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

**Date:** Thursday, 18 October 2018  
**Time:** 9:30am  
**Meeting Room:** Upper Harbour Local Board Office  
**Venue:** 30 Kell Drive  
Albany

---

Upper Harbour Local Board  
OPEN AGENDA

---

**MEMBERSHIP**

- **Chairperson:** Margaret Miles, QSM, JP  
- **Deputy Chairperson:** Lisa Whyte  
- **Members:**  
  - Uzra Casuri Balouch, JP  
  - Nicholas Mayne  
  - John McLean  
  - Brian Neeson, JP

(Quorum 3 members)

Sonya Inger  
Democracy Advisor

11 October 2018

Contact Telephone: (09) 4142684  
Email: Sonya.Inger@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.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Apologies</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Declaration of Interest</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Confirmation of Minutes</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Leave of Absence</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Acknowledgements</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Petitions</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Deputations</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>Public Forum</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>Extraordinary Business</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>Minutes of the Upper Harbour Local Board meeting held Thursday, 20 September 2018</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>Expression of interest priorities for the Albany Community Hub, Albany, the Headquarters building and the Sunderland Lounge, Hobsonville Point</td>
<td>49</td>
</tr>
<tr>
<td>13</td>
<td>Review of the Code of Conduct</td>
<td>55</td>
</tr>
<tr>
<td>14</td>
<td>2018/2019 Upper Harbour Local Grants applications: Round one</td>
<td>139</td>
</tr>
<tr>
<td>15</td>
<td>Auckland Transport monthly report - October 2018</td>
<td>249</td>
</tr>
<tr>
<td>16</td>
<td>Draft Facility Partnerships Policy</td>
<td>257</td>
</tr>
<tr>
<td>17</td>
<td>Governance forward work calendar - November 2018 to October 2019</td>
<td>347</td>
</tr>
<tr>
<td>18</td>
<td>Record of the Upper Harbour Local Board workshops held on Thursday 13 and 27 September, and 4 October 2018</td>
<td>351</td>
</tr>
<tr>
<td>19</td>
<td>Board Members’ reports - October 2018</td>
<td>359</td>
</tr>
<tr>
<td>20</td>
<td>Consideration of Extraordinary Items</td>
<td></td>
</tr>
</tbody>
</table>

**PUBLIC EXCLUDED**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Procedural Motion to Exclude the Public</td>
<td>363</td>
</tr>
<tr>
<td>C1</td>
<td>Sites and places of significance to mana whenua – Tranche 1: Plan changes to the Auckland Unitary Plan (Operative in Part) and Auckland Council District Plan - Hauraki Gulf Islands Section 2018</td>
<td>363</td>
</tr>
</tbody>
</table>
1 **Welcome**

2 **Apologies**

   An apology from Member John McLean has 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.

   The Auckland Council Code of Conduct for Elected Members (the Code) requires elected members to fully acquaint themselves with, and strictly adhere to, the provisions of Auckland Council’s Conflicts of Interest Policy. The policy covers two classes of conflict of interest:

   i) A financial conflict of interest, which is one where a decision or act of the local board could reasonably give rise to an expectation of financial gain or loss to an elected member; and

   ii) A non-financial conflict interest, which does not have a direct personal financial component. It may arise, for example, from a personal relationship, or involvement with a non-profit organisation, or from conduct that indicates prejudice or predetermination.

   The Office of the Auditor General has produced guidelines to help elected members understand the requirements of the Local Authority (Member’s Interest) Act 1968. The guidelines discuss both types of conflicts in more detail, and provide elected members with practical examples and advice around when they may (or may not) have a conflict of interest.

   Copies of both the Auckland Council Code of Conduct for Elected Members and the Office of the Auditor General guidelines are available for inspection by members upon request.

   Any questions relating to the Code or the guidelines may be directed to the Relationship Manager in the first instance.

4 **Confirmation of Minutes**

   That the Upper Harbour Local Board:

   a) confirm the ordinary minutes of its meeting, held on Thursday, 20 September 2018, including the confidential section, as a true and correct record.

5 **Leave of Absence**

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

6 **Acknowledgements**

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

7 **Petitions**

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

Standing Order 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 Upper Harbour Local Board. This means that details relating to deputations can be included in the published agenda. Total speaking time per deputation is ten minutes or as resolved by the meeting.

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

9 **Public Forum**

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

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

10 **Extraordinary Business**

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

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

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

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

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

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

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

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

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

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

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

(b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."
Minutes of the Upper Harbour Local Board meeting held Thursday, 20 September 2018

File No.: CP2018/18818

Te take mō te pūrongo / Purpose of the report
1. The open unconfirmed minutes and minute attachments of the Upper Harbour Local Board ordinary meeting held on Thursday, 20 September 2018, are attached at item 11 of the agenda for the information of the board only.

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

a) note that the open unconfirmed minutes and minute attachments of the Upper Harbour Local Board meeting held on Thursday, 20 September 2018, are attached at item 11 of the agenda for the information of the board only and will be confirmed under item 4 of the agenda.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Upper Harbour Local Board open unconfirmed minutes - 20 September 2018</td>
<td>9</td>
</tr>
<tr>
<td>B</td>
<td>Upper Harbour Local Board minutes attachments - 20 September 2018</td>
<td>23</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Cindy Lynch - Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
Upper Harbour Local Board
MINUTES

Minutes of a meeting of the Upper Harbour Local Board held in the Upper Harbour Local Board Office, 30 Kell Drive, Albany on Thursday, 20 September 2018 at 9.31 am

PRESENT

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Margaret Miles, QSM, JP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Chairperson</td>
<td>Lisa Whyte</td>
</tr>
<tr>
<td>Members</td>
<td>Uzra Casuri Balouch, JP</td>
</tr>
<tr>
<td></td>
<td>Nicholas Mayne</td>
</tr>
<tr>
<td></td>
<td>John McLean</td>
</tr>
<tr>
<td></td>
<td>Brian Neeson, JP</td>
</tr>
</tbody>
</table>

From 9.34am [Item 8.1]
1 Welcome
The Chairperson opened the meeting and welcomed all.

2 Apologies
Resolution number UH/2018/105
MOVED by Member N Mayne, seconded by Deputy Chairperson L Whyte:
That the Upper Harbour Local Board:
   a) accept the apology from Member J McLean for lateness.
   CARRIED

3 Declaration of Interest
There were no declarations of interest.

4 Confirmation of Minutes
Resolution number UH/2018/106
MOVED by Member B Neeson, seconded by Deputy Chairperson L Whyte:
That the Upper Harbour Local Board:
   a) confirm the ordinary minutes of its meeting held on Thursday, 16 August 2018
      as a true and correct record.
   CARRIED

5 Leave of Absence
There were no leaves of absence.

6 Acknowledgements
There were no acknowledgements.

7 Petitions
There were no petitions.
8 Deputations

8.1 Preserve Bomb Point Action Committee

A PowerPoint presentation was provided at the meeting. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number UH/2018/107

MOVED by Chairperson M Miles, seconded by Member U Balouch:

That the Upper Harbour Local Board:

a) thank Grant Dixon, Julienne Molineaux, and AJ MacFarlane from the Preserve Bomb Point Action Committee, for their attendance and presentation.

CARRIED

Attachments

A 20 September 2018 Upper Harbour Local Board: Item 8.1 - Preserve Bomb Point Action Committee presentation

Member J McLean entered the meeting at 9.34am

8.2 Harbour Hockey Charitable Trust / North Harbour Hockey Association: Lease renewal – Item 12

Resolution number UH/2018/108

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

a) thank Sharon Williamson and Darrell Simpson from the Harbour Hockey Charitable Trust, for their attendance and presentation.

CARRIED

Note: Item 8.3 – Harbour Sport: Matariki event update was considered after Item 12 – New community lease to the Harbour Hockey Charitable Trust and a sub-lease with North Harbour Hockey Association Incorporated for the sand turf at Rosedale Park, Albany.

9 Public Forum

9.1 Helen Crook – Wainoni Park Pony Club

Resolution number UH/2018/109

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

a) receive the public forum item from Helen Crook, District Commissioner for the Wainoni Park Pony Club, and thank her for attendance and presentation.

CARRIED
10 Extraordinary Business

There was no extraordinary business.

11 Minutes of the Upper Harbour Local Board meeting held Thursday, 16 August 2018

Note: the open unconfirmed minutes of the Upper Harbour Local Board meeting held on Thursday, 16 August 2018 were attached at item 11 of the agenda for the information of the board only and were confirmed under item 4 of the agenda.

12 New community lease to the Harbour Hockey Charitable Trust and a sub-lease with North Harbour Hockey Association Incorporated for the sand turf at Rosedale Park, Albany

The Community Lease Advisor was in attendance to support the item.

Letters of support from Albany United Football Club and Harbour Softball were provided at the meeting. Copies have been placed on the official minutes and are available on the Auckland Council website as minutes attachments.

Resolution number UH/2018/110

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

a) approve the surrender of the North Harbour Hockey Association incorporated lease dated 29 September 1989.

b) grant a new community lease to Harbour Hockey Charitable Trust for the sand turf facility, being 450m² (more or less) on part of Rosedale Park, 60 Paul Matthews Drive, Albany, described as Part Lot 133 Parish of Paremoremo (refer to Attachment A to the agenda report), subject to the following terms and conditions:

i) term: 10 years commencing from the date of the commencement of the deed of lease between Auckland Council and the Harbour Hockey Charitable Trust for the North Harbour Hockey Stadium, with two 10-year rights of renewal, to align with the lease granted by the local board in December 2017 to the Harbour Hockey Charitable Trust for the construction of the North Harbour Hockey Stadium

ii) rent: $1 plus GST per annum if requested

iii) the Harbour Hockey Charitable Trust Community Objectives (outcomes plan) as approved be attached to the lease document (refer to Attachment B to the agenda report)

iv) the lease area being 450m² (more or less) may be subject to change when the new footpaths being constructed have been completed, as part of the Northern Corridor Improvements roading project

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

c) grant approval for the Harbour Hockey Charitable Trust to enter into a sub-lease with the North Harbour Hockey Association Incorporated to occupy and manage the sand turf facility, being 450m² (more or less) on part of Rosedale Park, 60 Paul Matthews Drive, Albany, described as Part Lot 133 Parish of Paremoremo (refer to Attachment C to the agenda report) on the following...
Item 11

Attachments

A 20 September 2018 Upper Harbour Local Board: Item 12 - Letter of support from Albany United Football Club
B 20 September 2018 Upper Harbour Local Board: Item 12 - Letter of support from Harbour Softball

Note: Pursuant to Standing Order 1.9.7 Member U Casuri Balouch abstained from voting on the above resolution.

8.3 Harbour Sport: Matariki event update

A brief highlights video of the recent Matariki event was shown at the meeting.

Resolution number UH/2018/111

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

a) receive the deputation from Jenny Lim and Lucy Wu from ActivAsian, Harbour Sport, and thank them for their attendance and presentation.
b) thank Harbour Sport for running the Matariki event and acknowledge Rosmini and Carmel Colleges for their participation.
c) thank Jenny Lim for her years of service to the Upper Harbour community through her role at Harbour Sport.

CARRIED

13 Proposed licences for grazing of land at 161-167 Brigham Creek Road, Whenuapai

The Community Lease Advisor, the Senior Solicitor, and the Business Development Manager from Greenscene, were in attendance to support the item.

Resolution number UH/2018/112

MOVED by Chairperson M Miles, seconded by Member U Balouch:

That the Upper Harbour Local Board:

a) approve the public notification of Auckland Council’s intention to grant grazing licences to Wainoni Park Equestrian Trust of areas totalling approximately 10.9ha, at 161-167 Brigham Creek Road, Whenuapai, for pony club grazing supplementary to the main grazing area at Wainoni Reserve.
b) note that the Upper Harbour Local Board will consider any submissions or objections received as part of public notification of the intention to grant grazing licences, as outlined in clause a) above, and will make the final
decisions regarding the licences.

c) grant, subject to there being no objections or any submissions or objections received being resolved on, a grazing licence to Wainoni Park Equestrian Trust for the area marked A (refer to Attachment A to the agenda report) being 6.6ha (more or less) at 161-167 Brigham Creek Road, Whenuapai, on the following terms and conditions:

i) term: five years commencing 1 December 2018, with two further rights of renewal of five years each, with the proviso for the council to relocate or redefine the licence area during the terms, (provided the area is not reduced below 6.6ha), should the land be required for council purposes.

ii) rent: $1.00 plus GST per annum if requested.

d) grant, subject to there being no objections or any submissions or objections received being resolved on, a grazing licence to Wainoni Park Equestrian Trust for the areas marked B (refer to Attachment B to the agenda report) being 3.3ha (more or less) at 161-167 Brigham Creek Road, Whenuapai, on the following terms and conditions:

i) term: commencing 1 December 2018 and terminable on three months’ written notice.

e) grant a grazing sub-licence to Wainoni Park Equestrian Trust for the area marked ‘NZTA licensed area’ being 1ha (more or less) at 161-167 Brigham Creek Road, Whenuapai, (refer to Attachment C to the agenda report) on the following terms and conditions:

i) term: to align with the license granted by the New Zealand Transport Agency to Auckland Council.

f) note that the enactment of resolutions c), d) and e) above are subject to the Wainoni Park Equestrian Trust becoming a registered entity by 31 March 2019, also noting that an extension may be sought from the local board prior to this date should any difficulties arise in the Wainoni Park Equestrian Trust becoming registered.

g) request that the Wainoni Park Equestrian Trust will not lodge any submission or participate in any objection or appeal which opposes or may affect, prevent, or interfere with the licensor’s future plans in relation to the ‘NZTA Licensed Area’ land, or any adjoining land.

h) ensure that all other terms and conditions in accord with the Auckland Council Community Occupancy Guidelines 2012 and the Local Government Act 2002.

