will be reimbursed.

5.6 If elected members use their private car, mileage allowances will be reimbursed according to the rules set out in the Remuneration Authority Determination, at the maximum rate. To satisfy the Inland Revenue Department’s requirements, mileage payments are subject to deduction of tax at the appropriate rate.

5.7 Elected members’ use of private vehicles on council business is not covered by the council’s insurance.

5.8 For the avoidance of doubt an elected member is not required to be a member of a committee or sub-committee to claim mileage for attendance.

5.9 Mileage expenses for elected members conducting District Licensing Committee business are subject to the rules for District Licensing Committee members set up by central government.

Taxis and rental cars

5.10 Taxis are not the preferred mode of transport around Auckland because of cost. However, a taxi or a car sharing or pooling scheme can be used for safety/security reasons or if other means of travel are more costly, impractical or an inefficient use of time. If using a taxi or a car sharing or pooling scheme, elected members must pay for the fare and claim the cost, detailing the reason for use.

5.11 A rental or private car can be used by elected members for work-related travel outside the Auckland region if other means of travel are more costly, impractical or an inefficient use of time. The class of the car should be the most economical considering the requirements of the trip (e.g. length of journey, number of passengers).

5.12 Rental cars hired for council business are not to be used for personal travel.
6 Air travel

6.1 Elected members can fly with any airline provided the flight booked is at best value for the council and scheduled to best meet the business needs of the elected member. Flight choice will not be influenced by the elected members’ own airline loyalty memberships.

6.2 All travel is economy class. An elected member can upgrade to business class in instances when he/she will fly more than six hours continuously and will be engaged in council business within 24 hours of arrival. If upgraded, the elected member must not convert the whole, or part of, the ticket into cash or any other benefit and travel on a cheaper ticket class.

6.3 The council will pay one airline club membership for the Mayor and Deputy Mayor given their frequent travel needs. The council will not pay for any other airline frequent flyer or club membership.

7 Accommodation

7.1 Auckland Council is able to procure preferential public sector rates at many New Zealand and Australian hotels. These rates are significantly lower than standard rates offered to business customers and are often lower than rates offered through conference organisers. For this reason all accommodation, including that for conferences must be booked through Democracy Services and Local Board Services support staff.

7.2 Accommodation reserved should be of the standard business range. Staff will advise about options.

7.3 Elected members’ responsibilities include:

- checking the accuracy of the accommodation account when checking out
- signing the account to indicate it is correct
- retaining a copy of the accommodation account for reconciliation purposes.

7.4 When travelling on council business an elected member may stay in private accommodation. When this occurs the elected member can be paid an allowance of NZ$60 including GST per night to cover accommodation, breakfast and dinner expenses. This allowance is intended to be paid to the accommodation provider to cover at least a portion of the costs he/she may incur.

7.5 Elected members sometimes attend evening events as official representatives of Auckland Council. If the event will conclude after 10.30pm and travel back to the elected member’s residence is impractical, the council will reimburse the cost of overnight accommodation at a standard business range hotel or motel.

7.6 Whenever practical the elected member should obtain prior written approval.
8 Travel expenses

Travel expenses reimbursed

8.1 The business-related travel expenses outlined in the table below will be reimbursed by Auckland Council when an elected member is away from his/her home for one night or more.

8.2 Expenses are only payable for days the member is on official business, including a weekend if official business requires this.

8.3 For overseas travel, reimbursable expenses are subject to the daily expense guideline rates for the country of travel. Guideline rates are published on the council intranet. The council uses the guideline rates of Ministry of Foreign Affairs and Trade.
<table>
<thead>
<tr>
<th>Expense</th>
<th>Details</th>
</tr>
</thead>
</table>
| Meals                       | On the basis of actual and moderate expenditure, or according to the daily rates for international travel  
Meal expenses cannot be claimed if:  
- a complimentary meal is provided by an airline  
- a meal is prepaid through an accommodation package (e.g. hotel breakfast)  
- the cost of the meal is included in the cost of a seminar or conference  
- Elected members are entertained by their hosts |
| Entertainment               | Before travel, any anticipated entertainment events must be specified on the travel booking form and must at all times be directly related to council business – see section 11 |
| Alcohol                     | The council will not pay for any alcohol, except for the approved entertainment of third parties – see paragraph 11.9. However such expenditure is regarded as sensitive expenditure and accordingly should be at a moderately-priced level to avoid any perception of lavishness |
| Car parking                 | Airport parking if it is more economical for the elected member to leave his/her car at the airport rather than take a taxi or using car sharing and pooling schemes |
| International driver’s licence fee | If a rental car is used as part of the trip |
| Telephone and data expenses | Short calls home from overseas  
Prudent data usage to access emails and the internet overseas  
Calling from overseas can be expensive from hotels or roaming cell phones and should be kept to a minimum. Democracy Services Business Hub staff will advise on the most cost effective way to call home, which may include a calling card |
| Laundry                     | Actual and required laundry expenses  
- for trips in excess of three days  
- if an accident necessitates it |
| Tips (gratuities) – International travel | In some countries tipping airport baggage handlers, taxi drivers, hotel porters and waiters/waitresses is expected. The council will reimburse moderate tips only where tipping is local custom. It is accepted that the elected member will not have receipts for these, but a record should be kept to accompany any claim |
| Visa and vaccination fees    | If needed for travel to some international countries |
Travel expenses not reimbursed

8.4 The council will not reimburse any of the expenses listed in the table below.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini-bars</td>
<td>Any alcohol items consumed from mini-bars</td>
</tr>
<tr>
<td>Movies</td>
<td>Any in-room movies</td>
</tr>
<tr>
<td>Traffic infringements</td>
<td>Any speeding fines and any other traffic infringement notices incurred while on council business</td>
</tr>
<tr>
<td>Passport application fees</td>
<td>Elected members are responsible for obtaining or renewing their passport and ensuring that it will not expire within six months following the return date of travel</td>
</tr>
</tbody>
</table>

Other international travel expenses

8.5 Elected members undertaking international travel should use their personal credit card and submit an expense claim on their return. However, in countries where credit cards are not widely accepted and cash is needed for incidental expenses (e.g. taxi fares), cash advances can be issued. Support staff from Democracy Services and Local Board Services will coordinate these requests on the elected member’s behalf.

8.6 Cash advances are kept as low as possible to ensure compliance with Auckland Council’s cash handling procedures, which aim to minimise risks of theft and loss. In any event the maximum cash advance cannot exceed the expected total cost of daily meals and incidentals.

8.7 On return all cash advances and foreign exchange must be reconciled within 10 working days. The reconciliation, together with all receipts and unspent cash, should be returned to Democracy Services or Local Board Services support staff.

Upgrades

8.8 If an elected member accepts airline, accommodation or any other upgrades while travelling on council business, he/she must declare them in accordance with the Elected Members’ Code of Conduct.

9 Travel insurance

Coverage

9.1 The council’s travel insurance policy covers all travel in New Zealand and overseas. It covers an elected member who travels to represent the council for periods not exceeding three months, and performs ‘low risk’ work activities such as marketing and representation functions. The insurance also covers the Mayor’s partner if he or she is approved to travel with the Mayor – see paragraph 4.3. Partners accompanying the elected member in a private capacity are not covered.

9.2 The primary travel purpose must be council business. The travel insurance extends to provide cover for normal tourist and holiday activities that form part of or are added to the business trip, provided the council business-related portion of the travel is substantially larger than the portion allocated to personal or holiday activities.
9.3 The travel insurance certificate details the types of cover provided and the monetary limits of the cover. Auckland Council’s travel coordinator can provide detailed information on any aspect of the insurance cover. There is no cover under this travel insurance for any loss or event or liability which is covered under any other insurance policy, Act of Parliament or reciprocal health agreement between governments.

9.4 The council’s insurance policy provides cover for the use of rental cars both in New Zealand and overseas.

**Provisions for pre-existing medical conditions**

9.5 The travel insurance may not provide cover for medical expenses incurred for the treatment of an injury or sickness the traveller is suffering prior to the departure date of travel. Should elected members suffer from a serious condition or be aware of a pre-existing injury or sickness that may necessitate treatment whilst overseas, specific arrangements must be made with the insurer to confirm whether or not cover for treatment will be provided.

**Claims procedure**

9.6 If an event gives rise to a claim, the traveller must immediately follow these steps:

- Do as much as they can to prevent any further loss or expense.
- If the traveller is to be hospitalised, evacuated or repatriated, or has lost their luggage or money, they must contact the "Overseas Emergency Assistance" number provided on their itinerary, advising they are on Auckland Council business.
- As soon as possible after suffering injury or sickness, obtain and follow proper medical advice from a legally-qualified medical practitioner.
- Lodge a claim with the insurance company providing all medical certificates, accounts, receipts and information required by the insurance company to support the claim (original documents must be produced).
- Forward a written claim against any person, party, hotel or transporter who may be legally liable for the loss, injury or sickness.
- Provide full particulars of any claim made against the traveller or Auckland Council by any other person and all legal documents served on the traveller or the council.

**10 Professional development programmes and conferences**

10.1 Auckland Council recognises the need for elected members to broaden their knowledge and experience through specialised development programmes. Any professional development activity paid for by Auckland Council must be relevant to council business. It can include conferences, internal and external courses or workshops. Because related travel and expenditure such as accommodation and meals are classified as sensitive expenditure, the policy aims to balance elected members’ development needs with prudent use of ratepayer funds and to provide transparency and confidence to the public through publication of expenses.