CARRIED

Note: The meeting adjourned at 10.51am and reconvened at 10.58am.

14 Development of open space land at Western Park, Hobsonville Point

The Senior Parks Planner was in attendance to support the item.

Resolution number UH/2018/113

MOVED by Member N Mayne, seconded by Member J McLean:

That the Upper Harbour Local Board:

a) approve the Western Park, Hobsonville Point, detailed design dated 27 July 2018 (as presented in Attachments B and C to the agenda report).
b) seek further clarification on the preference for either a barbeque or picnic table from the Hobsonville Point Resident’s Society, and following receipt of this information, the decision be delegated to the Chairperson and Deputy Chairperson.

c) seek information on the performance and usage of other barbeques in the surrounding reserves at Hobsonville Point.

CARRIED

15 Investigation into north-west community facility provision

The Principal Policy Analyst and the Team Leader Community Policy were in attendance to support the item.

Supporting information was tabled at the meeting. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number UH/2018/114

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

a) endorse the findings of the north-west community facility provision investigation for aquatic provision as follows:
   i) there is a future gap in aquatic provision in the north-west from 2026
   ii) the key move to address the future aquatic gap in provision is a new aquatic facility (ideally located near Westgate in sub-catchment 3 of the study area)
   iii) the next steps to progress the future aquatic gap in provision are to commence the strategic case for change and the development of investment options to implement the indicative business case, approved through the Long-term Plan 2015-2028.

b) endorse the findings of the north-west community facility provision investigation for provision of multi-purpose community space as follows:
   i) there is no current gap in multi-purpose community space provision in the north-west, but one will emerge in future based on forecast population growth
   ii) the key moves to address this are additional multi-purpose community space in Whenuapai from 2026 and Kumeu from 2036, subject to the impact of the new multi-purpose facility in Westgate, the rate of growth across the area, and the needs of emerging communities.

c) do not support the definition of Auckland’s ‘north-west’ as defined within the investigation into north-west community facility provision, as it fails to account for the parts of the Upper Harbour Local Board area east of the Greenhithe bridge.

d) do not endorse the conclusions of the investigation in terms of recreation and leisure provision (particularly in relation to indoor facilities) for the following reasons:
   i) the area included in the investigation is poorly defined for the Upper Harbour community as outlined in clause c) above
   ii) the local board does not agree with the interpretation of the data and information provided by the sport and recreation sector regarding the existing and current shortfall in indoor court provision in the Auckland
e) recognise the merit and importance of data and information collected by the sport and recreation sector in relation to the historical, current and future need for indoor court provision, and request that such information is used (along with council-generated plans, policies and strategies) to directly inform the business case to support the local board’s ‘one local initiative’, which is the development of an indoor recreation facility within the Upper Harbour local board area.

f) expect that planning and indicative business case development for the Upper Harbour Local Board ‘one local initiative’ will be done on a sub-regional/regional basis rather than upon consideration of local provision, which was the basis of the investigation into north-west community facility provision.

g) forward the above resolutions to Henderson-Massey and Rodney Local Boards for their information.

CARRIED

Attachments
A. 20 September 2018 Upper Harbour Local Board: Item 15 - Investigation into the north-west facility provision - work and analysis undertaken since June 2018

Member B Neeson left the meeting at 11.47 am.
Member B Neeson returned to the meeting at 11.57 am.

16 Auckland Transport monthly report - September 2018

The Elected Member Relationship Manager Auckland Transport, was in attendance to support the item.

Resolution number UH/2018/115

MOVED by Member J McLean, seconded by Member N Mayne:

That the Upper Harbour Local Board:

a) receive the Auckland Transport update for September 2018.

b) receive the 2018/2021 Auckland Transport Road Safety and Speed Management programme report as presented at Attachment E to the agenda report.

CARRIED

Deputy Chairperson L Whyte left the meeting at 11.57 am.
Deputy Chairperson L Whyte returned to the meeting at 12.04 pm.

17 Future of the Upper Harbour septic tank pump-out programme

The Relationship Advisor Infrastructure and Environmental Services was in attendance to support the item.

Resolution number UH/2018/116

MOVED by Member J McLean, seconded by Member N Mayne:

That the Upper Harbour Local Board:

a) support the end of the three-yearly septic tank pump-out service, and request that notification be sent to all affected property owners in the Upper Harbour
18 Panuku Development Auckland local board six-monthly update 1 February - 31 July 2018

The Senior Engagement Advisor Panuku Development Auckland was in attendance to support the item.

Resolution number UH/2018/117

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

a) receive the Panuku Development Auckland local board update for 1 February to 31 July 2018.

b) request an urgent formal update regarding the status of the grazing lease granted by Panuku Development Auckland for land at Hoskins Reserve, Dairy Flat Highway, Albany, with particular attention to:

i) the actions undertaken to remove the cattle as a matter of urgency to allow volunteer groups to complete their restoration activities

ii) the numerous informal requests made by the local board to remove the cattle from Hoskins Reserve.

CARRIED

19 Auckland Tourism, Events and Economic Development (ATEED) update to the Upper Harbour Local Board: 1 January to 30 June 2018

Resolution number UH/2018/118

MOVED by Member J McLean, seconded by Deputy Chairperson L Whyto:

That the Upper Harbour Local Board:

a) receive Auckland Tourism, Events and Economic Development Limited’s six-monthly report to the Upper Harbour Local Board for 1 January to 30 June 2018 (refer to Attachment A to the agenda report).

CARRIED

20 Upper Harbour Open Space Network Plan

The Principal Policy Analyst was in attendance to support the item.

Resolution number UH/2018/119

MOVED by Member N Mayne, seconded by Member U Balouch:

That the Upper Harbour Local Board:

a) adopt the Upper Harbour Local Board Open Space Network Plan (refer to Attachment A to the agenda report).

b) delegate approval of any minor amendments to the document to the Chairperson of the Upper Harbour Local Board.

CARRIED
21 Governance forward work calendar - October 2018 to September 2019
Resolution number UH/2018/120
MOVED by Deputy Chairperson L Whyte, seconded by Member B Neeson:
That the Upper Harbour Local Board:
a) receive the Upper Harbour Local Board governance forward work calendar for the period October 2018 to September 2019, as set out in Attachment A to this agenda report.
CARRIED

22 Record of the Upper Harbour Local Board workshops held on Thursday 9 and 23 August, and 6 September 2018
Resolution number UH/2018/121
MOVED by Member B Neeson, seconded by Deputy Chairperson L Whyte:
That the Upper Harbour Local Board:
a) receive the record of the Upper Harbour Local Board workshops held on Thursday 9 and 23 August, and 6 September 2018 (refer to Attachments A, B, and C of the agenda report).
CARRIED

23 Board Members’ reports - September 2018
Resolution number UH/2018/122
MOVED by Deputy Chairperson L Whyte, seconded by Chairperson M Miles:
That the Upper Harbour Local Board:
a) receive the verbal board members’ reports.
b) receive the attendance record of members as submitted by Deputy Chairperson Lisa Whyte in response to requests from residents via social media for more transparency on attendance.
CARRIED

24 Consideration of Extraordinary Items
There was no consideration of extraordinary items.

25 Procedural motion to exclude the public
Resolution number UH/2018/123
MOVED by Chairperson M Miles, seconded by Member N Mayne:
That the Upper Harbour Local Board:
a) exclude the public from the following part(s) of the proceedings of this meeting.
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1997 for the passing of this resolution follows.
This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1997 for the passing of this resolution follows.
C1 Provision of a suburb park at Hobsonville Point

<table>
<thead>
<tr>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Particular interest(s) protected (where applicable)</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
<td>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(l) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
<td>s48(1)(a)</td>
</tr>
</tbody>
</table>

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

**CARRIED**

12.17pm The public was excluded.

12.53pm The public was readmitted.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

**RESTATEMENTS**

It was resolved while the public was excluded:

C1 Provision of a suburb park at Hobsonville Point

Resolution number UH/2018/124

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

a) support the negotiations being carried out for the acquisition of open space at Te Onekitea Point, Hobsonville Point, in the location shown indicatively on Attachment A of the agenda report.

b) continue to support the acquisition of the entirety of Te Onekitea Point, Hobsonville Point, for the following reasons:

i) the acquisition of Te Onekitea Point as future open space has been
highlighted in the Comprehensive Development Plan for the Hobsonville Point area

ii) the former Waitākere City Council recommended to Auckland Council by resolution to secure Bomb Point (Te Onekiritia) prior to amalgamation as publicly accessible open space (resolution number 1457/2010)

iii) the preference to develop Te Onekiritia Point as a destination experience park at Hobsonville Point is indicated in the Upper Harbour Open Space Network Plan

iv) the local board specifically included advocacy to the Governing Body for acquisition of land at Te Onekiritia Point for open space provision, as an objective in its Local Board Plan 2017.

c) request speaking rights for both the Chairperson and Deputy Chairperson at the meeting on 16 October 2018 of the Environment and Community Committee, where this matter will be considered.

d) confirm that there be no restatement of the confidential report, or attachments, for the acquisition of land for public open space in Hobsonville until settlement of the purchase.

e) confirm that the above resolutions be restated in the open minutes of this meeting.

CARRIED

12.54 pm The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE UPPER HARBOUR LOCAL BOARD HELD ON

DATE: ..............................................................

CHAIRPERSON: .....................................................
<table>
<thead>
<tr>
<th>ITEM</th>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Preserve Bomb Point Action Committee</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>20 September 2018 Upper Harbour Local Board: Item 8.1 - Preserve Bomb Point Action Committee presentation</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>New community lease to the Harbour Hockey Charitable Trust and a sub-lease with North Harbour Hockey Association Incorporated for the sand turf at Rosedale Park, Albany</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>20 September 2018 Upper Harbour Local Board: Item 12 - Letter of support from Albany United Football Club</td>
<td>17</td>
</tr>
<tr>
<td>B.</td>
<td>20 September 2018 Upper Harbour Local Board: Item 12 - Letter of support from Harbour Softball</td>
<td>19</td>
</tr>
<tr>
<td>15</td>
<td>Investigation into north-west community facility provision</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>20 September 2018 Upper Harbour Local Board: Item 15 - Investigation into the north-west facility provision - work and analysis undertaken since June 2018</td>
<td>21</td>
</tr>
</tbody>
</table>

Note: The attachments contained within this document are for consideration and should not be construed as Council policy unless and until adopted. Should Councillors require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
Preserve Bomb Point for future generations

Regional parks

Amphibian Regional Park
Amphibian is a quiet farm, and it's popular with families keen to get up close to the animals. Kids can even feed the animals in spring.

Auckland Regional Park
Auckland makes a great day trip, with two unique white sand beaches, boardwalk and kids' playground, and a number of walking, mountain biking and horse riding tracks. You can even bring a picnic at the 9-hole Maukatoto Golf Club.

Waiuku Regional Park

Waiuku is a great place for fishing, and there are many lakes and rivers to explore. The park has several beaches with safe swimming and a number of walks and mountain biking tracks.

Duder Regional Park

Duder is a great place for fishing, and there are many lakes and rivers to explore. The park has several beaches with safe swimming and a number of walks and mountain biking tracks.

Hunsley Range Regional Park
The largest native forest in the Auckland region, Hunsley Range is a thriving native wildlife, beautiful waterfalls and more than 400 species of plants. Choose one of the many walks, ranging from easy to challenging, and don't miss the Hunsley Falls.

Long Bay Regional Park
Get out on the water for exceptional kayaking or swimming, then enjoy the sunset with a picnic, either on a quiet beach or in the park. Enjoy a barbecue, then sit around the fire with family and friends.

Shakespeare Regional Park
As well as Shakespeare’s beloved family-friendly beaches, it’s a great spot for fishing, kayaking and boating. The surrounding trees and walks lead you to a stunning mountain view. The park is an open space for scenic drives, and it's also one of the region’s best spots for bird watching.
Preserve Bomb Point for future generations

Will house 11,000 residents, and includes numerous 6 storey apartment buildings and even a 16 storey high-rise!
Preserve Bomb Point for future generations

- Recently the projected number of Hobsonville Point houses have risen from 2,500 to 5,000! Now 15,000+ residents?

- Scott Point development will also use our facilities, -doubling our numbers!

- Example: originally 8 Child Care Centres were planned, - now there are only 2, with 300 wait-list!

- Parents now have to take children 5 kms out of area.

Please don’t let us down again!
Preserve Bomb Point for future generations

- All Hobsonville Point property purchasers have bought into the area with the expectation that Bomb Point will become Public Reserve,
  - to compensate for small property sizes and intensive living.
Item 11

- Preserve Bomb Point for future generations

- Compare Te Atatu Peninsula, a similar population (12,500), Brand new Library and 700 seat Events Centre with parking!

- 31 community facilities including: 9 sports clubs, 6 churches, and over a dozen park areas!
Item 11

Hobsonville Point has no planned Library or Events Centre. However, land-banking Bomb Point will allow future generations to take up these options...

Preserve Bomb Point for future generations.

Even a Swimming pool complex?
Preserve Bomb Point for future generations

Scott Point residents will use our parks and facilities, doubling residents to 30,000? A city near Gisborne size (34,000)?

Residents at Scott Point will be able to access Bomb Point at Hobsonville (the acquisition of which is still subject to negotiation with the Hobsonville Land Company) which is intended to be a significant area of open space that serves the wider Upper Harbour community. The coastal walkway network within Scott Point will also link to the existing and proposed network at Hobsonville and Limestone Bay.

- Whenuapai, West Harbour and Greater Auckland residents will also use Bomb Point Park...
Preserve Bomb Point for future generations

Bomb Point Park was agreed to be set aside by the Waitakere City Council back in 2008. This needs to be honoured.

15 REQUEST FOR AUCKLAND REGIONAL COUNCIL INVOLVEMENT IN SECURING PROPOSED BOMB POINT PARK AT ROBSONVILLE

MOVED by O’Dale, seconded O’Cooper.

The Policy and Strategy Committee resolved to:
1. Receive the Request for Auckland Regional Council Involvement in Securing Proposed Bomb Point Park at Hobsonville report.
2. Agree in principle that the preliminary parks network proposed at Hobsonville, with Bomb Point as a major destination park, is a desirable outcome for the area and that it is beneficial to the Auckland region for Waitakere City Council to respond that the Auckland Regional Council consider involvement in securing Bomb Point as a step.
3. Note that further detailed work on costs for the parks network in Hobsonville are still pending and that any confirmation of park provision is subject to that work.

Minutes - Policy and Strategy Committee    7     5 June 2008

4. Agree that a letter be sent to the Chairman of the Auckland Regional Council’s Parks and Heritage Committee requesting that the Auckland Regional Council consider acquiring Bomb Point Park at Hobsonville as a Regional Park.
5. Agree that the Chairman of the Policy and Strategy Committee be delegated to review and sign the letter to the Chairman of the Auckland Regional Council’s Parks and Heritage Committee and undertake any political representation at site visits and/or meetings as required to progress negotiations with the Auckland Regional Council on Bomb Point Park.
Preserve Bomb Point for future generations

- Bomb Point has been repeatedly shown as park land in all HLC and Real Estate publications.

**Diagram:**

- ONEKIRITEA HOBSONVILLE POINT COASTAL WALKWAY TE ARA MANAWA
- **Concept Plan**
Preserve Bomb Point for future generations

Gift Bomb Point Park to Auckland City Council

By Claire Goh - Auckland, New Zealand - 07/12/2018

The future of Bomb Point Park (Diamonds Road Park) is in question. Since 2006 a 17.2 ha of land has been earmarked as a future part by Auckland City Council, and in 2016 30 million was set aside for its purchase in the 2018 Financial year. Since then repeated Council and Land Company meetings have failed to come to an agreement and today the tax payer is left out of pocket. This precious park has become a focal point for hundreds of people looking to buy into this suburbs. With the adjoining of 2,960 to 3,070 hectares from the Council, this park will be even more important in keeping the city green in the future.

Bomb Point Park is owned by the the West Auckland Council. The issue is the transfer of land from one public entity to another. This should not be a political decision of councillors and should be negotiated for the benefit of Auckland w. In danger of being part of an off a valuable open space asset. The time for action is now. The petition for this is on line. The petition was sent to the Mayor and should be heard.

For more information: graceh0ah@outlook.com

The petition for this is on line. The petition was sent to the Mayor and should be heard.

Please take action in this matter.

Signed

[Signature]
[Your Name]

Attachment B

Item 11
Preserve Bomb Point for future generations

- In 2016 we ran a Petition: ‘Government to gift the land to the Auckland City Council’.

- Grew to 669 signatures until it was stopped when HLC promised the land would be held for Council reserve.

- Our request still stands: “Why can’t one public body which we own, gift the land to another public body which we also own?”
Preserve Bomb Point for future generations

Petition for Bomb Point Park

- Protest campaign was covered by local paper and media ...

We will reactivate the campaign if needed!

Attachment A
Preserve Bomb Point for future generations

Please ensure the Bomb Point reserve is preserved for all of Auckland’s future generations!
14th September 2018

Riki Burgess
Chief Executive Officer
North Harbour Hockey Association

Dear Riki,

Albany United Football Club would like to offer our full support of your plans for renewal of the lease for the Hockey turf located at Rosedale North next to the Football club.

In making this decision we appreciate that Hockey and Football's relationship is starting to grow closer and both codes want to work together more in the future by sharing spaces. This as seen by Football as a positive and is something that we believe will benefit both codes and the community on a whole.

We also appreciate that Hockey is keen to discuss further and help Football when able to with Football using the hockey turf.

This would be able to be utilized by football teams as an overflow space when available. With ever increasing pressure and demand from teams and the community for us to find training and playing space 12 months of the year, this will certainly help and is much appreciated.

Yours sincerely,

Kieron Henare
Club President

Phone: 022 383 5547
Email: president@albanyunited.org
Postal: PO Box 302764, North Harbour, Auckland 0751
16th May 2018

Riki Burgess
Chief Executive Officer
North Harbour Hockey Association

Dear Riki

The Board of North Harbour Softball Association has asked me to write to you in support of your plans for renewal of the Harbour 4 turf next to softball on Rosedale Park North.

In making this decision we have taken into account the following with respect to the new hockey development that will commence shortly:

- The hockey turf No. 4 is used by North Harbour Softball as an overflow for our youngest players and North Harbour Hockey has been generous in making this available for intermittent use at no cost.
- There will be pressure on all diamonds throughout the 2018-19 season, and the hockey turf will be in higher demand than usual as we endeavour to accommodate training on four fewer fields.
- Regardless of the timing of the renewal of Field 4, we anticipate increased use of this valuable asset.
- There will be no discernible impact of the move by Hockey to their new site, as they will have the same number of car parks as they currently have on the new site.
- There is no loss of car parks in the hockey, softball and football existing car park;
- An access bridge will link the new hockey centre to the existing car park allowing significantly better access when softball holds international events which have traditionally not clashed with hockey.

Yours sincerely

Fay Freeman ONZM
Chair

www.northharboursoftball.co.nz
Headquarters: Rosedale Park North, Jack Hinton Drive, Albany
Investigation into north-west facility provision – work and analysis undertaken since June 2018

1. On 28 June 2018, the preliminary findings of the north-west Community Provision Investigation were presented to the Upper Harbour Local Board. The board considered the following feedback:
   - support for the general location and timing of additional community space;
   - do not agree with the lack of future provision for sub-regional courts in the Whenuapai area;
   - concern that current court provision, including additional indicative provision identified through the gap analysis does not (and will not) adequately support demand for indoor courts; and
   - would like to see evidence from the Hobsonville Point Boat Building Facility Options Report considered in the analysis.

2. It was agreed that the following actions would be taken to address the feedback:
   - review the findings in the Hobsonville Point Boat Building Facility Options Report (2015);
   - consider the findings against the preliminary findings of the north-west Investigation; and
   - consider policy and strategic outcomes identified in the National Indoor Courts Strategy, Auckland Sport Sector Facilities Priority Plan, Auckland Council’s Sport Facility Investment Framework (draft), regional netball and basketball provision, Community Facilities Network Plan provision guidelines, and other key relevant document to identify key variance and tension.

3. Below is a summary of the findings associated with the additional data gathering an analysis:

   **Opus Report**

4. Premise of the report was to convert the boat shed in Hobsonville into a sport and recreation facility with multiple courts of various size. This focused on opportunity to optimise the use of an existing building that council could consider purchasing.

5. Intention was to serve Upper Harbour, Henderson Massey, Kaipatiki, Rodney, Whau, Hibiscus and Bays, Devonport Takapuna, Eden Albert, Waitakere Ranges and Waitamata local boards as a sub-regional facility, with a core service of 10km focussing on Upper Harbour, Henderson Massey, Kaipatiki Local Boards.

6. The report surveyed different codes for interest in use of a facility of this nature. There was limited support by the codes for the development of a multi-court facility in Hobsonville. The focus of the codes was generally on accessibility, while some have interest in the potential facility location, most had interest in new space or expansion of existing facilities or locating in key centres.

7. The below table provides a high-level summary of the feedback received by code:
Item 11

Item 15

Attachment B

Attachment A

<table>
<thead>
<tr>
<th>Code</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>Hobsonville not considered as good location for accessibility, seeking space in Albany</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>Expressed interest as North Harbour Gym is operating at capacity, New Lynn Gym not yet at capacity</td>
</tr>
<tr>
<td>Basketball</td>
<td>Preference for extending the Northshore Events Centre over space in Hobsonville</td>
</tr>
<tr>
<td>Table tennis</td>
<td>Location was an issue, preference for Albany for accessibility</td>
</tr>
<tr>
<td>Netball</td>
<td>Indicated interest, court size would dictate involvement</td>
</tr>
</tbody>
</table>

Other strategies and policies

Sport Facilities Priority Plan 2017

8. Sector based plan to shape code plan and future facilities. The focus is on community level sport.

9. Key consideration in facility development are future proofing for expansion, user accessibility, positioning facilities in optimal locations and aligned to transport routes, and partnership in delivery.

National Indoor Courts Strategy

10. Aims to provide a framework and guidance to assist in developing the greatest efficiency in the facilities network which meets the needs and aspirations of New Zealand.

11. National facilities strategy for indoor sports - A total of 21 indoor courts are needed by 2021 and 42 by 2031 - an additional 1682 hours per week of competition and training capacity on winter turf is required by 2025.

12. There is an immediate need of 10-14 courts, medium term need of 7-11 courts and over the next 20 years a further need of 21 courts. There is a shortfall of 3-4 multi-court facilities in the Auckland region for community level provision.

13. Benchmark for 1 indoor court per 9000 head of population.

Netball code

14. 30 teams per court threshold (fewer suggests spare capacity, over suggest at or above capacity).

15. Netball north average teams per court is 16.3 (6-30).

16. Waitakere average teams per court is 26.7 (23-32).

17. Suggests netball in the area is approaching capacity and will exceed capacity in the future.
Indoor Facility Guide Basketball NZ

18. Basketball needs to be playing games where spaces are available, rather than being constrained by court size.

19. 70% of community courts are through schools.

20. Greatest need is for multi-use flexible facilities.

21. Auckland needs 3-4 multi-court facilities and a range of 2-6 courts depending on evidence of demand.

Draft Sport Investment Plan

22. Focus on increased participation (improving participation of low participant communities, improving participation of emerging sport with high growth potential, maintain participation of high participation sport).

23. Focus on community sport.

24. Principles include accountability, equity, financial sustainability, outcome focused.

25. Delivery stages included a needs assessment (investigation), Indicative Business Case, cost benefit analysis.

26. Auckland Council is likely to be the principal investor of facility where it is risky or has a significant social element.

27. Auckland Council is likely to partner or co-invest in sport facilities to deliver benefits that are shared by multiple organisations.

Aktive Submission to the Auckland Plan and Long-term Plan

28. Identifies the shortfall of budget for sport and recreation.

29. Supports fully funding sport and recreation local board priorities.

30. Highlights the correlation between spend and participation and the health and well-being benefits of sport and recreation.

31. Identifies that codes are already struggling to meet demand.

32. Advocates that all Aucklanders regardless of age, ethnicity and ability level should be able to participate in sport, recreation and physical activity in fit for purpose facilities and spaces to enable them to connect with their community and live active healthy lives.
Additional research and data

33. Recent research and associated mapping suggests for basketball and netball suggest that residents across the north-west have access to a court within a 10-minute drive for both codes.

34. Indoor courts for Upper Harbour are located in schools or universities.

35. Not all facilities in the future are likely to be indoor.

36. Across the north-west three additional indoor courts are required.

37. Long-term Plan funding is currently insufficient to fund all required transport infrastructure associated with greenfield development. Funding is lacking in the ten-year Long-term Plan for the three arterial roads associated with the Whenuapai Structure Plan change.

Analysis

38. There is a future requirement for additional indoor courts and outdoor courts in the north-west to support future growth and participation of sports codes.

39. Investments, accessibility and proximity of a facility all affect participation levels.

40. There is a general preference by sports codes to have facilities located in accessibility centres.

41. Likely changes in the profile of the study area suggest demand for indoor courts will increase overtime. The increase in those who identify as Asian, along with the likely increase of younger families and children, aligns closely with the profile of recreation facility users.

42. Those who identify as Asian are more likely to participate in indoor sports, and are a growth area for recreation centres. They are also an increasing demographic trend across the study area.

43. Research on sport and recreation in the lives of young people shows increasing interest in indoor sports. Futsal (or football) and netball were in the top three activities girls were most interested in participating in. Futsal (or football) was also listed amongst the top three activities for boys. Regardless of gender basketball and football were of high interest to all children aged five to 18.

44. The below findings are to address gaps in provision and access to local leisure facilities. The findings do not address gaps in sub-regional or regional provision of recreation and leisure facilities. It is understood that an indicative business case for the provision of a sub-regional facility in the north-west, associated with the Upper Harbour One Local Board Initiative (OLI) will commence in the 2018/19 financial year. This indicative business case will use information gathered and analysed through the north-west investigation along with additional research associated with sub-regional sport and recreation provision. A meeting has been scheduled with the board to progress the indicative business case.
Adjusted findings

45. Current total number of courts (including school courts) could theoretically support demand until 2026. By this point population projections are likely to have reached threshold for an additional new facility (18,000-40,000), 9000 of which will be in sub-catchment 1.

46. Strategically locating facilities in sub-catchment 1 and sub-catchment 3 would provide the majority of residents' access to local recreation space within 510m.

47. To support growth in the long-term it is anticipated that at least six courts (four more than current) should be provided across the study area:
   - two courts in sub-catchment 1 (1 2 additional to current provision); and
   - four courts in sub-catchment 2 or 3 (an additional two courts to what is provided by Massey Leisure Centre).
Expression of interest priorities for the Albany Community Hub, Albany, the Headquarters building and the Sunderland Lounge, Hobsonville Point

File No.: CP2018/18866

Te take mō te pūrongo / Purpose of the report
1. To approve the local board priorities for the Albany Community Hub (Te Pokapū ā-Hapori o Ōkahukura), the Headquarters building and the Sunderland Lounge.