10.2 Auckland Council has developed a professional development programme for its elected members, for which the budget is set annually. The purpose of this programme is to support elected members in the delivery of their governance role. Bookings to attend the activities included in this programme can be arranged via Democracy Services and Local Boards Services support staff without the need for additional approval.
10.3 If an elected member wants to undertake domestic professional development activities outside the council professional development programme for elected members, he/she must make a written request to the General Manager Democracy Services or General Manager Local Board Services for funding from the elected members’ professional development discretionary budget. The request must detail the business benefit, cost and location of the activities, and confirm that the activities comply with the policy principles outlined in section 2.

10.4 Once approved, Democracy Services and Local Board Services support staff will organise the necessary registrations, bookings and payments.

10.5 If the professional development activity requires international travel a business case must be prepared and approved as outlined in paragraph 12.5.

11 Catering, hospitality and entertainment

Principles

11.1 These rules cover expenditure incurred by all elected members on council business while entertaining members of the public, official visitors to Auckland Council, attendance at conferences, workshops, meetings and functions. Entertainment and hospitality can cover a range of items including, but not limited to, tea, coffee and biscuits, catering such as meals and alcohol, and gifts.

11.2 Any expenses claimed for alcohol when entertaining must be moderate and conservative in terms of quantity and price and satisfy the principles set out in paragraph 2.3.

11.3 There may be occasions where the proposed expenditure is not specifically covered by these rules. If this situation arises, elected members must discuss the proposed expenditure with either the General Manager Democracy Services, the General Manager Local Board Services, the Governance Director or the Chief Executive, and obtain written approval prior to entering into any arrangement or incurring expenditure.

Catering

11.4 If there is a justifiable business purpose, catering may be provided for a meeting or event. Catering includes tea and coffee for morning and afternoon tea, and meals if the event or meeting must take place over usual meal times.

11.5 The Auckland Council Catering Policy applies when catering is required for a meeting or event. The policy specifies that all catering within any council premise must be provided by Auckland Council Catering Services, unless it is not practical for them to do so.

11.6 Elected members are welcome to use the council cafes at their personal cost. Catering may be provided in these venues from time to time to support formal meetings and events.

Civic receptions/functions and official delegations

11.7 To minimise costs it is likely most civic events and hosting of official delegations will be held at council premises. Use of the council’s committee and meeting rooms for such events are subject to the approval of either the General Manager Democracy Services, General Manager Local Board Services, Governance Director or Chief Executive.
11.8 Relevant staff will make the arrangements in accordance with these rules on behalf of elected members.

11.9 Serving alcohol may be permissible at some council events. The expenditure on alcohol must be approved by the General Manager Democracy Services or General Manager Local Board Services, after they are satisfied that:

- the costs relating to alcohol are moderate and conservative
- the ratio of alcohol to food is sensible
- the event meets the requirements of the Sale and Supply of Alcohol Act 2012
- the purpose of serving refreshments at the event is to extend hospitality.

11.10 Only the Catering Manager has the authority to purchase alcohol. Alcohol will be supplied at functions and events in accordance with the provisions of the Sale and Supply of Alcohol Act 2012.

Hosting official visitors

11.11 Elected members may occasionally host official visitors. In most circumstances this will be managed via the Global Partnerships or Civic Events teams.

11.12 If an elected member is required to host a guest at a dinner or purchase a gift in recognition of an event, this expenditure can be claimed back and reimbursed provided prior approval has been obtained. For Councillors prior approval is to be obtained from the General Manager Democracy Services. For Local Board Members prior approval is to be obtained from the General Manager Local Board Services or the relevant Relationship Manager.

Flowers and gifts

11.13 Generally council will not contribute to flowers, gifts, gift vouchers or cards for birthdays, weddings, bereavements, births and farewells. The Mayor, Deputy Mayor, Chief Executive, Governance Director, General Manager Democracy Services or General Manager Local Board Services may give prior approval for an elected member’s contribution in specific circumstances.

11.14 When approved, the gifts and expenditure should be moderate and conservative. Whenever possible, the purchase of gifts should reflect sustainable procurement.

12 Approval process

Approval for domestic travel and domestic expense claims

12.1 A business case is not required for routine domestic travel undertaken for council business. Travel is booked as described under section 4.

12.2 Pre-approval may be given for a schedule of travel arrangements on an annual basis. An example is a commitment to attend scheduled Local Government New Zealand meetings in Wellington due to the member’s appointment to the National Council.

12.3 The list of authorised approvers is as follows:
Hibiscus and Bays Local Board
17 October 2018

Attachment B

Item 21

<table>
<thead>
<tr>
<th>Elected member</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>The Chair of a Committee of the Whole</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>The Mayor or the Chair of a Committee of the Whole</td>
</tr>
<tr>
<td>Councillors</td>
<td>The Governance Director or the General Manager Democracy Services</td>
</tr>
<tr>
<td>Local Board Members</td>
<td>The Governance Director or the General Manager Local Board Services</td>
</tr>
</tbody>
</table>

12.4 The relevant staff from the Mayor’s Office, Democracy Services or Local Board Services will check the documentation for completeness and adherence to the policy and then forward it to the relevant approver for sign-off.

**Approval for international travel**

12.5 Activities involving international travel require a business case. Staff can prepare the business case on behalf of the elected member. The business case must outline:

- the purpose of the trip
- who wishes to attend
- why the elected member is an appropriate attendee
- expected benefits
- demonstrated prudent use of ratepayer’s money
- itinerary
- all anticipated costs
- which budgets will meet the costs
- how the outcomes of the trip should be reported back on return (for instance a written summary or a presentation at a political meeting).

12.6 The list of authorised approvers is as follows:

<table>
<thead>
<tr>
<th>Elected member</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>The Chair of a Committee of the Whole</td>
</tr>
<tr>
<td></td>
<td>and the Chief Executive</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>The Mayor or the Chair of a Committee of the Whole</td>
</tr>
<tr>
<td></td>
<td>and the Chief Executive</td>
</tr>
<tr>
<td>Councillors</td>
<td>The Mayor or Deputy Mayor or the Chair of a Committee of the Whole</td>
</tr>
<tr>
<td></td>
<td>and the Chief Executive or Governance Director</td>
</tr>
<tr>
<td>Local board members</td>
<td>If the travel is financed from the local board’s budget:</td>
</tr>
<tr>
<td></td>
<td>The whole local board, by way of a public report and resolution</td>
</tr>
<tr>
<td></td>
<td>and the Chief Executive or Governance Director</td>
</tr>
<tr>
<td></td>
<td>If the travel is financed by Local Board Services or from another central budget:</td>
</tr>
<tr>
<td></td>
<td>The Mayor or Deputy Mayor or the Chair of a Committee of the Whole</td>
</tr>
<tr>
<td></td>
<td>and the Chief Executive or Governance Director</td>
</tr>
</tbody>
</table>
Approval of expense claims post international travel

12.7 If expenses are in line with current policy and the approved business case, the list of authorised approvers is as follows:

<table>
<thead>
<tr>
<th>Elected member</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor and Deputy Mayor</td>
<td>• The Chief Executive or the Governance Director</td>
</tr>
<tr>
<td>Councillors</td>
<td>• The Governance Director or the General Manager Democracy Services</td>
</tr>
<tr>
<td>Local board members</td>
<td>• The Governance Director or the General Manager Local Board Services</td>
</tr>
</tbody>
</table>

12.8 If expenses are outside of these parameters, they need to be approved by the business case approvers - see paragraph 12.6.

Claiming expenses

12.9 All reimbursements to elected members are made via the payroll system. To be reimbursed, elected members must submit their expense claims monthly. Before the end of each financial year Democracy Services will inform all elected members of the cut-off date to submit claims for that financial year.

12.10 For financial reporting and transparency purposes claims need to be accounted for within the financial year that they are incurred, which ends on 30 June. The cut-off date for submitting claims at year end will be early July so that elected members can claim all expenses to 30 June of that financial year.

12.11 On election years, at the end of the electoral term, Democracy Services will inform all elected members of the final cut-off date by which expense claims must be submitted.

12.12 Democracy Services will not accept claims after the cut-off date. If elected members miss the cut-off date they can claim relevant expenses through their tax returns.

13 Breach of expense and reimbursement rules

13.1 If an elected member breaches this policy he/she must reimburse the council for any costs the council may have wrongfully incurred.

13.2 A breach of the policy may lead to an investigation pursuant to the Elected Members’ Code of Conduct.
Hibiscus and Bays Open Space Network Plan - Key Moves

Te take mō te pūrongo / Purpose of the report
1. To approve key moves for the development of the Hibiscus and Bays Open Space Network Plan.

Whakarāpopototanga matua / Executive summary
2. Approval of the key moves will inform the development of an open space network plan, which will provide a foundation for the development of the Hibiscus and Bays Local Parks Management Plan.
3. Staff recommend five key moves that focus on improving the quality of, and access to, open space in Hibiscus and Bays.
4. The plan will assist decision-making and provide a framework for the development of open space over the next 10 years.
5. No additional funding is allocated to implement projects in the plan. The document can be used to advocate for new funding as part of the annual and long-term plan processes.
6. A draft plan will be presented to the local board for adoption in April 2019.