Whakarāpopototanga matua / Executive summary
2. The Upper Harbour Local Board has approved that the following community facilities be operated by local community organisations:
   - the Albany Community Hub (Te Pokapū ā-Hapori o Ōkahukura) (resolution number UH/2017/4)
   - the Headquarters building and the Sunderland Lounge, Hobsonville Point (resolution number UH/2018/2).
3. A suitable community group is to be sought by 1 July 2019 through an expression of interest (EOI) process in order that the Albany Community Hub, and the Headquarters building with the Sunderland Lounge, can transfer from council to community management.
4. Workshops have been held with the local board to develop a vision for the operation of these facilities. These priority areas will be used as criteria for the EOI process for both the Albany Community Hub, and the Headquarters building with the Sunderland Lounge.
5. Staff from departments across council will assess the EOI applications using criteria that includes the local board plan outcomes and the approved local board priorities for the facilities.
6. Analysis and recommendations for the applications will be brought to the local board for a decision in April 2019.

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

a) approve the priorities for the Albany Community Hub, Albany, and the Headquarters building with the Sunderland Lounge, Hobsonville Point, to be used as part of the community management expression of interest criteria, which are:
   i) the ‘place’ becomes, or is seen as, the heart of the community, managed by a local organisation
   ii) the ‘place’ is an inclusive space that is used by the diverse and changing community and is not identified as belonging to a select community group
   iii) a ‘place’ where placemaking, events and other community empowering activities can happen in and around the ‘place’, even if delivered through partnerships and other external relationships.
Horopaki / Context

7. Albany Community Hub, at 575 Albany Highway, opened in 2017 and is currently under council management.
8. The Headquarters building, and the Sunderland Lounge, are being refurbished as part of a development in Hobsonville Point. The Headquarters building is due to be completed in late 2018 and the Sunderland Lounge by early 2019.
9. The local board have approved the transfer from council to community management of the Albany Community Hub (resolution number UH/2017/4), and the Headquarters building and the Sunderland Lounge (resolution number UH/2018/2).
10. Staff recommend running two concurrent EOI processes for the Albany Community Hub, and for the Headquarters building together with the Sunderland Lounge, to find an appropriate community provider to deliver services from the facilities.
11. The 2017 Upper Harbour Local Board Plan also provides a focus area for the EOI criteria, in particular, the outcome:
   - Empowered, engaged and connected Upper Harbour communities. People living in Upper Harbour are able to influence what happens in their neighbourhoods.

Tātaritanga me ngā tohutohu / Analysis and advice

12. After a period of advertising and engagement from November 2018, both EOI applications will open for the month of February 2019.
13. The assessment criteria for the EOI applications (refer Attachment A) will include the local board plan outcomes and the approved local board priorities for the facilities.
14. Staff from departments across council will review the applications and bring analysis and recommendations to the local board for a decision in April 2019. The assessment panel will include the following council staff roles:
   - Review facilitator: Community Facilities Contracts Senior Administrator
   - Community Places representative: Senior Relationship Advisor
   - Community Empowerment representative: Specialist Advisor
   - Local Board Services representative: Relationship Manager.
15. Based on feedback received after two workshops with the local board on 19 April 2018 and 9 August 2018, staff identified the following priority areas for the Albany Community Hub, the Headquarters building and the Sunderland Lounge:
   - the ‘place’ becomes, or is seen as, the heart of the community, managed by a local organisation
   - the ‘place’ is an inclusive space that is used by the diverse and changing community and is not identified as belonging to a select community group
   - a ‘place’ where placemaking, events and other community empowering activities can happen in and around the ‘place’, even if delivered through partnerships and other external relationships.
16. Approval of the local board’s priorities for the facilities will enable staff to include them as EOI criteria, to ensure that the successful application is aligned with the direction set by the local board.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

17. At the workshop held in August 2018, the local board discussed their priorities for the Albany Community Hub, with the Headquarters building and the Sunderland Lounge to be included as part of the assessment criteria for the EOI process.

18. Community management of the facilities is supported by the Empowered Communities Approach and allows communities and local people to have greater control and influence over things they care about.

Tauākī whakaaweawe Māori / Māori impact statement

19. Mana whenua and mataawaka will be consulted as part of the EOI process to ensure they have the opportunity to participate.

20. As part of council’s commitment to upholding its responsibilities under Te Tiriti o Waitangi, Māori outcomes have been included as a section in the application (refer Attachment A).

Ngā ritenga ā-pūtea / Financial implications

21. The Albany Community Hub has an existing asset-based services budget of $52,000 for the delivery of services and operational costs. This budget will be transferred to the successful EOI applicant on 1 July 2019, which will be included in the terms of their contract.

22. The Headquarters building and the Sunderland Lounge have $78,000 asset-based services budget for the delivery of services and operational costs. This will be transferred to the successful EOI applicant on 1 July 2019, which will be included in the terms of their contract.

Ngā raru tūpono / Risks

23. To ensure that the EOI process receives a sufficient number of good quality applications, staff will ensure that it is well advertised in the community and that expectations for the management of the facilities is clearly communicated.

24. To ensure a successful transition from council to community management of the facilities, staff will provide ongoing support to the new management staff throughout the process.

Ngā koringa ā-muri / Next steps

25. The EOI process for the Albany Community Hub and for the Headquarters building and the Sunderland Lounge will be advertised from November 2018 and will open for the month of February 2019.

26. Staff will review the applications received and present them to the local board at a workshop for discussion in March 2019.

27. The recommendations for both EOI processes will be presented to the local board for a decision at the April 2019 business meeting.
Expression of interest priorities for the Albany Community Hub, Albany, the Headquarters building and the Sunderland Lounge, Hobsonville Point

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Expression of interest application criteria</td>
<td>53</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marilyn Kelly – Community Places Senior Relationship Advisor</td>
<td>Graham Bodman - General Manager Arts, Community and Events</td>
</tr>
<tr>
<td></td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>

Marilyn Kelly – Community Places Senior Relationship Advisor

Graham Bodman - General Manager Arts, Community and Events

Eric Perry - Relationship Manager
Questions / information gathered in expression of interest application.

The same process and focus areas will be used for both expressions of interest. Replace “Place” with Headquarters/Sunderland Lounge or Albany Community Hub accordingly.

<table>
<thead>
<tr>
<th>Prioritisation</th>
<th>Weight</th>
</tr>
</thead>
</table>
| 1. How will they deliver on the service levels ‘Access’ and ‘Activation’ for the “place”?  
   **Access:** Provide fair, easy and affordable access to a safe and welcoming venue.  
   **Activation:** Enable and co-ordinate a wide range of activities that cater to the diversity of your local community. | 0 - 5  |
| 2. How will they align to the outcomes in the Upper Harbour Local Board Plan?  
   **Outcome 1:** Empowered, engaged and connected Upper Harbour communities. People living in Upper Harbour are able to influence what happens in their neighbourhoods.  
   **Outcome 3:** Healthy and active communities Our residents have access to open space and a wide variety of sports and recreation opportunities. | 0 - 5  |
| 3. How will they deliver on the local board focus areas?  
   a) The “Place” becomes or is seen as the heart of the community, managed by a local organisation.  
   b) The “Place” is an inclusive space that is used by the diverse and changing community and is not identified belonging to a select group of community.  
   c) A “Place” where placemaking, events and other community empowerment activities can happen in and around the “place” – even if delivered through partnerships and other external relationships. | 0 - 5  |

<table>
<thead>
<tr>
<th>Suitability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Maori Outcomes, involvement, focus, participation, direction</td>
<td>0 - 8</td>
</tr>
<tr>
<td>5. Collaboration and partnerships across community</td>
<td>0 - 5</td>
</tr>
<tr>
<td>6. Organisation’s activities/services</td>
<td>0 - 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Diligence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Finances</td>
<td>0 - 3</td>
</tr>
<tr>
<td>8. References</td>
<td>0 - 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligibility</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Organisation Structure</td>
<td>0 - 3</td>
</tr>
<tr>
<td>10. Staff and Management skills</td>
<td>0 - 5</td>
</tr>
</tbody>
</table>

The Review Process

| Applications Open                                                                                      | Senior Relationship advisor answers questions to ensure the community organisations are supported to put forward best application. |
| Applications Close                                                                                 | Applications are checked to ensure they are complete. |
| Reference checks                                                                                     | Reference checks are made for applications. |
| Review Panel meets                                                                                  | The panel, weights and records comments for each application to form a recommendation for the local board. |
| Workshop                                                                                             | The number of applications, the scoring and comments will be brought to a workshop with the review panels recommendation for discussion with the local board. |
| Business Meeting                                                                                     | The local board make the decision on the organisation to take on the management and deliver on the services for each location and the term of the contract. |
Te take mō te pūrongo / Purpose of the report
1. To seek local board feedback on the draft Code of Conduct (code).

Whakarāpopototanga matua / Executive summary
2. The council’s initial code was prepared by the Auckland Transition Agency prior to Auckland Council commencing and was last reviewed in 2013. The code has worked well but there have been a number of issues identified. The Governing Body agreed that the code 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 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 address the issues that were identified.

4. A comparison of the draft code with the current code can be summarised as follows:
   - the code itself is more concise
   - material breaches are defined
   - there are separate complaint processes depending on whether a complaint relates to a non-material breach, a material breach or conflict of interest
   - the current independent review panel is replaced by a Conduct Commissioner, who can impose sanctions
   - findings of the Conduct Commissioner (for material breaches) will be made public to assist compliance with sanctions imposed by the Conduct Commissioner
   - there is no political involvement in determining a complaint or imposing sanctions
   - related documents are bundled in with the code and key policies and protocols and adopted with the code:
     - Conflict of Interest Policy
     - access to information protocol
     - election year policy
     - communications policy
     - media protocols.

5. Local board feedback is being sought on the draft code.

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

a) provide its feedback on the draft Code of Conduct attached to this report.
Horopaki / Context

What is the Code of Conduct

6. A code of conduct 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 per cent 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:

- 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.

- 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.

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

- 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.

- 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.

- The code is underused because it is seen to ‘lack teeth’. There needs to be a review of available sanctions.

10. Price Waterhouse Coopers (PWC) 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 2018 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:

- The code itself contains:
  - principles
  - descriptions of material breaches
  - the complaints process.

- The second document contains attachments which provide more detail:
  - 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
  - description of applicable legislation which the Local Government Act requires all codes to contain
  - 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. For example, the community trusts that members will act in the interest of the community and not their own interest. 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 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 following:

- 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:

- 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
- a description of legislation that is required by the Local Government Act 2002
- documents that are external to the code but are included because they are relevant to conduct:
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 the 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’ regarding council information relevant to their representative duties.

**Why we are proposing a protocol**

39. The purposes of the draft protocol are to:

- give effect to the legal ‘need-to-know’ principle
- 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
- 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
- provide for transparent and impartial Chief Executive decisions on requests under this protocol, and a democratic mechanism for the reconsideration of such decisions
Item 13

- 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:

- elected members make a request for information held by council and explain why they need the information
- the 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)
- decision and the provision of information to the elected member (with conditions if necessary for confidential information) within five working days
- if an elected member is not happy with the Chief Executive 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>63</td>
</tr>
<tr>
<td>B</td>
<td>Draft Code of Conduct attachments</td>
<td>77</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>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
DRAFT
Auckland Council
Code of Conduct
Adopted xxx 2018
# Table of Contents

Introduction ........................................................................................................................................... 1
Application ........................................................................................................................................... 1
1  Principles .................................................................................................................................... 2
   1.1  Trust ..................................................................................................................................... 2
   1.2  Respect ................................................................................................................................. 3
2  Policies, protocols, guides and legislation ..................................................................................... 4
3  Material breaches ......................................................................................................................... 5
4  Complaints ................................................................................................................................... 6
   4.1  Breach of the Code .................................................................................................................. 5
   4.2  Complaints ............................................................................................................................. 5
   4.3  Principles ................................................................................................................................ 6
   4.4  Investigator, Conduct Commissioner, mediators ................................................................. 6
   4.5  Receipt of complaint .............................................................................................................. 6
   4.6  Preliminary assessment .......................................................................................................... 6
   4.7  Dismissal of complaint .......................................................................................................... 7
   4.8  Non-material breach ............................................................................................................. 7
   4.9  Material breach ..................................................................................................................... 8
   4.10 Public disclosure of complaints and outcomes .................................................................... 9
   4.11 Alleged breach relates to a conflict of interest: ................................................................. 9
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;
Item 13

- 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 possibly – 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

<table>
<thead>
<tr>
<th>Policies and protocols</th>
<th>...</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Conflict of interest policy</td>
<td>...</td>
<td>1</td>
</tr>
<tr>
<td>B. Access to information protocol</td>
<td>...</td>
<td>13</td>
</tr>
<tr>
<td>C. Election year policy</td>
<td>...</td>
<td>21</td>
</tr>
<tr>
<td>D. Communications policy</td>
<td>...</td>
<td>27</td>
</tr>
<tr>
<td>E. Media protocols</td>
<td>...</td>
<td>29</td>
</tr>
<tr>
<td>Legislation</td>
<td>...</td>
<td>30</td>
</tr>
<tr>
<td>F. Legislation relevant to the conduct of members</td>
<td>...</td>
<td>30</td>
</tr>
<tr>
<td>External documents</td>
<td>...</td>
<td>36</td>
</tr>
<tr>
<td>G. Governance roles and responsibilities</td>
<td>...</td>
<td>36</td>
</tr>
<tr>
<td>H. Working with staff</td>
<td>...</td>
<td>41</td>
</tr>
<tr>
<td>I. Expenses policy</td>
<td>...</td>
<td>43</td>
</tr>
</tbody>
</table>
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
3

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”.4 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”.5

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 Taratea Reserve Society Inc v Palmerston North City Council [2008] 2 NZLR 661 (HC) at 102, 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;

(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 (trustees): 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., 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 member</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>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 stake</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>held by the member or their spouse / partner in a</td>
<td></td>
</tr>
<tr>
<td>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., resource consent application).</td>
</tr>
<tr>
<td>beneficial interest in land in Auckland owned by the</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>Debtors</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 the</td>
<td>The creditor and the amount owed.</td>
</tr>
<tr>
<td>member or their spouse / partner owes money.</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></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><strong>Close associations</strong></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.

   - **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?
       - Could you or your partner/spouse reasonably expect a non-trivial financial gain or loss depending on how the council decides to deal with the matter for decision?
         - **NO**
         - **YES**
           - Is the financial interest in common with the public?
             - **YES**
             - You can participate in discussion and voting on the matter
             - **NO**
             - 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.

   - **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?
       - Do you have a close association with an individual or organisation which is affected by the decision?
         - **NO**
         - **YES**
           - Is the decision likely to affect an organisation or person that you have duties to or a role with?
             - **NO**
             - **YES**
               - You can participate in discussion and voting on the matter
             - 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.

   - Is your interest a conflict of interest?
     - Would a fair-minded observer reasonably think that you might not bring an impartial mind to the matter because of your financial or non-financial interest, in that you might unfairly regard with favour or disfavour a particular position due to your interest?
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:
(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 (IMSB) 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.9

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 manifestos.

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

---

9 Principle 12, “Good Practice for Managing Public Communications by Local Authorities” (Office of the Auditor-General).
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\(^{13}\).

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\(^{11}\).

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.

---

\(^{10}\) Elected Members Expense Policy 1 October 2014, v 2.2 para 57.

\(^{11}\) 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.¹²

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 electorale 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.

12.3 Pre-election period means the three months prior to election day.

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.

---

13 Adapted from Local Electoral Act 2001 section 104.
14 Local Electoral Act 2001, section 104.
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>Date</th>
<th>Event</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.\(^\text{15}\).

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.\(^\text{16}\).

\(^\text{15}\) Governance Manual 3.2.14
\(^\text{16}\) Governance Manual 3.2.14
Legislation

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 Māori 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 to 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;
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 LGACA 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 fulfil 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

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 13 wards 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.16

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.

---

16 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 Governance Manual 3.2.13
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 [3].

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 [4].

[1] From the Elected Member Handbook published through Kura Kowara
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
   Catering56 ........................................................................................................................ 56
   Civic receptions/functions and official delegations .............................................................. 56
   Hosting official visitors ..................................................................................................... 57
   Flowers and gifts ............................................................................................................... 57
12. Approval process ............................................................................................................... 57
Item 13

Approval for domestic travel and domestic expense claims ........................................... 57
Approval for international travel .................................................................................... 58
Approval of expense claims post international travel .................................................... 59
Claiming expenses ......................................................................................................... 59

13. Breach of expense and reimbursement rules .............................................................. 59
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 Illes
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.
5.13 The council’s insurance policy provides insurance for the use of rental cars anywhere within New Zealand. It is not necessary to purchase further insurance from the rental agency.

5.14 Rental cars must be refilled with fuel before returning them to avoid the high refuelling charges of hire companies.

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>
<tbody>
<tr>
<td>Meals</td>
<td>On the basis of actual and moderate expenditure, or according to the daily rates for international travel</td>
</tr>
<tr>
<td></td>
<td>Meal expenses cannot be claimed if:</td>
</tr>
<tr>
<td></td>
<td>- a complimentary meal is provided by an airline</td>
</tr>
<tr>
<td></td>
<td>- a meal is prepaid through an accommodation package (e.g. hotel breakfast)</td>
</tr>
<tr>
<td></td>
<td>- the cost of the meal is included in the cost of a seminar or conference</td>
</tr>
<tr>
<td></td>
<td>- Elected members are entertained by their hosts</td>
</tr>
<tr>
<td>Entertainment</td>
<td>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</td>
</tr>
<tr>
<td>Alcohol</td>
<td>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</td>
</tr>
<tr>
<td>Car parking</td>
<td>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</td>
</tr>
<tr>
<td>International driver’s licence fee</td>
<td>If a rental car is used as part of the trip</td>
</tr>
<tr>
<td>Telephone and data expenses</td>
<td>Short calls home from overseas</td>
</tr>
<tr>
<td></td>
<td>Prudent data usage to access emails and the internet overseas</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Laundry</td>
<td>Actual and required laundry expenses</td>
</tr>
<tr>
<td></td>
<td>- for trips in excess of three days</td>
</tr>
<tr>
<td></td>
<td>- if an accident necessitates it</td>
</tr>
<tr>
<td>Tips (gratuities) –</td>
<td>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</td>
</tr>
<tr>
<td>International travel</td>
<td></td>
</tr>
<tr>
<td>Visa and vaccination fees</td>
<td>If needed for travel to some international countries</td>
</tr>
</tbody>
</table>
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 cates 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:
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>
</table>
| Mayor          | • The Chair of a Committee of the Whole  
                | • and the Chief Executive               |
| Deputy Mayor   | • The Mayor or the Chair of a Committee of the Whole  
                | • and the Chief Executive               |
| Councillors    | • The Mayor or Deputy Mayor or the Chair of a Committee of the Whole  
                | • and the Chief Executive or Governance Director |
| Local board members | If the travel is financed from the local board’s budget:  
                        | • The whole local board, by way of a public report and resolution  
                        | • and the Chief Executive or Governance Director  
                        | If the travel is financed by Local Board Services or from another central budget:  
                        | • The Mayor or Deputy Mayor or the Chair of a Committee of the Whole  
                        | • and the Chief Executive or Governance Director |
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</td>
<td>• The Chief Executive or the Governance Director</td>
</tr>
<tr>
<td>and Deputy Mayor</td>
<td></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.
Te take mō te pūrongo / Purpose of the report
1. To fund, part-fund or decline the 2018/2019 Upper Harbour Local Grant applications round one.

Whakarāpopototanga matua / Executive summary
2. This report presents applications received in round one of the 2018/2019 Upper Harbour Local Grants (refer Attachment B) and Multi-board Grants (refer Attachment C).
4. The Upper Harbour Local Board has set a total community grants budget of $113,425 for the 2018/2019 financial year.
5. Eight applications were received in this round, with a total amount requested of $56,803.
6. Sixteen further applications were received as multi-board applications, requesting a total of $74,262.99.

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

<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>LG1917-106</td>
<td>Greenhithe Residents Ratepayers and Community Hall Association</td>
<td>Community</td>
<td>Towards the costs to repair and paint the exterior of the Greenhithe Old School Hall</td>
<td>$12,950</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1917-110</td>
<td>Kaipatiki Project Incorporated</td>
<td>Environment</td>
<td>Towards the delivery of running six stalls at the community markets</td>
<td>$5357</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1917-109</td>
<td>Circability Trust</td>
<td>Events</td>
<td>Towards delivery of the event 'Circus in the Park', including technical costs, advertising, contributions to the creative director, producer and professional facilitator and performer fees</td>
<td>$10,454</td>
<td>Eligible</td>
</tr>
</tbody>
</table>
## Item 14

**Upper Harbour Local Board**  
18 October 2018

<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>LG1917-101</td>
<td>Raquel Chaviz-Nguyen</td>
<td>Sport and recreation</td>
<td>Towards the costs of venue hire, equipment, operational costs and marketing material</td>
<td>$2169</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1917-104</td>
<td>North Harbour Bike Motocross (BMX) Club</td>
<td>Sport and recreation</td>
<td>Towards the purchase of a laptop, tablet, printer, modem router, bar code scanner, and a scanner to match the upgraded track and race programmes</td>
<td>$4920</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1917-105</td>
<td>East Coast Bays and Districts Cricket Club (ECBCC) Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the cost of three months facility fees at Windsor Park</td>
<td>$9000</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1917-108</td>
<td>Windsor Park Board Incorporated</td>
<td>Sport and recreation</td>
<td>Towards repairing corroded steel trusses on Windsor Park clubhouse</td>
<td>$8483</td>
<td>Eligible</td>
</tr>
<tr>
<td>LG1917-111</td>
<td>Rosedale Park Sports Trust</td>
<td>Sport and recreation</td>
<td>Towards maintenance costs of the clubhouse located in Rosedale Park</td>
<td>$3470</td>
<td>Eligible</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$56,803</strong></td>
<td></td>
</tr>
</tbody>
</table>

b) agree to fund, part-fund or decline the multi-board applications in round one of the 2018/2019 Local Grant applications, as outlined in the following table:

<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>MB1819-132</td>
<td>Kaipatiki Community Facilities Trust</td>
<td>Arts and culture</td>
<td>Towards the cost of delivering the ‘Tartan Day Tattoo Celebration Event North Shore 2019’</td>
<td>$1500</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-144</td>
<td>The Operating Theatre Trust</td>
<td>Arts and culture</td>
<td>Towards various costs, including hosting volunteers, rehearsal room, venue and ticketing costs from The PumpHouse Theatre, additional lighting hire, costume and set materials, royalties, printing, mailout costs and promotional costs in various media for ‘The Santa Claus Show ’18’ (1 to 22 December 2018) and ‘The Man Whose Mother was a Pirate’ (6 to 29 April 2019)</td>
<td>$2000</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-151</td>
<td>New Zealand Dance Advancement Trust</td>
<td>Arts and culture</td>
<td>Towards the costs of venue hire, studio hire and the dance education coordinator, artistic executive, production manager, dancers and senior dance tutors for the '2019 Youth and Community Engagement' programme</td>
<td>$2500</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-160</td>
<td>New Zealand Nepal Society Incorporated</td>
<td>Arts and culture</td>
<td>Towards the audio-visual hire and operational costs of Nepal Festival</td>
<td>$8350</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-134</td>
<td>North Shore Centres of Mutual Aid (CMA) Incorporated</td>
<td>Community</td>
<td>Towards a proportion of operational costs, excluding wages, for CMA centres for the six-month period 1 January 2019 to 30 June 2019</td>
<td>$3750</td>
<td>Eligible</td>
</tr>
<tr>
<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 16 free parenting courses in the North Shore libraries for the period February to December 2019</td>
<td>$2340</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-142</td>
<td>La Leche League North Shore</td>
<td>Community</td>
<td>Towards room hire, leader’s training costs, conference costs, subscriptions, library and brochure purchases, printing and membership costs from 1 October 2018 to 1 August 2019</td>
<td>$737.50</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-147</td>
<td>Auckland Central Riding for the Disabled Association</td>
<td>Community</td>
<td>Towards the purchase of helmets for the association</td>
<td>$753</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-154</td>
<td>StarJam Charitable Trust</td>
<td>Community</td>
<td>Towards the costs to run StarJam music workshops including the programme coordinator salary, tutor fees, venue hire, equipment and administration costs</td>
<td>$3500</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-191</td>
<td>PHAB Association Incorporated</td>
<td>Community</td>
<td>Towards the costs of the PHAB workers' salary, and coordinators and administrators' wages</td>
<td>$1500</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-101</td>
<td>Badminton North Harbour Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the changing room upgrade costs</td>
<td>$12,000</td>
<td>Eligible</td>
</tr>
<tr>
<td>Item No.</td>
<td>Organisation</td>
<td>Activity</td>
<td>Description</td>
<td>Amount</td>
<td>Eligibility</td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>--------</td>
<td>-------------</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 including farrier, vet, horse feed, electricity, internet, phone, stationary and hygiene consumables for the North Shore Group Riding for Disabled from November 2018 to 31 October 2019</td>
<td>$3090.49</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-114</td>
<td>Bike Auckland</td>
<td>Sport and recreation</td>
<td>Towards the cost to run the Bike Burb programme, including venue hire, development fees, workshop costs and communications</td>
<td>$3000</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-165</td>
<td>Harbour Sport Trust</td>
<td>Sport and recreation</td>
<td>Towards the coach developer wages from 15 January to 31 July 2019</td>
<td>$10,000</td>
<td>Eligible</td>
</tr>
<tr>
<td>MB1819-167</td>
<td>Redwood Park Golf Club Incorporated</td>
<td>Sport and recreation</td>
<td>Towards coaching, equipment and marketing costs for a school holiday programme at Redwood Park Golf Club</td>
<td>$2149</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 for the Glenfield, Glamorgan, Orewa and Stanmore Bay facilities and salary costs for the recreational and schools coach for the period 1 November 2018 to 30 September 2019</td>
<td>$17,100</td>
<td>Eligible</td>
</tr>
</tbody>
</table>

**Total** $74,269.99

**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 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 Upper Harbour Local Board will operate two local grant rounds, and three quick response rounds in this financial year. Upper Harbour Local Grant round one 2018/2019 closed on 24 August 2018.
11. The community grants 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.

12. The Upper Harbour Local Board has set a total community grants budget of $113,425 for the 2018/2019 financial year.

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

13. The aim of the local board grants programme is to deliver projects and activities which align with the outcomes identified in its 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**

14. Local boards are responsible for the decision-making and allocation of local board community grants. The Upper Harbour Local Board is required to fund, part-fund or decline these grant applications against the local board priorities identified in the local board grants programme.

15. 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.'

16. Summaries of each application received through round one of the 2018/2019 Upper Harbour Local Grant and Multi-board Grant applications are attached to the report (refer Attachments B and C).

**Tauākī whakaaweawe Māori / Māori impact statement**

17. 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.

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

18. The allocation of grants to community groups is within the adopted Long-term Plan 2018-2028 and local board agreements.