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

a) approve the following key moves to guide the development of the Hibiscus and Bays Open Space Network Plan:
   i) quality parks and open space network
   ii) protecting and enhancing the environment
   iii) inclusive local communities
   iv) creating healthy lifestyles and wellbeing
   v) connecting our communities.

b) note that the Hibiscus and Bays Local Parks Management Plan, currently under development, will draw upon Hibiscus and Bays Open Space Network Plan research, findings and key moves.

Horopaki / Context
7. A 10-year open space network plan is being prepared for the Hibiscus and Bays Local Board area.
8. This plan will inform local board decision-making and expenditure across the park network as the area grows and changes over time.
9. The plan will set out key moves for the development of the open space network. The key moves respond to findings from the current state analysis.
10. A statutory reserve management plan is also being developed concurrently with the open space network plan. The open space network plan will help guide the development of the reserve management plan.
11. Aligning both plans will ensure that the local board takes a coherent and consistent approach to the development, utilization and management of open spaces across the Hibiscus and Bays Local Board area. The local board will also be well-placed to respond to anticipated growth in the area.

Tātaritanga me ngā tohutohu / Analysis and advice

Demographic data

12. Staff researched growth projections, demographic data and the current state of open space in the Hibiscus and Bays area.

13. Hibiscus and Bays population breakdown:

Hibiscus and Bays is one of the least ethnically diverse local boards

- 2 per cent identify as Pacific Islanders
- 6 per cent identify as Māori
- 8 per cent identify as Asian
- 89 per cent identify as New Zealand European.

Hibiscus and Bays has an aging population

- 18.9 per cent of residents are under 15 years of age
- 63.3 per cent of residents are 15 to 64 years of age
- 17.8 per cent of residents are 65 years of age or older.

14. Hibiscus and Bays has a higher than average percentage of people who are over 65 years of age. This increased by 32.2 per cent from 2006.

Hibiscus and Bays has the capacity to grow significantly

15. Hibiscus and Bays is anticipated to have one of the highest rates of population growth compared to other local boards. By 2038 this is anticipated to be 138,800 which is an increase of 47.7 per cent from 2013.

16. The Auckland Unitary Plan will result in the intensification of residential and business development in Hibiscus and Bays. Extensive development is planned in Silverdale and Long Bay.

17. This planned and expected growth will put pressure on existing parks and open space and a range of existing facilities.

Open space provision

18. Staff researched the current state of open space in the Hibiscus and Bays area through desk-top research, user surveys and discussions with key staff members.

19. The analysis has identified the following key points about the existing open space network:

- the network includes 318 council-owned parks covering 1176 hectares of open space
- there is a lack of diversity in the open space experiences across the network.

There are good levels of open space provision, with some gaps in the network

20. Neighbourhood parks provide basic informal recreation and social opportunities within a short walk of people’s homes.

21. There are some gaps in neighbourhood park provision when the Hibiscus and Bays parks network is assessed against the Open Space Provision Policy (2016). These areas are:

- Murrays Bay
- Browns Bay
- Torbay
22. Suburb parks provide a variety of informal recreation and social experiences and will often accommodate organised sports facilities such as sports fields. The main gap in the suburb park network is in the Silverdale census area.

23. Overall, the sports field network across the local board area is expected to meet 100 per cent of competition demand to 2028.

24. There is a shortfall of sports facilities with adequate lighting for training purposes. A current shortfall of 22 hours per week has been noted for football and rugby league. This shortfall is forecast to increase to 77 hours by 2028. This indicates the need to provide more lighting for training fields in Hibiscus and Bays to meet current and projected demand.

25. The Parks Service Assessment 2018, produced by community services, provides further complementary information in the open space network.

**Residents are generally satisfied with open space quality**

26. In 2017, the Parks and Recreation Policy Unit commissioned research to understand how people in the Hibiscus and Bays Local Board area use and regard their local parks. The survey found that 85 per cent of respondents were satisfied or very satisfied with their local neighbourhood parks.

27. People who visit parks in Hibiscus and Bays enjoy a variety of activities, as shown in Figure 1 below.

**Figure 1: Hibiscus and Bays residents’ park activity preferences**

28. The main barriers preventing people from using parks included a lack of time, limited playground equipment, problems with other aspects of the park (for example, paths, toilets, grass, rubbish) and weather-related reasons (bad weather, too hot/limited shade, boggy/flooded in winter).

29. The most common suggestions for improvements across all ages, ethnicities, family structures and incomes included:
— Key Moves

Page 218

- improvements to facilities such as more rubbish bins, toilets and shade
- improvements to playgrounds and activities such as having more equipment or activities for different ages
- better maintenance and servicing such as trimming trees and maintaining walkways.

Residents want more and better recreation facilities

30. The current range of play spaces are of similar design and do not provide for a wide age range. Residents would like to see supporting recreation infrastructure in parks which will encourage greater use.

The Greenways Plan identifies high-priority connections for the network

31. The Hibiscus and Bays Greenways Plan was adopted in 2016. The plan identifies high-priority routes that connect the park network with the existing greenways network. High-priority routes include:
   - Alice Eaves Scenic Reserve to Hatfields Beach and West Hoe Heights
   - Metro Park – Improving the Te Ara Tahuna walking and cycling route
   - Weiti River Esplanade Reserve and establishing a continuous coastal connection
   - Manly Park to Tindalls Bay
   - Fishermans Rock Reserve to Army Bay.

Five key moves are proposed

32. Key moves are developed to inform and analyse the development of options in the open space network plan. They respond to the current state and anticipated growth in the area.

33. Staff engaged with the local board at two workshops to introduce and formulate the key moves.

34. Staff also engaged with mana whenua on the development of the open space network plan in April 2018.

35. The local board has a number of aspirations for the open space network in the Local Board Plan 2017. These aspirations are outlined in Table 1 below.

Table 1: Local board priorities

<table>
<thead>
<tr>
<th>Hibiscus and Bays Local Board priorities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Our community enjoys access to quality parks, reserves and facilities for leisure, sport and recreation</td>
</tr>
<tr>
<td>• Our communities have excellent transport choices</td>
</tr>
<tr>
<td>• Our people are involved and have a strong sense of pride in the look and feel of their local areas</td>
</tr>
<tr>
<td>• A strong local economy.</td>
</tr>
</tbody>
</table>

36. Staff recommend five key moves based on the current state analysis and feedback from the local board. These key moves are summarised in Table 2 below.

Table 2: Key moves and focus areas for action

<table>
<thead>
<tr>
<th>Key move</th>
<th>Focus areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality parks and open space network</td>
<td>• provide and promote a range of open space experiences for the community to play within and enjoy</td>
</tr>
<tr>
<td></td>
<td>• optimise existing open space including coastal and beach locations</td>
</tr>
<tr>
<td></td>
<td>• cater for growth</td>
</tr>
<tr>
<td></td>
<td>• develop distinctive parks.</td>
</tr>
</tbody>
</table>
### Key Moves

<table>
<thead>
<tr>
<th>Focus areas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Protecting and enhancing the environment</td>
<td>• ensure sustainable management of open space</td>
</tr>
<tr>
<td></td>
<td>• manage and improve water quality</td>
</tr>
<tr>
<td></td>
<td>• improve biodiversity.</td>
</tr>
<tr>
<td>Inclusive local communities</td>
<td>• reflect Māori identity, culture and heritage</td>
</tr>
<tr>
<td></td>
<td>• celebrate the community’s diversity and identity</td>
</tr>
<tr>
<td></td>
<td>• respond to the needs of the community equitably.</td>
</tr>
<tr>
<td>Creating healthy lifestyles and wellbeing</td>
<td>• support the community to “get active” and develop healthy lifestyles</td>
</tr>
<tr>
<td></td>
<td>• improve awareness of open space</td>
</tr>
<tr>
<td></td>
<td>• encourage appropriate use of parks and open space.</td>
</tr>
<tr>
<td>Connecting our communities</td>
<td>• improve connectivity between communities, places and recreation opportunities</td>
</tr>
<tr>
<td></td>
<td>• connect people to nature and enhance ecological corridors</td>
</tr>
<tr>
<td></td>
<td>• improve awareness of connections.</td>
</tr>
</tbody>
</table>

37. The key moves will inform the prioritisation of actions that will be included in the final open space network plan.

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

38. Improving the quality of open space will have a positive impact on all local board residents.

39. The following workshops have been held with Hibiscus and Bays Local Board:
   • February 2018 – introduce the open space network plan and process
   • April 2018 – results of open space network community survey
   • June 2018 – identify and discuss the open space network and key moves.

40. Local board approval of the key moves is sought through this report.

Tauākī whakaaweawe Māori / Māori impact statement

41. Data from the 2013 Census shows that the Hibiscus and Bays area has a lower Māori population (6 per cent) than the average population across Auckland (11 per cent).

42. The provision of quality parks and open spaces will facilitate Māori participation in sport and recreation.

43. Sport NZ’s Active NZ 2017 participation study finds that Māori and Pacific adults have lower than average weekly sport and recreation participation and are more likely to participate in competitive sports and activities. However, young Māori spend the most time of other ethnicities in sport participation in any week.