19. The Upper Harbour Local Board has set a total community grants budget of $113,425 for the 2018/2019 financial year.

20. Eight applications were received in this round, with a total amount requested of $56,803.

21. Sixteen further applications were received as multi-board applications, requesting a total of $74,262.99

**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 Upper Harbour Local Board allocating funding for round one local grants, commercial and finance staff will notify the applicants of the local board’s decision.
### Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Upper Harbour Local Board Grants Programme 2018/2019</td>
<td>145</td>
</tr>
<tr>
<td>B</td>
<td>Upper Harbour Local Grants round one 2018/2019 applications</td>
<td>149</td>
</tr>
<tr>
<td>C</td>
<td>Upper Harbour Local Grants round one 2018/2019 multi-board applications</td>
<td>175</td>
</tr>
</tbody>
</table>

### Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td></td>
</tr>
<tr>
<td>Authorisers</td>
<td></td>
</tr>
<tr>
<td>Marion Davies - Grant Operations Manager</td>
<td></td>
</tr>
<tr>
<td>Shane King - Head of Operations Support</td>
<td></td>
</tr>
<tr>
<td>Eric Perry - Relationship Manager</td>
<td></td>
</tr>
</tbody>
</table>
Upper Harbour Local Board – Local Grants Programme 2018/2019

Our Local Grants Programme aims to provide contestable and discretionary community grants to local communities.

Outcomes sought from the local grants programme

Our grants programme will be targeted towards supporting the following outcomes, as outlined in our local board plan:

- Empowered, engaged and connected Upper Harbour communities
- Efficient and effective transport links
- Healthy and active communities
- A thriving local economy
- Our environment is valued, protected and enhanced

Our priorities for contestable grants

The Upper Harbour Local Board welcomes grant applications that align with the local board plan priorities. All applications will be measured on their merits and consideration will be given to initiatives that contribute to (in no order of priority):

- Sport and recreation
- Youth
- Families
- Migrants
- The environment
- Community participation and wellbeing.

Criteria and eligibility for grants

The following criteria apply to these grants:

- Applicants with no legal structure applying for more than $1,000 must nominate an umbrella organisation or apply to have their funding released upon receipt of accountability.
- Initiatives must fit with at least one of the board’s priorities as stipulated in the Upper Harbour Local Board Plan. (See the plan here: https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/local-boards/all-local-boards/upper-harbour-local-board/Pages/upper-harbour-plans-agreements-reports.aspx)
- preference will be given to initiatives which take place in the Upper Harbour Local Board area and/or are of benefit to Upper Harbour Local Board residents.
- initiatives must not be a core service provided by central government (e.g. primary healthcare or education).
- initiatives must not have already taken place before the board has the opportunity to consider the application (unless the board accepts there are genuine mitigating circumstances).
- activities of debt repayment and promoting particular political goals are ineligible for funding.
- schools and churches will only be funded if there is a significant community benefit.
- applicants must not have outstanding accountability obligations from previous council grants.
- legal costs, salaries and wages are deemed to be of low priority for funding.

Grants approach and application dates

Quick Response grants have a maximum amount per grant of $5,000.

Grant rounds for the 2018/2019 financial year will be as follows:

<table>
<thead>
<tr>
<th>2018/2019 grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Grant Round one</td>
<td>16 July 2018</td>
<td>24 August 2018</td>
<td>18 October 2018</td>
<td>1 November 2018</td>
</tr>
<tr>
<td>Quick Response Round one</td>
<td>10 September 2018</td>
<td>5 October 2018</td>
<td>15 November 2018</td>
<td>1 December 2018</td>
</tr>
<tr>
<td>Local Grant Round two</td>
<td>31 January 2019</td>
<td>22 March 2019</td>
<td>18 April 2019</td>
<td>1 May 2019</td>
</tr>
<tr>
<td>Quick Response Round Two</td>
<td>4 February 2019</td>
<td>1 March 2019</td>
<td>18 April 2019</td>
<td>1 May 2019</td>
</tr>
<tr>
<td>Quick Response Round Three</td>
<td>15 April 2019</td>
<td>10 May 2019</td>
<td>20 June 2019</td>
<td>1 July 2019</td>
</tr>
</tbody>
</table>

Multi-board funding

Upper Harbour 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 and/or activities will specifically benefit people and communities in the Upper Harbour Local Board area.
### Obligations if you receive funding

In order to ensure that the Upper Harbour 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 into.

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 Upper Harbour Local Board.
- Recognition of the Upper Harbour Local Board’s support of your initiative (e.g. using the Upper Harbour Local Board logo on promotional material).

<table>
<thead>
<tr>
<th>Multiboard grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Grant</td>
<td>18 June 2018</td>
<td>17 August 2018</td>
<td>18 October 2018</td>
<td>1 November 2018</td>
</tr>
<tr>
<td>Round one</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Grant</td>
<td>21 January 2019</td>
<td>22 March 2019</td>
<td>18 April 2019</td>
<td>1 May 2019</td>
</tr>
<tr>
<td>Round two</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Greenhithe Residents Assn Inc**

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society, Charitable Trust</th>
<th>Activity focus:</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project:** Old School Building Restoration

<table>
<thead>
<tr>
<th>Location:</th>
<th>Collins Park, Greenhithe Road, Greenhithe, Auckland 0632</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>This Grade A historic building has a large number of weather boards, window frames and bargeboards that have rotted and water is egressing to deteriorate the structural framing timber. It is considered by the Assn, and the builder advising us, to need urgent repairs. Once repaired the building will require painting and the height negates this task being undertaken by volunteers without appropriate safety considerations. We have secured the services of a builder (it took over a year to secure a builder for the Community Hall renovations) whom has quoted what we consider a very reasonable fee for this work. There may need to be some additional remedial work once the building is opened up. The funds requested are GST exclusive.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates:</th>
<th>05/11/2018 - 30/11/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>People delivering:</td>
<td>Builders x 3. Committee x 14. Users x hundreds</td>
</tr>
<tr>
<td>Rain dates:</td>
<td>-</td>
</tr>
<tr>
<td>People reached:</td>
<td>Estimated 4,000 people 'user days' per annum</td>
</tr>
</tbody>
</table>

| % of participants from Local Board | 99% |

| Promotion: | The Upper Harbour Board grants will and have got mentioned in all communications relating to projects that it has assisted in including exposure at AGM and in Chairman's Reports. |

**Community benefits**

**Identified need:**
Building report on the substantial visual defects. As a Historic building it has to be reinstated with like for like so this is skilled work with no short-cuts!

**Identified community outcomes:**
Restoration of an A listed historic building. On-going facility for the wider community use. Extend life of the building 20 years plus

**Alignment with local board priorities:**
Community participation
Projects an A listed Historical building against further deterioration. Will provide for the continuation of this facility as a venue for a diverse range of community social, sporting and cultural activities.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

---

**Item 14**
Demographics

Māori outcomes:

- Accessible to people with disabilities: Yes - Have disability ramp
- Target ethnic groups: All/everyone
- Promoting: Notices inside hall
- SmokeFree: Can do, please advise
- Zero waste minimisation

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age group</th>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;85 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Financial information

- Amount requested: $12950.00
- Requesting grant for: Restoration and Painting
- If part funded, how would you make up the difference:

Cost of participation: Re GST - System would not accept our number. Please refer to copy of confirmation number 055-130-469

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,950.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Expenditure item

- Repair Weatherboards etc: $6,800.00
- Repaint Exterior: $6,150.00

Income description

- No direct additional income: $0.00

Donated materials

- N/A: $0

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 per month</td>
<td>None identified</td>
<td>$1,438.50</td>
</tr>
</tbody>
</table>
### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Round - Stage</td>
<td></td>
</tr>
</tbody>
</table>

*No previous funding history*
2018/2019 Upper Harbour Local Grants, Round One

**Kaipatiki Project Incorporated**

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
<th>Activity focus:</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project:** Community engagement on environmental matters

**Location:** Hobsonville Farmers Market

**Summary:** Running 6 stalls at community markets, highlighting the work of Kaipatiki Project in Hobsonville, including the epilobium work and Pest Free Hobsonville. Talk with local residents about ways they can support environmental change - through pest control, restoration, plastic reduction etc. Work in fun, engaging and educational ways.

**Dates:** 01/01/2019 - 31/07/2019

**People delivering:** 3

**People reached:** 600

**% of participants from Local Board:** 100%

**Promotion:** Through our Facebook site (1500+ people)

Through our newsletter (6500+ people)

Through Facebook community pages

---

**Community benefits**

**Identified need:**
We have run EcoFest North for 5 years. We have run workshops, engagement events and stalls all through the North and have seen people are keen to see how to get involved and lessen their impact. By running these events in markets, we hope to engage with new audiences, or people who are not as engaged with environmental messages as our traditional ‘green’ audience.

**Identified community outcomes:**
A community who has met new community environmental organisations
Introducing new people to simple environmental change, and asking them to pledge to make a difference
Working with smaller environmental groups to engage more broadly and highlight their messages

**Alignment with local board priorities:**

*The environment*

Kaipatiki Project will run 6 community engagement activities at markets and community days through 2019. We will partner with one local community organisation at each event.

During these events, we will encourage people to:
Become involved in restoration activities
Reduce plastic waste
Get involved with pest free peninsula activities
Give low carbon living messages
This will be done through conversations and active engagement activities (games, quizzes, displays etc.) We will encourage everyone to pledge to a new behaviour and will follow up where possible.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

Demographics

Māori outcomes:

Accessible to people with disabilities: Yes - The events are at community markets, so are on flat, easily accessible areas. We wish to engage with a full cross section of the community.

Target ethnic groups: All/everyone

Promoting: We will be working in outside events run by other organisations and will be supporting their smoke free messages.

SmokeFree: Yes - plastic reduction will be a key outcome

Zero waste minimisation

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age Group</th>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt; 65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
<td></td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Financial information

Amount requested: $5357.00

Requesting grant for: Funding to staff the stalls, develop the community relationships further and develop the collateral (stalls, quizzes etc)

If part funded, how would you make up the difference:

We will run less activities / engagement events

Cost of participation: Free

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,357.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Expenditure item

As attached $5,357.00

Income description

Free $0.00

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>
**Donated materials**

<table>
<thead>
<tr>
<th>None identified</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Round - Stage</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1906-147</td>
<td>Community engagement on environmental matters</td>
<td></td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>2018/2019 Hibiscus and Bays Local Grants, Round One - Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCE1968-005</td>
<td>Kaeptiki Project Eco Day</td>
<td></td>
<td>Approved</td>
<td>$7,500.00</td>
</tr>
<tr>
<td></td>
<td>2018/2019 Non-Contestable Events - Kaeptiki - Awaiting payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1902-121</td>
<td>Community engagement on environmental matters</td>
<td></td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>2018/2019 Devonport-Takapuna Local Grants, Round One - E&amp;H assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1908-125</td>
<td>Community engagement on environmental matters</td>
<td></td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>2018/2019 Kaeptiki Local Grants, Round One - E&amp;H assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1817-311</td>
<td>Volunteer and plant shelter</td>
<td></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2017/2018 Upper Harbour Quick Response, Round Three - Project in progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WMIF1801-056</td>
<td>Café and food vendors organic waste diversion from landfill trial</td>
<td></td>
<td>Approved</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>WMIF April 2018 - 3b. Awaiting reimbursement request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1808-319</td>
<td>Zero Waste and Building Upgrade</td>
<td></td>
<td>Approved</td>
<td>$7,500.00</td>
</tr>
<tr>
<td></td>
<td>2017/2018 Kaeptiki Local Grants, Round Three - Project in progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/1838</td>
<td>Trainee Restoration Coordinators, Hands on Ecology and NWWL community restoration</td>
<td></td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Regional Environment and Natural Heritage Fund 2017 - 2018 - Assessment Biodiversity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCE1868-003</td>
<td>Kaeptiki Project EcoFest</td>
<td></td>
<td>Approved</td>
<td>$7,500.00</td>
</tr>
<tr>
<td></td>
<td>2017/2018 Events - Kaeptiki - Review accountability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1808-117</td>
<td>Interim accommodation in response to building health &amp; safety issues</td>
<td></td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2017/2018 Kaeptiki Local Grants, Round One - Withdrawn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1802-188</td>
<td>Totally Sustainable Talks</td>
<td></td>
<td>Approved</td>
<td>$2,792.00</td>
</tr>
<tr>
<td></td>
<td>2017/2018 Devonport-Takapuna Local Grants, Round One - Acquitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1708-210</td>
<td>Kaeptiki Youth Environmental Leadership Programme and granting NCEA credits</td>
<td></td>
<td>Approved</td>
<td>$6,036.00</td>
</tr>
<tr>
<td></td>
<td>Kaeptiki Local Grants, Round Two, 2016/2017 - Grant not uplifted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS17_2_225</td>
<td>Beginner and Advanced harakeke weaving sessions</td>
<td></td>
<td>Approved</td>
<td>$6,216.00</td>
</tr>
<tr>
<td></td>
<td>Creative Communities Scheme 2017_2 - North Committee 17_2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REGCD17-48</td>
<td>Community Nursery Network - Exploration and Feasibility</td>
<td></td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Regional Community Development 20/16/2017 - Declined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LFHW1501-23</td>
<td>2016/17 Love Food Hate Waste Fund - Paid- awaiting accountability</td>
<td></td>
<td>Approved</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>16/1753</td>
<td>EcoFest North 2017</td>
<td></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Item Code</td>
<td>Description</td>
<td>Approved Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>-----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/1710</td>
<td>Pest Free Kaipatiki Coordinator includes some of KLB funds</td>
<td>$10,000.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1608-212</td>
<td>Regional Environment and Natural Heritage Fund 2016 - 2017 - Multiyear approved - year 2</td>
<td>$60,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1616-196</td>
<td>EcoFest North</td>
<td>Approved $15,900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS16_1_184</td>
<td>Kaipatiki Local Grants, Round Two, 2015/16 - Accountability overdue</td>
<td>Approved $5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS16_1_102</td>
<td>Rodney Local Grants Round One 2015/16 - Grant not uplifted</td>
<td>Approved $3,590.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS16_1_184</td>
<td>Introductory and Advanced Harakeke Weaving</td>
<td>Approved $3,590.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS16_1_102</td>
<td>Creative Communities Scheme 2016_1 - North/West Assessment Committee Round 1 2016</td>
<td>Approved $1,544.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Circability Trust**

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society, Charitable Trust</th>
<th>Activity focus:</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project: Circus in the Park**

**Location:** We have three options: Glen Bay Close reserve, Collins Park and Hobsinville Point Park. We would like to collaborate with the local board to agree to the most suitable Park location.