44. Staff engaged with mana whenua in April 2018 to seek their views and values in relation to the open space network in Hibiscus and Bays. These views will be incorporated into the open space network plan.

Ngā ritenga ā-pūtea / Financial implications

45. Actions identified in the plan will need to be accommodated within existing budgets. However, the local board could advocate for additional funding through the annual or Long-term plan processes.
Ngā raru tūpono / Risks

46. There is a low reputational risk that the community has not been actively engaged in the development of the key moves. This risk can be mitigated through public consultation on the local parks management plan and park-by-park developments.

Ngā koringa ā-muri / Next steps

47. Staff will prepare a draft open space network plan using the key moves. The final plan will be reported to the local board in April 2019 along with the local parks management plan.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Paul Clark - Principal Policy Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Andrew Wood - Parks &amp; Rec Policy - Kakariki Team Leader</td>
</tr>
<tr>
<td></td>
<td>Ruth Woodward - Manager Parks &amp; Recreation Policy</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Appointment of alternates to current delegations

File No.: CP2018/19802

Te take mō te pūrongo / Purpose of the report
1. To appoint Hibiscus and Bays local board members as alternates to each of the delegations in place for 2018/2019.

Whakarāpopototanga matua / Executive summary
2. At the beginning of the 2016 – 2019 Triennium local board members agreed to delegate authority to approve minor variations to work programmes or to finalise aspects of approved projects in order to minimise delays and streamline delivery of local initiatives.
3. Generally, the delegations for minor variations to work programmes are revisited annually at the time of approving annual work programmes.
4. A number of delegations also extended to business as usual matters: including approvals for staff to exercise their delegation for minor landowner and landlord approvals, providing input into notification decisions, providing feedback to notified applications and speaking to any feedback at hearings for notified consent and planning applications, and the urgent decision-making process.

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

a) approve an alternate for each of the delegations currently in place.

Horopaki / Context
5. During the 2016-2019 triennium the Hibiscus and Bays Local Board has chosen to follow best practice and have all matters come to the full local board for discussion rather than forming additional committees or portfolios.
6. In order for current work programmes and project delivery to continue without delays, and provide an alternative to obtaining formal approval at a business meeting, a delegation was confirmed to two local board members for each work programme area.
7. There is also a delegation in place for an urgent decision-making process.
8. Details of current delegations that require alternates are listed below:

<table>
<thead>
<tr>
<th>Portfolio</th>
<th>Description</th>
<th>Resolution</th>
<th>Local Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor landowner approvals and landlord approvals including events</td>
<td>To confirm if the matter is minor for staff to exercise their delegation for landowner approvals To approve minor landlord approvals</td>
<td>HB/2016/190</td>
<td>Julia Parfitt -Chairperson Janet Fitzgerald - Deputy Chairperson</td>
</tr>
<tr>
<td>Transport Information Group</td>
<td>Discuss transport issues/projects</td>
<td>HB/2018/190</td>
<td>David Cooper Janet Fitzgerald Julia Parfitt</td>
</tr>
<tr>
<td>Resource consent applications</td>
<td>Input into notification decisions for resource consent applications</td>
<td>HB/2018/190</td>
<td>Gary Holmes Janet Fitzgerald</td>
</tr>
<tr>
<td>Notified Resource Consents</td>
<td>To prepare and submit local board views and speak to those local</td>
<td>HB/2018/55</td>
<td>Gary Holmes or Janet Fitzgerald -Deputy</td>
</tr>
</tbody>
</table>
9. It is proposed to appoint one additional alternate for each delegation to provide cover where there are instances of one of the original delegates being unavailable due to absence or unforeseen circumstances.

Tātaritanga me ngā tohutohu / Analysis and advice

10. Delegations enable minor decisions of the local board to continue and for input and feedback on resource consent and notified applications without the need to bring reports for local board approval.

11. Formal reports can cause delays in work programme delivery for minor matters.

12. Whilst no change is suggested to the original delegations, it is proposed to appoint an alternate for times when one of the original delegates is unavailable.

13. Local board member appointments to external organisations already have one alternate appointed to each with the exception of the Victor Eaves Management Committee and Local Government New Zealand Zone One (Auckland and Northland). As these exceptions do not affect day-to-day business of the local board it is not considered necessary to appoint further alternates.

14. From time to time further delegations may be required for a variety of reasons such as completing local board feedback on a particular item or making minor editorial changes following adoption of a plan or policy document. It is anticipated that these will be appointed on a case by case basis as required.

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

15. This report seeks the local board’s decision on appointing an extra elected member to the local board’s current delegations. This will continue to support and simplify decisions required for minor variations to adopted work programmes and to streamline land owner and landlord approvals for certain activities in the local board area.
**Tauākī whakaaweawe Māori / Māori impact statement**

16. This report has no impact on Māori. It covers delegations to local board members in order to minimise unnecessary delays in the delivery of local board business and approved work programmes in certain circumstances.

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

17. There are no financial implications in appointing alternates to current delegations.

**Ngā raru tūpono / Risks**

18. There are no risks identified in appointing alternates to current delegations however there is a risk in delaying progress in delivery of local board projects and initiatives if one of the original delegates is not available due to absence or unforeseen circumstances.

19. In the event that agreement can’t be reached between two delegates the matter should be referred to the local board for a decision.

**Ngā koringa ā-muri / Next steps**

20. Once the decision is made the delegate details will be updated.

**Ngā tāpirihanga / Attachments**

There are no attachments for this report.

**Ngā kaihaina / Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Michelle Sanderson – Senior Local Board Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To recommend the meeting schedule for the Hibiscus and Bays Local Board until the Local Government Elections in October 2019.

Whakarāpopototanga matua / Executive summary
2. Local board meetings are open to the public and will be notified through public notices in appropriate media. It is prudent for the local board to adopt a meeting schedule as it ensures local board members have clarity about their commitments, gives an indication to the public of when meetings are to be held and meets the requirement of clause 19(5)(b), Schedule 7 of the Local Government Act 2002. It also allows for a planned approach to workloads and ensures clarity about diary commitments.

3. A meeting schedule for each local board is adopted to schedule the meetings for the upcoming year.

4. The specific times and dates for the meetings, public engagements and any hearings which may be required for matters such as local board plans and local board agreements are yet to be finalised. Local board meeting schedules will therefore need to be updated and provision made if hearings are proposed.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) adopt the meeting schedule for 2019 as listed below:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Meeting</strong></td>
<td>4.30pm</td>
<td>Orewa Service Centre</td>
</tr>
<tr>
<td>Wednesday, 20 February 2019</td>
<td></td>
<td>50 Centreway Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orewa</td>
</tr>
<tr>
<td><strong>Business Meeting</strong></td>
<td>4.30pm</td>
<td>Local Board Office</td>
</tr>
<tr>
<td>Wednesday, 20 March 2019</td>
<td></td>
<td>2 Glen Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Browns Bay</td>
</tr>
<tr>
<td><strong>Business Meeting</strong></td>
<td>4.30pm</td>
<td>Orewa Service Centre</td>
</tr>
<tr>
<td>Wednesday, 17 April 2019</td>
<td></td>
<td>50 Centreway Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orewa</td>
</tr>
<tr>
<td><strong>Business Meeting</strong></td>
<td>4.30pm</td>
<td>Local Board Office</td>
</tr>
<tr>
<td>Wednesday, 15 May 2019</td>
<td></td>
<td>2 Glen Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Browns Bay</td>
</tr>
</tbody>
</table>
Item 24

<table>
<thead>
<tr>
<th>Business Meeting</th>
<th>4.30pm</th>
<th>Council Chamber Orewa Service Centre 50 Centreway Road Orewa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 19 June 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meeting</td>
<td>4.30pm</td>
<td>Local Board Office 2 Glen Road Browns Bay</td>
</tr>
<tr>
<td>Wednesday, 17 July 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meeting</td>
<td>4.30pm</td>
<td>Council Chamber Orewa Service Centre 50 Centreway Road Orewa</td>
</tr>
<tr>
<td>Wednesday, 21 August 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meeting</td>
<td>4.30pm</td>
<td>Local Board Office 2 Glen Road Browns Bay</td>
</tr>
<tr>
<td>Wednesday, 11 September 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) note that the dates and times for any hearings that may be required and deliberations for the Hibiscus and Bays Local Board Agreement 2019/2020 are not finalised and as such the meeting schedule may require alteration.

**Horopaki / Context**

5. Adopting a meeting schedule allows for a planned approach to workloads and ensures local board members have clarity about their commitments. It also gives an indication to the public of when meetings are to be held and meets the requirement of clause 19, Schedule 7 of the Local Government Act 2002.

6. Each local board develops a local board agreement annually. This document is subject to public consultation and the local board may hold hearings to give submitters the opportunity to express their views verbally or hear community views through ‘Have Your Say’ events.

7. The specific times and dates for the local board agreement process are yet to be finalised. Local board meeting schedules may therefore need to be updated once details are confirmed.

8. In addition to local board meetings, local boards will hold workshops that are closed to the public. The proceedings of every workshop are recorded and considered at the next business meeting of the local board in accordance with current local board standing order provisions.

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

9. Clauses 19(4), 19(5) and 19(6), Schedule 7, of the Local Government Act 2002 states that:

   “(4) A local authority must hold meetings at the times and places that it appoints.
   
   (5) Unless clause 22 (extraordinary meeting) applies, the chief executive must give notice in writing to each member of the time and place of a meeting -
   
   (a) not less than 14 days before the meeting; or
   
   (b) if the local authority has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.”
(6) If a local authority adopts a schedule of meetings, -
   (a) the schedule –
      (i) may cover any future period that the local authority considers
         appropriate; and
      (ii) may be amended; and
   (b) notification of the schedule or of any amendment to that schedule constitutes a
      notification of every meeting on the schedule or amendment.”

10. Similarly, the statutory requirement pursuant to clauses 46, 46(A) and 47 of the Local
    Government Official Information and Meetings Act 1987 mentions that:

- meetings of a local authority are publicly notified
- agendas and reports are available at least two working days before a meeting
- local board meetings are open to the public.

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

11. This decision falls under the local board’s delegated authority.

12. Meetings of the local boards are supported by Auckland Council’s Local Board Services
    Department.

Tauākī whakaaweawe Māori / Māori impact statement

13. There is no specific impact for Māori arising from this report.

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

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Hibiscus and Bays Local and Multiboard Grants Round One 2018/2019 grant applications

File No.: CP2018/18137

Te take mō te pūrongo / Purpose of the report
1. To fund, part-fund or decline applications received for Hibiscus and Bays Local Grants, Round One 2018/2019, including multiboard grant applications.

Whakarāpopototanga matua / Executive summary
2. This report presents applications received in Hibiscus and Bays Local Grants Round One 2018/2019 (see Attachment A) and multiboard Local Grants Round One 2018/2019 (see Attachment B).
3. The Hibiscus and Bays Local Board adopted the Hibiscus and Bays Grants Programme 2018/2019 on 7 June 2018 (see Attachment C). The document sets application guidelines for contestable community grants submitted to the local board.
4. The Hibiscus and Bays Local Board has set a total community grants budget of $694,120 for the 2018/2019 financial year, including $195,274 carried over from the 2017/2018 financial year.
5. A total of $4,005 has been allocated to quick response round one, leaving a total of $690,115 to be allocated between two quick response and two local grant rounds.
6. Sixty-seven applications were received for Local Grants Round One 2018/2019, including fourteen multiboard applications, requesting a total of $489,200.99.

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

a) agree to fund, part-fund or decline each application received in Hibiscus and Bays Local Grants Round One, listed in Table One.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Organisation</th>
<th>Main focus</th>
<th>Requesting funding for</th>
<th>Amount requested</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1906-144</td>
<td>Estuary Arts Charitable Trust</td>
<td>Arts and culture</td>
<td>Towards the costs to create an artwork display area including cabinetry, doors and drawers.</td>
<td>$8,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-114</td>
<td>Torbay Dramatic Society Incorporated</td>
<td>Community</td>
<td>Towards the costs to safely remove the existing asbestos roof and replace the damaged weatherboards.</td>
<td>$13,839.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>Item</td>
<td>Grant Number</td>
<td>Organization Name</td>
<td>Category</td>
<td>Description</td>
<td>Funding</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-------------------</td>
<td>----------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-123</td>
<td>Orewa Surf Life Saving Club Incorporated</td>
<td>Community</td>
<td>Towards the costs to implement a formal campaign to raise funds for a large-scale building redevelopment project.</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-124</td>
<td>Whangaparaoa Tennis Club</td>
<td>Community</td>
<td>Towards the purchase and installation of a drinking fountain.</td>
<td>$4,854.00</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-131</td>
<td>The Stillwater Ratepayers and Residents Association Incorporated</td>
<td>Community</td>
<td>Towards the costs to purchase and install two heat pumps at the Stillwater Community Hall.</td>
<td>$6,626.00</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-166</td>
<td>Orewa Sea Scouts Group under the umbrella of <em>The Scout Association of New Zealand</em></td>
<td>Community</td>
<td>Towards the costs to resurface and refurbish the kitchen and hall floors.</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-102</td>
<td>Browns Bay Bowling Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the costs to remove the existing bowling green and install a new all-weather green.</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-106</td>
<td>Mairangi Bay Bowling Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the costs to remove the existing bowling green and install a new carpet green.</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-113</td>
<td>East Coast Bays Cricket Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the costs to purchase and install new turf and to repair the net fencing.</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>LG1906-110</td>
<td>North Harbour BMX Association</td>
<td>Sport and recreation</td>
<td>Towards the costs of various health and safety initiatives including first aid courses, first aid kits, safety gear, signage and St. Johns fees for an event.</td>
<td>$8,045.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------</td>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>LG1906-129</td>
<td>North Harbour Hockey Association</td>
<td>Sport and recreation</td>
<td>Towards the costs of turf hire at Orewa College and the coordinator fees to run a six week after school summer hockey programme.</td>
<td>$2,100.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-138</td>
<td>East Coast Bays Hockey Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the turf hire and equipment costs to run a youth development hockey programme.</td>
<td>$3,585.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-145</td>
<td>North Harbour Softball Association</td>
<td>Sport and recreation</td>
<td>Towards the costs to host eleven school cluster days, fifteen team training sessions and the North Island Rookie Tournament.</td>
<td>$4,233.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-151</td>
<td>Whangapoaroa Golf Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the costs of equipment, course modification and printing to deliver a family golf series.</td>
<td>$4,700.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-165</td>
<td>Hibiscus Coast Softball Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards coaching coordinator fees for softball skills training to coaches and players for 28 weeks.</td>
<td>$10,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>Item 25</td>
<td>LG1906-169</td>
<td>The Browns Bay Racquets Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the costs to install a security door and lock for four closed circuit television cameras and internal monitoring cameras.</td>
<td>$9,539.00</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>LG1906-172</td>
<td>North Harbour Volleyball Association Incorporated</td>
<td>Sport and recreation</td>
<td>Towards operational costs to manage the facility along with coaching, referee, manager and event manager fees.</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>LG1906-101</td>
<td>Army of You Limited trading as Base FM</td>
<td>Arts and culture</td>
<td>Towards the venue hire, artist fees, administration, marketing and documentary costs to deliver a series of workshops, community dance event and documentary film.</td>
<td>$10,442.00</td>
</tr>
<tr>
<td></td>
<td>LG1906-104</td>
<td>Centrestage Theatre Company (Orewa) Incorporated</td>
<td>Arts and culture</td>
<td>Towards the sound and lighting costs for a Wizard of Oz production.</td>
<td>$8,823.00</td>
</tr>
<tr>
<td></td>
<td>LG1906-105</td>
<td>Johanna Sara Emeney</td>
<td>Arts and culture</td>
<td>Towards the costs to host three creative writing workshops, including venue hire, facilitator fees, photography and materials.</td>
<td>$2,037.00</td>
</tr>
<tr>
<td>LG1906-156</td>
<td>Mapura Studios Division of Panacea Arts Charitable Trust</td>
<td>Arts and culture</td>
<td>Towards the facilitator fee, administration costs and venue hire to run weekly therapeutic arts class over 11 months.</td>
<td>$5,750.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-108</td>
<td>Hibiscus Coast Garden Club Incorporated</td>
<td>Community</td>
<td>Towards the bus hire and entry fees for a day trip to the Omaio Gardens and the Sculptureum in Matakana.</td>
<td>$2,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-115</td>
<td>Age Concern Rodney Incorporated</td>
<td>Community</td>
<td>Towards the venue hire, sound and lighting, performer fee and refreshments to deliver an annual celebration Christmas concert.</td>
<td>$3,017.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-118</td>
<td>Rodney Neighbourhood Support Incorporated</td>
<td>Community</td>
<td>Towards general operating expenses including the coordinator salary, information packs and signage for new members, cell phone costs and printing.</td>
<td>$3,094.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-119</td>
<td>Long Bay Baptist Church</td>
<td>Community</td>
<td>Towards the costs to employ two youth workers at Long Bay College, in partnership with the Long Bay Baptist Church.</td>
<td>$10,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-122</td>
<td>Rotary Orewa Satellite Club</td>
<td>Community</td>
<td>Towards the overall costs to host the “Greek Extravaganza” fundraiser, including venue hire, catering, lighting and serving equipment.</td>
<td>$3,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>LG1906-127</td>
<td>Orewa Baptist Church</td>
<td>Community</td>
<td>Towards the cost of a new shelving unit for the Orewa Toy Library.</td>
<td>$2,200.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-130</td>
<td>Mairangi Bay Business Association</td>
<td>Community</td>
<td>Towards the overall costs to host the Mid-Winter Swim, “Moments of Mairangi” and Carols at Christmas.</td>
<td>$8,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-132</td>
<td>Presbyterian Support Northern</td>
<td>Community</td>
<td>Towards seven weeks of rental cost at Family Works, Mairangi Bay.</td>
<td>$2,100.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-135</td>
<td>Torbay Business Association</td>
<td>Community</td>
<td>Towards the overall costs to host an event, “Through Their Eyes,” and the costs of four pavement cleanings.</td>
<td>$10,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-136</td>
<td>Equestrian 4 Everyone</td>
<td>Community</td>
<td>Towards the costs to purchase and install a horse shelter.</td>
<td>$8,776.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-140</td>
<td>Silverdale Area Business Association</td>
<td>Community</td>
<td>Towards the wages of a transitional marketing manager and start-up costs to reinvigorate the Silverdale market.</td>
<td>$10,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-141</td>
<td>Love Soup Hibiscus Coast</td>
<td>Community</td>
<td>Towards general operating expenses such as the telephone bill, rubbish collection, hall hire, marketing, shirts, insurance and a new computer.</td>
<td>$9,539.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------</td>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>LG1906-143</td>
<td>Coast Families Trust</td>
<td>Community</td>
<td>Towards the wages of a staff member to work alongside schools in the local board area.</td>
<td>$3,465.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-146</td>
<td>Bays Youth Community Trust</td>
<td>Community</td>
<td>Towards the costs to redesign the Bays Youth Community Trust website.</td>
<td>$2,990.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-149</td>
<td>Coast Pet Care Charitable Trust</td>
<td>Community</td>
<td>Towards the costs to organise and deliver a collaboration event between local animal welfare organisations.</td>
<td>$2,035.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-153</td>
<td>Circability Trust</td>
<td>Community</td>
<td>Towards the overall costs to run ten “Circus in the Park” events.</td>
<td>$10,454.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-160</td>
<td>Mairangi Arts Centre Trust</td>
<td>Community</td>
<td>Towards the project coordination fees, materials, learning resources and facilitation fees to implement a series of four pasture painting workshops.</td>
<td>$4,100.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Amount</td>
<td>Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1906-163</td>
<td>Anxiety New Zealand Trust Community Towards the psychologist fees, printed resources and administration costs to deliver a twelve-week physical activity and resiliency programme.</td>
<td>$6,000.00</td>
<td>Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1906-164</td>
<td>The Hibiscus Coast Community Returned Services Association Incorporated Community Towards the costs to deliver community welfare services, including welfare officer wages, transportation, administration volunteer expenses.</td>
<td>$10,000.00</td>
<td>Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1906-167</td>
<td>Youth In Transition Charitable Trust Community Towards the facilitation fees of two counsellors to run a weekly peer support group.</td>
<td>$10,000.00</td>
<td>Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1906-170</td>
<td>Mountains to Sea Conservation Trust Community Towards the costs to host two snorkel days and one Kaitiaki day including administration coordinator costs, guide fees and equipment rental.</td>
<td>$6,282.00</td>
<td>Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1906-125</td>
<td>The Sustainable North Trust trading as Hibiscus Coast Zero Waste Environment Towards the cost of four projects to promote and enhance zero waste practices among the community in Hibiscus and Bays Local Board area.</td>
<td>$9,736.00</td>
<td>Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Number</td>
<td>Organisation/Entity</td>
<td>Category</td>
<td>Description</td>
<td>Amount</td>
<td>Eligible</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>----------</td>
<td>-------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>LG1906-147</td>
<td>Kaipatiki Project Incorporated</td>
<td>Environment</td>
<td>Towards the wages to staff market stalls and the costs to develop materials and handouts for six market days.</td>
<td>$5,357.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-152</td>
<td>The Forest School Limited</td>
<td>Environment</td>
<td>Towards the purchase of a composting toilet and solar fan.</td>
<td>$5,648.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-154</td>
<td>The Auckland King Tides Initiative</td>
<td>Environment</td>
<td>Towards the Auckland King Tides Initiative Community Water Level (Tidal) Gauges Project in the Hibiscus and Bays area.</td>
<td>$5,736.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-111</td>
<td>45 Events Limited trading as Orewa Beach Series</td>
<td>Events</td>
<td>Towards the cost of Surf Life Saving New Zealand to manage the water safety of the ocean swim and stand-up paddle events.</td>
<td>$10,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-120</td>
<td>Harbour Sport Trust</td>
<td>Events</td>
<td>Towards the costs of traffic management for the Shore to Shore 2019 event.</td>
<td>$5,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-133</td>
<td>Stage 51 Limited</td>
<td>Events</td>
<td>Towards the sound production costs to deliver the Orewa Christmas at the Beach event.</td>
<td>$9,200.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-139</td>
<td>New Zealand Health Association Limited</td>
<td>Events</td>
<td>Towards the temporary fence hire for the 2019 “Weet-Bix Kids TRYathlon.”</td>
<td>$4,000.00</td>
<td>Eligible</td>
</tr>
</tbody>
</table>
### Item 25