**Summary:** We will hold the Circus in the Park events between January 2019 and March 2019. This builds on the success and learning of Circus in the Park events in other areas of Auckland City, held in early 2018. We will ensure that these events are held in a safe, engaging way and encourage active inclusion.

**Dates:** 01/01/2019 - 31/03/2019

**People delivering:** 15

**People reached:** 2000

**% of participants from Local Board Promotion:** 100%

**Promotion:**
- Facebook - We have used limited facebook advertising boosts ($5 / month a few days before each event this summer) to keep numbers attending limited, manageable and safe as we had limited resources
- Posters
- Flyers
- Press releases and publications (Our Auckland, Ponsonby News, Central leader, Harbour News)
- Direct mail through Circability database of participants from Victoria Park and community events, schools and circus networks
- The website, Event Finder, The Big Idea, Family Times etc, on social media and 'MeetUp' Groups (150 people already registered on the Family Circus Sunday Meetup Group as a waiting list. We will distribute flyers at our classes, local schools, community centres and events.

**Community benefits**

**Identified need:** Successive Circus in the Park programmes have been held in recent summers which have been popular and received good feedback. We have had increasing numbers attend through word of mouth, and participants told us we should market the events more and we could attract bigger crowds.

**Identified community outcomes:** It will create a sense of belonging and connectivity to the local community. It will also add to the building of inclusive communities as all events are for all ages and all abilities.
People have told us they value the opportunity for themselves and their children to meet other families and disabled people with whom authentic positive interaction is very rare, while others just enjoy doing something positive together with their family.

Alignment with local board priorities:

Community participation
We will hold the Circus in the park events between January 2019 and March 2019. Circus in the Park are community building events where people get the opportunity to participate in active fun together. Diverse crowds can attend, and the active nature of circus will enable them to interact with other people from their community. In addition, people with learning difficulties will not only attend but help with planning and delivery, to foster the inclusive nature of the programme. Circus artists, kids, mums, dads, grandparents and friends play and laugh together which breaks down barriers across cultural groups.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hohepa Auckland</td>
<td>Inclusive planning team, assistant teachers and catering</td>
</tr>
<tr>
<td>ANZCA Members (Aotea New Zealand Circus Association) - Dust Palace, Circool, Silver Circle</td>
<td>Teacher, student and volunteer assistants</td>
</tr>
<tr>
<td>Hippo Unicycles</td>
<td>World Champion Unicyclists</td>
</tr>
<tr>
<td>Mango Films</td>
<td>Film and edit 2 minute promotions clip for future sponsorship</td>
</tr>
<tr>
<td>Circle Ltd</td>
<td>Trapeze Hire and workshops</td>
</tr>
<tr>
<td>Volunteer Auckland</td>
<td>Volunteers for Admin, Evaluation, Assistant Teachers, Road patrol/H&amp;S</td>
</tr>
<tr>
<td>CAN Creative Access Network</td>
<td>Promotional support and invitation to display artworks</td>
</tr>
</tbody>
</table>

Demographics

Māori outcomes:

Accessible to people with disabilities: Yes - Circability focus on changing attitudes to people with disabilities and they are included in event planning and delivery.

Target ethnic groups: All/everyone

Promoting SmokeFree: All Circability events are smoke-free.

Zero waste minimisation: All events are outdoors and the smoking will be actively discouraged by the support team at all times.

All events are outdoors and the participants will be asked to remove all of their personal rubbish if there should be any.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>
### Financial information

**Amount requested:** $10454.00  
**Requesting grant for:** To cover the cost of the facilitators and teachers as well as other operational costs. Also included are travelling cost, marketing costs and other overheads. Please see the budget sheet attached.

**If part funded, how would you make up the difference:**  
Yes, with budget changes to reflect the amount we receive

**Cost of participation:** There is no cost to the participant to attend any of the events.

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,454.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Expenditure item**

- **Artistic Team:** $2,800.00
- **Production Team:** $750.00
- **Performers/Teachers:** $4,200.00
- **Venue:** $500.00
- **Technical Requirements:** $200.00
- **Travel & Accommodation:** $544.00
- **Marketing and Communications:** $480.00
- **Compliance:** $430.00
- **Overheads:** $560.00

**Income description**

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Other funding sources**

- **Amount:** None identified
- **Current Status:** None identified

**Donated materials**

- **Amount:** None identified

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>40</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**Funding history**

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>Proposal Title</td>
<td>Status</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>LG1906-153</td>
<td>Circus in the Park</td>
<td>Submitted</td>
</tr>
<tr>
<td>RegPr19_1_60</td>
<td>Regional Arts and Culture Grant Programme 19_1 Projects - Assessment 19_1</td>
<td>Submitted</td>
</tr>
<tr>
<td>083</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RegAC18_1_00</td>
<td>Regional Arts &amp; Culture Grants Programme 18_1 Projects - Assessment 18_1</td>
<td>Declined</td>
</tr>
<tr>
<td>081</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1620-105</td>
<td>Family Circus Sundays</td>
<td>Approved</td>
</tr>
<tr>
<td>RegAC17_2_05</td>
<td>Senior Circus Trial</td>
<td>Acquitted</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS17_2_274</td>
<td>Circus South</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Creative Communities Scheme 2017_2 - South Committee 17_2</td>
<td></td>
</tr>
<tr>
<td>CCS17_2_220</td>
<td>Diversity Day 2017</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Creative Communities Scheme 2017_2 - Central Committee 17_2</td>
<td></td>
</tr>
<tr>
<td>CCS17_1_203</td>
<td>Diversity in Action at Vic Park</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Creative Communities Scheme 2017_1 - Central Assessment Committee Round 1 2017</td>
<td></td>
</tr>
<tr>
<td>QR1620-537</td>
<td>Free Sunday Family Circus at Victoria Park</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>2015/2016 Waitemata Quick Response, Round Four - Acquitted</td>
<td></td>
</tr>
<tr>
<td>LG1620-23</td>
<td>Circability Show: Circus Fiesta</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>2015/2016 Waitemata Local Grants, Round One - Acquitted</td>
<td></td>
</tr>
</tbody>
</table>
## Kanuka Yoga Space

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Limited Liability Company</th>
<th>Activity focus:</th>
<th>Sport and recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project: Hobsonville Point Free Community Yoga**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Rifle Range on Bomb Point Drive and Headquarters Building on Marine Parade.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>Karuka Yoga Space would like to run free community classes for 8 weeks in Hobsonville Point in 2018. Project will include promotion, hiring instructors, and providing yoga mats.</td>
</tr>
<tr>
<td>Dates:</td>
<td>16/09/2018 - 04/11/2018</td>
</tr>
<tr>
<td>People delivering:</td>
<td>2</td>
</tr>
<tr>
<td>Rain dates:</td>
<td>-</td>
</tr>
<tr>
<td>People reached:</td>
<td>7,000 through Hobsonville Point Facebook Page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of participants from Local Board</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion:</td>
<td>Neighbourly, Facebook, Instagram, Flyers</td>
</tr>
</tbody>
</table>

### Community benefits

**Identified need:**
- There are no dedicated studios to practice yoga in Hobsonville, Hobsonville Point, or West Harbour (radius of 5km)

**Identified community outcomes:**
- Promote connected movement and breath in the outdoors; benefits include increased strength, flexibility, and mindfulness.
- Provide a free form of exercise to the community, appropriate for all ages.
- Encourage community participation in Hobsonville Point's public venues (Rifle Range and Headquarters Building)

### Alignment with local board priorities:

**Sport and recreation**
- Karuka Yoga Space would like to offer free community yoga classes in Hobsonville Point on a weekly basis for 8 weeks. We believe free yoga classes will introduce a new sport and recreation activity to the community and encourage neighbourly networking through gentle movement. We would like to make use of Hobsonville's Rifle Range venue when weather permits, or the headquarters building when it is rainy. Classes will be held Saturday morning at 10am.

### Collaborating organisation/individual | Role
---|-----
Stuart Larsen | Co-Founder

### Demographics

**Māori outcomes:**
Item 14

Accessible to people with disabilities: No -
Target ethnic groups: All/everyone
Promoting: Yoga promotes a healthy union of mind, body, and breath. This is not aligned with smoking. We will be holding our practice in smoke-free areas of Hobsonville Point.
SmokeFree: We will encourage participants to bring reusable water bottles and to ‘leave-no-trace’.
Zero waste minimisation:

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>10%</td>
</tr>
<tr>
<td>15-24 years</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>25-44 years</td>
<td>30%</td>
<td>%</td>
</tr>
<tr>
<td>45-64 years</td>
<td>&gt;65 years</td>
<td>30%</td>
</tr>
<tr>
<td>All ages</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

Financial information

Amount requested: $2169.00
Requesting grant for: We would like to secure space at the Headquarters Building (for rainy days) and the Rifle Range on Bomb Point Drive (weather permitting). Funding will also apply to 30 yoga mats for the community to use and hiring outsourced yoga teachers (prioritising local talent).

If part funded, how would you make up the difference:

Cost of participation: Free for the community

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,169.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Expenditure item
venue hire: 12 hours @ $34 p/h?
$408.00
yoga mat: 30 mats @ $5
$150.00
teacher hire: $100/hr
$1,200.00
digital marketing: Facebook ads on desktop/mobile and Instagram.
$336.00
Warehouse, print flyers, 500 at .015
$75.00

Income description
Free event for community
$0.00

Other funding sources

| None | $0.00 | None identified |

Donated materials

| None | $0.00 |
### Item 14

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>None identified</td>
<td>$996.00</td>
</tr>
</tbody>
</table>

#### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round - Stage</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No previous funding history*
North Harbour BMX Club

**Legal status:** Incorporated Society  
**Activity focus:** Sport and recreation

**Conflicts of interest:** None identified

**Project:** North Harbour BMX Computer Upgrade

**Location:** North Harbour BMX Club, Hooten Reserve, Albany

**Summary:** We desperately need to upgrade our computer systems which are currently out of date and causing delays at race events. Our goal is to upgrade our computers with faster, newer technology to run My Laps timing system & Race programs for weekly race meetings, give volunteers reliable systems to run the club, allow us to process memberships at the track instead of from home and allow us to automate the club with the install of Wifi. Basically we need to bring our club up to speed with technology.

<table>
<thead>
<tr>
<th>Dates:</th>
<th>25/11/2018 - 30/04/2019</th>
<th>Rain dates:</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>People delivering:</td>
<td>300+</td>
<td>People reached:</td>
<td>300+</td>
</tr>
<tr>
<td>% of participants from Local Board Promotion:</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Community benefits**

**Identified need:**
To operate our facility we require 2 computers. Of our current computers one is slow to operate causing frustrating delays and the other unusable due to battery/charging issues, We been advised they are due for replacement. We need computers that can do simple functions such as printing, scanning and connecting to Wifi.
We need reliable computer systems which allow volunteers to operate BMX club seamlessly.
Our sport is based on racing and speed & our computers need to be able to load and run our BMX automated race system and My Laps timing system with 100% dependance.
We require an automated system to track new members and visitors to our track & commit to our health and safety policy.

**Identified community outcomes:**
Make it easy for our BMX families and volunteers to run our Club.
Run race events with reliable computer systems to track race results.
Allow us to coordinate our members professionally.
Operate a successful and organised Club.

**Alignment with local board priorities:**
Sport and recreation
NHBNMX grows our community wellbeing through being a volunteer and family based club. We provide a platform to train & develop our Youth and give purpose. We are a sporting Group whose goal is to get kids developing their bike skills and a give them a taste of adrenalin sports.

We are being relocated as part of the Northern Corridor improvement project and are receiving a new World Class track which will see us operate an Amateur & Pro Track for NZ Elite Riders. However this track upgrade doesn’t extend to upgrading our current computers, IT programs & Operations. We need a professional up to date computer system that allows us to run timing systems, race programs, Wifi & Eftpos/payment seamlessly.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

**Māori outcomes:**

| Accessible to people with disabilities | Yes - Whilst you need to be able to ride a bike to participate, we are a access friendly club and anyone can come and watch |
| Target ethnic groups:                 | All/everyone |
| Promoting                            | Our Club is proudly 100% SmokeFree. |
| SmokeFree:                           | |
| Zero waste minimisation              | No. But we will recycle our current computers via an E Waste Scheme |

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>5%</td>
<td>45%</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Financial information**

Amount requested: **$4920.00**

Requesting grant for:
1 new desktop & 1 new laptop including printer, scanner and barcode scanner
Setup of Wifi to the track via a Modem
Purchase of Tablets to enable payments at the Track and Automated signing of Health and Safety Waivers at on registration at the Points Hut.