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Organisation</th>
<th>Main focus</th>
<th>Requesting funding for</th>
<th>Amount requested</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1906-157</td>
<td>Long Bay Baptist Church</td>
<td>Events</td>
<td>Towards the costs of a Christmas in the park event, including face painting, lighting, food supplies, marketing, gazebo hire and waste minimization.</td>
<td>$2,300.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-158</td>
<td>Future Whangaparaoa</td>
<td>Events</td>
<td>Towards the overall costs to host a Christmas event, including furniture hire, promotion, entertainment and zero waste management.</td>
<td>$6,049.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1906-159</td>
<td>Friends of Okura Bush Incorporated</td>
<td>Events</td>
<td>Towards the overall costs to host the Okura Forest Festival 2019 event, including sound, lighting, fencing, portaloop hire, catering and shirts.</td>
<td>$9,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$398,651.00</td>
<td></td>
</tr>
</tbody>
</table>

b) agree to fund, part-fund or decline each application received in multiboard Local Grants Round One 2018/2019, listed in Table Two.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Organisation</th>
<th>Main focus</th>
<th>Requesting funding for</th>
<th>Amount requested</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB1819-144</td>
<td>The Operating Theatre Trust</td>
<td>Arts and culture</td>
<td>Towards the production, materials, ticketing, marketing and promotion costs to deliver a theatre production for children.</td>
<td>$2,500.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>Item</td>
<td>Grant Number</td>
<td>Organisation Name and Address</td>
<td>Category</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>--------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>25</td>
<td>MB1819-151</td>
<td>New Zealand Dance Advancement Trust</td>
<td>Arts and culture</td>
<td>Towards the venue hire, studio hire, dancer fees, tutor fees and management fees for a youth and community outreach programme.</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>126</td>
<td>MB1819-126</td>
<td>Royal New Zealand Foundation of the Blind</td>
<td>Community</td>
<td>Towards the costs to purchase digital talking books for the Blind Foundation library.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>134</td>
<td>MB1819-134</td>
<td>North Shore Centres of Mutual Aid Incorporated</td>
<td>Community</td>
<td>Towards a proportion of operational costs, excluding wages, to run three centres in the local board area.</td>
<td>$11,250.00</td>
</tr>
<tr>
<td>138</td>
<td>MB1819-138</td>
<td>Whanau Marama Parenting Limited</td>
<td>Community</td>
<td>Towards salary and travel expenses for the course facilitators to deliver sixteen free parenting courses.</td>
<td>$2,373.00</td>
</tr>
<tr>
<td>142</td>
<td>MB1819-142</td>
<td>La Leche League North Shore</td>
<td>Community</td>
<td>Towards a proportion of general operating expenses, including venue hire, training fees, conference expenses, and printing.</td>
<td>$737.50</td>
</tr>
<tr>
<td>172</td>
<td>MB1819-172</td>
<td>The Parkinson's New Zealand Charitable Trust</td>
<td>Community</td>
<td>Towards the salaries of six Parkinson's community educators.</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>191</td>
<td>MB1819-191</td>
<td>PHAB Association Incorporated</td>
<td>Community</td>
<td>Towards the wages of youth workers, administration and coordination to run a summer series for people with disabilities.</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>MB1819-132</td>
<td>Kaipatiki Community Facilities Trust</td>
<td>Events</td>
<td>Towards the venue hire, sound costs and pipe band fees to deliver the Tartan Day Tattoo Celebration.</td>
<td>$3,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-101</td>
<td>Badminton North Harbour Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the overall costs to upgrade the changing rooms.</td>
<td>$6,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-112</td>
<td>North Shore Group Riding for the Disabled Incorporated</td>
<td>Sport and recreation</td>
<td>Towards core operating costs such as farriers, veterinarian bills, horse feed and utilities.</td>
<td>$3,090.49</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-147</td>
<td>Auckland Central Riding for the Disabled Association</td>
<td>Sport and recreation</td>
<td>Towards the purchase of new riding helmets to meet updated safety requirements.</td>
<td>$3,199.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-165</td>
<td>Harbour Sport Trust</td>
<td>Sport and recreation</td>
<td>Towards the wages of one coach developer to deliver the Coaching Support Initiative.</td>
<td>$10,000.00</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-173</td>
<td>Gymnastics Community Trust</td>
<td>Sport and recreation</td>
<td>Towards the purchase of new equipment and the wages of a recreational and school coach.</td>
<td>$30,400.00</td>
<td>Eligible</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$90,549.99</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Horopaki / Context**

7. The local board allocates grants to groups and organisations delivering projects, activities and services that benefit Aucklanders and contribute to the vision of being a world class city.

8. The Auckland Council Community Grants Policy supports each local board to adopt a grants programme.

9. The local board grants programme sets out:
   - local board priorities
   - lower priorities for funding
   - exclusions
   - grant types, the number of grant rounds and when these will open and close
   - any additional accountability requirements.
10. The Hibiscus and Bays Local Board adopted their grants programme for 2018/2019 on 7 June 2018 and will operate three quick response, two multiboard and two local grant rounds for this financial year.

11. The community grant programmes have been extensively advertised through the council grants webpage, local board webpages, local board e-newsletters, Facebook pages, council publications, radio, and community networks.

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

12. The aim of the local board grant programme is to deliver projects and activities which align with the outcomes identified in the local board plan. All applications have been assessed utilising the Community Grants Policy and the local board grant programme criteria. The eligibility of each application is identified in the report recommendations.

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

13. Local boards are responsible for the decision-making and allocation of local board community grants. The Hibiscus and Bays Local Board is required to fund, part-fund or decline these grant applications against the local board priorities identified in the local board grant programme.

14. The local board is requested to note that section 48 of the Community Grants Policy states “We will also provide feedback to unsuccessful grant applicants about why they have been declined, so they will know what they can do to increase their chances of success next time.”

15. A summary of each application received through Hibiscus and Bays Local Grants Round One 2018/2019 (see Attachment A) and Multiboard Local Grants Round One 2018/2019 (see Attachment B) is provided.

**Tauākī whakaaweawe Māori / Māori impact statement**

16. The local board grants programme aims to respond to Auckland Council’s commitment to improving Māori wellbeing by providing grants to individuals and groups who deliver positive outcomes for Māori. Auckland Council’s Māori Responsiveness Unit has provided input and support towards the development of the community grant processes.

17. Fourteen applicants applying to Hibiscus and Bays Local Grants Round One 2018/2019 and four applicants applying to multiboard Local Grants Round One 2018/2019 indicate projects that target Māori or Māori outcomes.

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

18. The allocation of grants to community groups is within the adopted 2018-2028 Long-term Plan and 2018/2019 local board agreement.

19. The Hibiscus and Bays Local Board has set a total community grants budget of $694,120 for the 2018/2019 financial year, which includes $195,274 that was carried over from the 2017/2018 financial year.

20. A total of $4,005 has been allocated to quick response round one, leaving a total of $690,115 to be allocated between two quick response and two local grant rounds.

21. Sixty-seven applications were received for Local Grants, Round One 2018/2019, including fourteen multiboard applications, requesting a total of $489,200.99.

**Ngā raru tūpono / Risks**

22. The allocation of grants occurs within the guidelines and criteria of the Community Grants Policy and the local board grants programme. The assessment process has identified a low risk associated with funding the applications in this round.
Ngā koringa ā-muri / Next steps

23. Following the Hibiscus and Bays Local Board allocation of funding for Local Grants Round One and Multiboard Local Grants Round One, Commercial and Finance staff will notify the applicants of the local board’s decision and facilitate payment of the grant.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Hibiscus and Bays Local Grants, Round One 2018/2019 Grant Applications (<em>Under Separate Cover</em>)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Hibiscus and Bays Multiboard Local Grants Round One 2018/2019 grant applications (<em>Under Separate Cover</em>)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Hibiscus and Bays Local Board Grant Programme 2018/2019 grant applications</td>
<td>243</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Makenzie Hirz - Senior Community Grants Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Marion Davies - Grant Operations Manager</td>
</tr>
<tr>
<td></td>
<td>Shane King - Head of Operations Support</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Hibiscus and Bays Local Board
Community Grants Programme 2018/2019

Purpose
Grants help groups and organisations to provide activities, projects, programmes, initiatives and events that make a positive contribution to the community within the local board area.

The local board would like to see applicants demonstrate that they are working collaboratively with other community groups and have identified alternative funding partnerships. It is important for groups and organisations to be sustainable and deliver good community outcomes.

Important Advice for Applicants
Applicants are encouraged to read the Hibiscus and Bays Local Board Plan before submitting an application.

You will be asked to identify how your project aligns with one or more of the local board plan outcomes and show how the project will benefit the community.

Ensure that you clearly outline the contribution you are making to the project within the local board area.

The Hibiscus and Bays Local Board plan can be found on the Hibiscus and Bays Community page.

Priorities
The Hibiscus and Bays Local Board has confirmed the following priorities for its contestable community grants. In your application identify how your events/projects/activity will contribute to one or more of the following:

- Place-shaping which includes adding value or making improvements to our community spaces
- Promote economic benefits locally
- Leisure or sporting opportunities that encourage the community to be more active
- Improving and enhancing access and amenity in parks, reserves and coastal areas
- Youth activities including leadership, education and training
- Inter-generational and “age-friendly” activities that support participation
- Artistic and creative opportunities for people and our community
- Education on pollution prevention, stream care or stream enhancement projects
- Restoration and environmental projects including pest free and waste minimisation initiatives
- Acknowledge New Zealand history and showcase our local heritage.

Other important factors (where appropriate to a proposed event/project or activity):
The Hibiscus and Bays Local Board will also take into account whether the applicant:

- is making a contribution to the event or project (financial, volunteer time etc.)
- has identified collaboration and working with other groups to deliver an event/activity and seek funding collaboratively
- is utilising and supporting volunteer groups through the delivery of an event or project
- will get the community involved early on, by working collaboratively and creating opportunities to meet new people and share experiences
- is part of the Sun-Smart programme (for outdoor activities)
- has considered health and safety in the design of their event or project
- provides smoke free programmes as part of their event or project.
Limitations
Applicants are generally ineligible to apply for the Hibiscus and Bays Local Board Contestable Community Grant Fund if they have had two successful grant applications within the current financial year.

Exclusions
The Hibiscus and Bays Local Board will not consider grants for financial assistance for:

- Activities that do not relate to one or more of the local board plan outcomes
- Activities or projects where the funding responsibility lies with another organisation or central government
- Prizes for sports and other events (except trophies)
- Commercial business enterprises and educational institutions in accordance with the Council’s Community Grants Policy (Scope and Eligibility, Page 20)
- Internal applicants to fund projects, programmes or facilities run by Auckland Council or its employees
- Auckland Council CCO’s or organisations who receive funding from the Auckland Regional Amenities Fund.
- Applications for activities or projects outside of the local board area*
- Commitment to ongoing funding or financial support
- Applications to subsidise rentals, reduce debt or payment of rates
- Applications for the purchase or subsidy of alcohol or costs associated with staging after-match functions
- Grants for the sole purpose of an individual
- Family reunions
- Debt servicing
- Legal expenses
- Activities that promote religious or political purposes
- Medical expenses.

*With the exception of multi-local board applications where a benefit to the local board area can be shown

Contestable Grant Amounts:

<table>
<thead>
<tr>
<th>Name of grant</th>
<th>Local board's proposed figures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
</tr>
<tr>
<td>Quick Response Grants</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
| Local Grants       | $2,000.00 | Generally, the local board will not grant more than $10,000. There may be special circumstances that warrants consideration of allocations above $10,000.

Grant Round Application Dates
Quick Response Local Grants for 2018/2019 will be as follows:

<table>
<thead>
<tr>
<th>Grant round</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round One</td>
<td>18 June 2018</td>
<td>13 July 2018</td>
<td>15 August 2018</td>
<td>1 September 2018</td>
</tr>
<tr>
<td>Round Two</td>
<td>24 September 2018</td>
<td>19 October 2018</td>
<td>21 November 2018</td>
<td>1 December 2018</td>
</tr>
<tr>
<td>Round Three</td>
<td>15 April 2019</td>
<td>10 May 2019</td>
<td>21 June 2019</td>
<td>1 July 2019</td>
</tr>
</tbody>
</table>
Grant rounds for Local Grants for 2017/2018 will be as follows:

<table>
<thead>
<tr>
<th>Grant round:</th>
<th>Fund Opens:</th>
<th>Fund Closes:</th>
<th>Decision made:</th>
<th>Projects to occur after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round One</td>
<td>16 July 2018</td>
<td>24 August 2018</td>
<td>17 October 2018</td>
<td>1 November 2018</td>
</tr>
<tr>
<td>Round Two</td>
<td>11 February 2019</td>
<td>22 March 2019</td>
<td>16 May 2019</td>
<td>1 June 2019</td>
</tr>
</tbody>
</table>

Multi-board funding

Hibiscus and Bays Local Board will also consider funding multi-board grant applications in collaboration with other local boards. Applicants will need to clearly demonstrate how their intended project, event or activities will specifically benefit people and communities in the Hibiscus and Bays Local Board area.

<table>
<thead>
<tr>
<th>Multi-board grant round:</th>
<th>Fund Opens:</th>
<th>Fund Closes:</th>
<th>Decision made:</th>
<th>Projects to occur after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round one</td>
<td>18 June 2018</td>
<td>17 August 2018</td>
<td>17 October 2018</td>
<td>1 November 2018</td>
</tr>
<tr>
<td>Round two</td>
<td>21 January 2019</td>
<td>22 March 2019</td>
<td>16 May 2019</td>
<td>1 June 2019</td>
</tr>
</tbody>
</table>

Obligations if you receive funding

In order to ensure that the Hibiscus and Bays Local Board grant achieves positive results, recipients will be obligated to provide evidence that the assistance has been used for the agreed purpose and the stated outcomes have been achieved. Obligations will be outlined in a funding agreement that the applicant will be required to enter.

The following accountability measures are required:

- The completion and submission of accountability forms (including receipts), proving that grants have been used for the right purpose
- Any grant money that is unspent and not used for the project must be returned to the Hibiscus and Bays Local Board
- Recognition of the Hibiscus and Bays Local Board's support of your initiative (e.g. using the Hibiscus and Bays Local Board logo on promotional material).
Ward Councillors Update

File No.: CP2018/18135

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

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

a) thank Councillors Walker and Watson for their update.

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

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To present the local board with a governance forward work calendar.

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

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

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0</td>
<td>Governance Forward Work Calendar</td>
<td>251</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Vivienne Sullivan - Local Board Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
<tr>
<td>Meeting (workshop or business meeting)</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 27 September 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 27 September 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 27 September 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 27 September 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 4 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 4 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 4 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 4 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 4 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 11 October 2018</td>
</tr>
<tr>
<td>Meeting (workshop or business meeting)</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 11 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 11 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 11 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Meeting (workshop or business meeting)</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 17 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 25 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 25 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 25 October 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 1 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 1 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 1 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 8 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 8 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 8 November 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 21 November 2018</td>
</tr>
<tr>
<td>Meeting (workshop or business meeting)</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 21 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 29 November 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 6 December 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 6 December 2018</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, 6 December 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 12 December 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 12 December 2018</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Wednesday, 12 December 2018</td>
</tr>
</tbody>
</table>
Record of Workshop Meetings

File No.: CP2018/18131

Whakarāpopototanga matua / Executive summary
1. The Hibiscus and Bays Local Board held workshop meetings on 13 and 27 September 2018 and 4 October 2018.

Ngā tūtohunga / Recommendation/s
That the Hibiscus and Bays Local Board:
a) endorse the records of the workshop meetings held on 13 and 27 September 2018 and 4 October 2018.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Record of workshop meeting, 13 September 2018</td>
<td>257</td>
</tr>
<tr>
<td>B</td>
<td>Record of workshop meeting, 27 September 2018</td>
<td>259</td>
</tr>
<tr>
<td>C</td>
<td>Record of workshop meeting, 4 October 2018</td>
<td>261</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

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

Workshop record of the Hibiscus and Bays Local Board held in the Council Chamber, Orewa Service Centre, 50 Centreway Road, Orewa on Thursday, 13 September 2018 at 9.30am

PRESENT:

Chairperson: Janet Fitzgerald
Members: Christina Bettany, David Cooper, Caitlin Watson (until 12.00pm)

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

Apologies: Gary Holmes, Julia Parfitt, Mike Williamson

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Growth Alliance</td>
<td></td>
<td>Sarah MacCormick and Sonya McCall were in attendance to give a brief overview of the Supporting Growth Alliance engagement process they had been conducting.</td>
</tr>
<tr>
<td>Sarah MacCormick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sonya McCall (Owner Interface Manager – Auckland Transport)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Facilities Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cherie Veza (Stakeholder Advisor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Jones (Principal Project Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geoff Pitman (Contracts Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Muir (Ventia)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neil Atkinson (Senior Maintenance Delivery Coordinator)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop Item</td>
<td>Governance role</td>
<td>Summary of Discussions</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Auckland Waters Strategy</td>
<td>• Input into regional decision-making, policies, plans and strategies</td>
<td>Andrew Chin was in attendance to discuss the proposed Auckland Waters Strategy being developed over the 2018/2019 financial year and obtain feedback</td>
</tr>
<tr>
<td>Andrew Chin (Healthy Waters Strategy and Resilience Manager)</td>
<td></td>
<td>from the local board on issues related to water in Auckland that should be included in the strategy.</td>
</tr>
<tr>
<td>Theresa Pearce (Relationship Advisor)</td>
<td></td>
<td>The strategy will provide strategic direction and priorities for the council group to achieve improved water management. It will also be used to inform future changes to the unitary plan as part of the implementation of the National Policy Statement for Freshwater Management.</td>
</tr>
<tr>
<td>Shelley Hackett (Senior Healthy Waters Specialist)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monica Xu (Senior Healthy Waters Specialist)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The workshop closed at 12.31pm
## 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, 27 September 2018 at 4.30pm

### PRESENT:
- **Chairperson:** Janet Fitzgerald
- **Members:**
  - David Cooper
  - Gary Holmes
  - Caitlin Watson

### Also Present:
- Michelle Sanderson, Senior Local Board Advisor
- Leigh Radovan, Local Board Advisor
- Vivienne Sullivan, Democracy Advisor

### Apologies:
- Christina Bettany, Julia Parfitt and Vicki Watson

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Review of Hibiscus Youth Centre</strong>&lt;br&gt;Steve Trollestrup (Consultant)&lt;br&gt;Amber Walls (Advisor, Community Empowerment)&lt;br&gt;Monica Sharma (Specialist Advisor)</td>
<td>Local initiatives and specific decisions</td>
<td>Steve Trollestrup was in attendance to provide a summary of the strategic review he has undertaken of the Hibiscus Coast Youth Centre.</td>
</tr>
<tr>
<td><strong>Youth Focus</strong>&lt;br&gt;Suzanne Dennehy (Strategic Broker)&lt;br&gt;Amber Walls (Advisor, Community Empowerment)&lt;br&gt;Monica Sharma (Specialist Advisor)</td>
<td>Local initiatives and specific decisions</td>
<td>Amber Walls, Suzanne Dennehy and Monica Sharma were in attendance to discuss the development of a Hibiscus and Bays Youth Action Plan to progress the Youth Leadership Initiative included in the 2018/2019 Arts, Community and Events work programme.</td>
</tr>
<tr>
<td><strong>Walkability between Silverdale Street and Whangaparaoa Road</strong>&lt;br&gt;Steve Patton (Senior Transport)</td>
<td>Input into regional decision-making, policies, plans and strategies</td>
<td>Steve Patton and Brian Wolfman were in attendance to discuss the options for a footpath between Silverdale Street and Whangaparaoa Road. This stretch of road has been identified by Auckland Transport as a high priority area for a footpath.</td>
</tr>
<tr>
<td>Workshop Item</td>
<td>Governance role</td>
<td>Summary of Discussions</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Planner, Walking and Cycling, Auckland Transport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Wolfman (Senior Walking and Cycling Engineer, Auckland Transport)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The workshop closed at 6.40pm
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, 4 October 2018 at 4.30pm

PRESENT:
Chairperson: Janet Fitzgerald
Members:
- Christina Bettany (from 4.34pm)
- Gary Holmes (until 7.30pm)
- Caitlin Watson (until 7.30pm)
- Vicki Watson
- Mike Williamson (from 6.07pm)

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

Apologies:
- David Cooper, Julia Parfitt

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and apologies (Deputy Chairperson – Janet Fitzgerald)</td>
<td></td>
<td>The Deputy Chairperson welcomed those in attendance. There were apologies from members Cooper and Parfitt for absence.</td>
</tr>
<tr>
<td>Admin Time (Michelle Sanderson – Senior Local Board Advisor)</td>
<td></td>
<td>The Senior Local Board Advisor discussed a variety of matters with the local board and sought feedback from the members.</td>
</tr>
<tr>
<td>Parks Sport and Recreation</td>
<td>Oversight and Monitoring</td>
<td>Mark Maxiow and Jeff Lyford discussed the merits of dog exercise parks in the local board area.</td>
</tr>
<tr>
<td>Mark Maxiow (Parks Sport Recreation Portfolio Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Lyford (Parks and Places Specialist)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Swim Programme</td>
<td></td>
<td>Andrew Schollum and Craig Clover discussed:</td>
</tr>
<tr>
<td>Theresa Pearce (Relationship Advisor)</td>
<td></td>
<td>- the safe swim programme</td>
</tr>
<tr>
<td>Andrew Schollum (Safe Swim)</td>
<td></td>
<td>- new signage for the programme and the inclusion of emergency management messages on the sign</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the proposed installation of a tsunami warning siren</td>
</tr>
<tr>
<td>Workshop Item</td>
<td>Governance role</td>
<td>Summary of Discussions</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Programme)</td>
<td></td>
<td>Lesley Jenkins spoke to this item and outlined the changes being proposed to the current code of conduct.</td>
</tr>
<tr>
<td>Craig Glover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Emergency Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesley Jenkins</td>
<td>Input into regional decision making</td>
<td></td>
</tr>
<tr>
<td>(Relationship Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Pest Management Plan and Natural Environment</td>
<td>Input into regional decision-making, policies, plans and strategies</td>
<td>Gael Ogilvie updated members on the proposed Regional Pest Management Plan and Natural Environment targeted rate regional priorities.</td>
</tr>
<tr>
<td>Theresa Pearce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Relationship Advisor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gael Ogilvie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(General Manager Environmental Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Stewart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Senior Biosecurity Advisor – Plants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mairangi Bay Pump Station Construction</td>
<td>Oversight and Monitoring</td>
<td>Brent Evans and Alan Sharp provided an update on the Mairangi Bay Pump Station upgrade and the Army Bay wastewater line.</td>
</tr>
<tr>
<td>Brent Evans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Manager Local Board and Stakeholder Liaison, Watercare)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alan Sharp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Project Engineer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mairangi Bay Surf Club</td>
<td>Keeping informed</td>
<td>Raewyn Sendles was in attendance to discuss the proposed siting of containers for storage by the Mairangi Bay Surf Club.</td>
</tr>
<tr>
<td>Raewyn Sendles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Senior Land Use Advisor)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The workshop closed at 7.35pm