If part funded, how would you make up the difference:

Cost of participation: **NIL.**

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,920.07</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Expenditure item**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
</table>
### Income description

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer, Laptop, IPad, Modem, Scanner, Colour Printer</td>
<td>$4,920.07</td>
</tr>
<tr>
<td>Our members register to belong to our club but this revenue goes into training and running of the events. No money can be assigned to infrastructure.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Other funding sources

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>$0.00</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Donated materials

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil, we aren’t receiving any donations of computer hardware or software</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total number volunteer hours

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
</table>
| LG1906-110     | North Harbour BMX First Aid & Safety 2018  
2018/2019 Hibiscus and Bays Local Grants, Round One  Submitted | Undecided $0.00 |
| QR1806-201     | North Harbour 1000 BMX Race Meeting  
2017/2018 Hibiscus and Bays Quick Response, Round Two  - Acquitted | Approved $700.00 |
| QR1706-316     | North Harbour 1000 BMX Race Meeting  
Hibiscus and Bays Quick Response, Round Three, 2016/2017  - Declined | Declined $0.00 |
| QR1717-311     | North Harbour 1000 BMX race meet  
Upper Harbour Quick Response, Round Three, 2016/17  - Refund requested | Approved $2,000.00 |
| QR1717-138     | First Aid Workshop  
Upper Harbour Quick Response, Round One, 2016/17  - Acquitted | Approved $500.00 |
| QR1602-322     | Re Surfacing the North Harbour Track with Lime.  
Devonport-Takapuna Quick Response, Round Three, 2015/16  - Acquitted | Approved $500.00 |
| QR1617-308     | Surfacing the North Harbour BMX Track.  
Upper Harbour Quick Response, Round Three, 2015/16  - Acquitted | Approved $2,000.00 |
| RegRSR1613     | NORTHERN Region Junior Development camps  
Regional Sport and Recreation Grant 2015/2016 Round One  - Declined | Declined $0.00 |
East Coast Bays’ and Districts Cricket Club Incorporated

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
<th>Activity focus:</th>
<th>Sport and recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project: Windsor Park Facility costs

<table>
<thead>
<tr>
<th>Location:</th>
<th>Windsor Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>The Club supports a facility cost that is shared with the local rugby club and is paid to the management facility (Windsor Park Community and Multisport Hub) that oversees our total facility. By receiving support for this cost, this will improve the organisations sustainability and provide sporting, training and recreational equipment and services to the North Harbour community.</td>
</tr>
<tr>
<td>Dates:</td>
<td>01/11/2018 - 31/01/2019</td>
</tr>
<tr>
<td>People delivering:</td>
<td>10</td>
</tr>
<tr>
<td>% of participants from Local Board</td>
<td>100%</td>
</tr>
<tr>
<td>Promotion:</td>
<td>People reached: 700</td>
</tr>
</tbody>
</table>

Community benefits

Identified need:
Without the facilities we will not be able to deliver sport in our local community. People would have to travel and in view of the travel hassle and the ever increasing cost of travel people will give up sport. Inevitably this will create major health and social issues for the local community.

Identified community outcomes:
Our aim is to provide quality sporting programmes, services and facilities to the local community of North Harbour.
Improved sporting services available to the community. Provide quality facilities to the community. Provide development opportunities for youth, Grow membership and Support a healthy and social sporting environment

Alignment with local board priorities:
Sport and recreation
The Club supports a facility cost that is shared with the local rugby club to the management facility that oversees our total facility.
By receiving support for this cost, this will improve the organisations sustainability and provide sporting, training and recreational equipment and services to the North Harbour community.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Coast Bays Rugby Club</td>
<td>Share the facility</td>
</tr>
<tr>
<td>Windsor Park Community and Multisport Hub</td>
<td>Provide the facility</td>
</tr>
</tbody>
</table>
Demographics

Māori outcomes:

Accessible to people with disabilities: Yes - The facility is open to people with disabilities
Target ethnic groups: All/everyone
Promoting: Most parts of the facility are smoke free
SmokeFree: Not specifically but we have in place recycling processes
Zero waste minimisation: Not specifically but we have in place recycling processes

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>15-24 years</td>
<td>25-44 years</td>
</tr>
<tr>
<td>5%</td>
<td>55%</td>
<td>20%</td>
</tr>
</tbody>
</table>

Financial information

Amount requested: $9,000.00
Requesting grant for: 3 months costs
If part funded, how would you make up the difference:
General fundraising activities
Cost of participation: No participation cost

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>

Expenditure item

3 months facility fees $9,000.00

Income description

None identified

Other funding sources

None identified

Donated materials

None identified

Total number volunteer hours

None identified

Total number specialised volunteer hours

None identified

Amount

None identified
## Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR1917-104</td>
<td>Match scorer costs, 2018/2019 Upper Harbour Quick Response, Round One - Submitted</td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td>LG1906-113</td>
<td>Cricket net repairs, 2018/2019 Hibiscus and Bays Local Grants, Round One - SME assessment completed</td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td>QR1817-107</td>
<td>Windsor Park Contribution, 2017/2018 Upper Harbour Quick Response, Round One - Project in progress</td>
<td>Approved</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>LG1817-108</td>
<td>We request support for our match scorer costs, 2017/2018 Upper Harbour Local Grants, Round One - Project in progress</td>
<td>Approved</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>QR1708-103</td>
<td>We request support for our match scorer costs, Upper Harbour Quick Response, Round One, 2016/17 - Acquitted</td>
<td>Approved</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>QR1608-311</td>
<td>We request support for our junior and senior coaching programme costs, Kaipatiki Quick Response, Round Three, 2015/16 - Withdrawn</td>
<td>Withdrawn</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*Applications prior to the 2015/2016 financial year have all been accounted for and omitted from this summary*
2018/2019 Upper Harbour Local Grants, Round One

LG1917-108

Windsor Park Community and Multisport Hub Incorporated

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
<th>Activity focus:</th>
<th>Sport and recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project:** Repair unsafe steel trusses on Clubhouse facility at Windsor Park

**Location:** Windsor Park

**Summary:** The steel trusses on the Clubhouse facility at Windsor Park have corroded to the point of needing urgent repair. The facility is used by multiple sporting codes and members of the community.

**Dates:** 05/11/2018 - 30/11/2018

**People delivering:** 10

**People reached:** 10,000

**% of participants from Local Board:** 100%

**Promotion:** Advice to all users of the Facility

**Community benefits**

**Identified need:** Engineers have reported that if not fixed the facility will need to be shut down and cordoned off. This will impact on multiple sporting codes that use the park as well as the numerous community users.

**Identified community outcomes:**

Provision of safe facilities for the multiple sporting codes that use the park as well as the numerous community users.

**Alignment with local board priorities:**

**Sport and recreation**

Through the provision of facilities that are in a healthy and safe state for the community that use them for sport and recreation.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

**Māori outcomes:**

**Accessible to people with disabilities:** Yes - The facility has access for those with disabilities

**Target ethnic groups:** All/everyone

**Promoting:** The facility is non-smoking

**SmokeFree:**

**Zero waste minimisation:** Not specifically but we have in place recycling processes as part of the facility
### Upper Harbour Local Board

18 October 2018

#### 2018/2019 Upper Harbour Local Grants applications: Round one

**Attachment B**

**Item 14**

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

**Financial information**

- **Amount requested:** $8483.00
- **Requesting grant for:**
  - Engineering advice
  - Scaffolding to enable repair
  - Repair of corroded trusses
- **If part funded, how would you make up the difference:**
  - General fundraising
- **Cost of participation:** No participation cost

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,482.76</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,272.00</td>
</tr>
</tbody>
</table>

**Expenditure item**

- **Engineering costs**: $2,480.00
- **Repair costs**: $5,302.76
- **Scaffolding costs**: $700.00

**Income description**

- **Nil**: $0.00

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>$0.00</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Donated materials**

- **Nil**: $0.00

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>20</td>
<td>$2,600.00</td>
</tr>
</tbody>
</table>

**Funding history**

- **Application ID**: [Round - Stage]
- **Decision Allocation**: No previous funding history
Rosedale Park Sports Charitable Trust

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Charitable Trust</th>
<th>Activity focus:</th>
<th>Sport and recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project: Drainage Repairs**

- **Location:** Clubhouse, Jack Hinton Drive, Rosedale Park North, Albany.
- **Summary:** The Clubhouse has been subject to back-up of sewerage and waste water from blockages in the main waste-water outlet from the Clubhouse. CCTV inspection has identified the areas of blockage and they will require replacement of faulty pipes and associated works.
- **Dates:** 02/11/2018 - 23/11/2018
- **People delivering:** 3
- **Rain dates:** -
- **People reached:** 3,500 members & spectators
- **% of participants from Local Board:** 100%
- **Promotion:** None identified

**Community benefits**

**Identified need:**

The need for the project has been established by the inconvenience to our members as shower floors become flooded and toilets cannot be used.

**Identified community outcomes:**

1. To ensure that sewerage and waste-water disposal from our Clubhouse is consistent with the highest standards of health and hygiene standards thus ensuring the health and well being of our members and participating public.
2. To lessen the requirements for emergency call outs by plumbers during peak periods of use and lessen the incidence of temporary closure of toilet and shower facilities.
3. Cost savings to the organisation as a result of point 2 above

**Alignment with local board priorities:**

- **Sport and recreation**

Our organisation administers a clubhouse that is used by members of the Albany United Football Club and the North Harbour Softball Association. Both these sporting bodies provide sporting activities for all genders and age groups in the local community and actively encourage physical activity.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

**Māori outcomes:**
Accessible to people with disabilities: Yes - Our toilet and shower facilities are on the ground floor of our clubhouse and appropriate ramps & doorways make accessibility simple for people with disabilities.

Target ethnic groups: All/everyone

Promoting: Our Clubhouse and immediate surrounds are already "smokefree" and our sports teams encourage a smoke free environment.

Zero waste minimisation:

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>50%</td>
<td>%</td>
</tr>
</tbody>
</table>

0-5 years | <15 years | 15-24 years | 25-44 years | 45-64 years | >65 years | All ages |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Financial information:

Amount requested: $3470.00

Requesting grant for: We are requesting funding for the total project as this repair/maintenance is outside our normal operating expense budget.

If part funded, how would you make up the difference:

Cost of participation: No

| Total expenditure: $3,470.00 | Total income: $0.00 | Other grants approved: $0.00 | Applicant contribution: $0.00 |

Expenditure item

- Repairs to main drainage pipe: $3,470.00

Income description:

- None identified

Other funding sources:

- None identified

Donated materials:

- None identified

Total number volunteer hours:

| None identified | Total number specialised volunteer hours | None identified | Amount |

| None identified | None identified | None identified | None identified |
## Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR1917-103</td>
<td>Windsor Park Redevelopment, Round One - Submitted</td>
<td>Undecided</td>
</tr>
<tr>
<td>QR1817-305</td>
<td>Windsor Park Redevelopment, Round Three - Project in progress</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>LG1806-157</td>
<td>Hibiscus and Bays Local Grants, Round One - Project in progress</td>
<td>Approved $10,000.00</td>
</tr>
<tr>
<td>LG1817-115</td>
<td>2017/2018 Upper Harbour Local Grants, Round One - Project in progress</td>
<td>Approved $10,000.00</td>
</tr>
</tbody>
</table>

Applications prior to the 2015/2016 financial year have all been accounted for and omitted from this summary.
KAIPATIKI COMMUNITY FACILITIES TRUST

Legal status: Charitable Trust  
Activity focus: Arts and culture

Conflicts of interest: None identified

Project: Tartan Day Tattoo Celebration North Shore 2019

Location: North Shore Events Centre Argus Place Glenfield

Summary: Tartan Day Tattoo North Shore - ten years on - now has an audience that comes from across the North Shore to celebrate all things so very Scottish on a day in July of each year. Has now become part of the event cycle, very much appreciated by the attending community of residents.

Today, we must seek support from

Dates: 07/07/2019 - 07/07/2019  
Rain dates: -

People delivering: 227  
People reached: 2000+

% of participants from Local Board: 10%

Promotion: Tartan Day Tattoo Celebrations has its internal and external marketing plan through the normal channels

Community benefits

Identified need:

Kaipatiki Community Facilities Trust through funded support from the Kaipatiki Local Board and Birkenhead Licensing “Trust has provided the event for ten years, by audience level surveys and communication we can quite rightly suggest that it is a well-respected and much admired event for many residents of the North Shore and has moved on from being a local event, to the status of being a key North Shore event

Identified community outcomes:

Provide a professional performance at the North Shore Events Centre that is welcomed by all residents of the North Shore that gives enjoyment to many residents, young and old, the pageantry and spirit of all thing’s Scottish past and present.

Alignment with local board priorities:

Upper Harbour
- Community participation

Through the diversity within the participants (Pipe Bands, Scottish and Highland Dance etc) and their time given to be part of the event.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland Pipe Bands</td>
<td>Participants</td>
</tr>
<tr>
<td>Participant Guest Country</td>
<td>Participating</td>
</tr>
<tr>
<td>Auckland Scottish and Highland Dance</td>
<td>Participants</td>
</tr>
</tbody>
</table>
**Demographics**

- **Māori outcomes:** None identified
- **Accessible to people with disabilities:** Yes – Kaipatiki Community Facilities Trust alongside the North Shore Events Staff, lay out a floor plan whereas special identified areas are made available for those residents visits whom may well be physically challenged.
- **Target ethnic groups:** All/everyone
- **Promoting SmokeFree:** Highlighted key message, are part of the KCFT collateral at all events
- **Zero waste minimisation:** KCFT Event Team and North Shore Events Centre work to ensure this event works to Zero Waste

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

**Financial information**

- **Amount requested:** $7500.00
- **Requesting grant for:** KCFT are applying to these Local Boards, to enable supporting funding from these areas for this event

**If part funded, how would you make up the difference:**

KCFT would need to seek funding elsewhere - grant avenue.

**Cost of participation:** Free

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,400.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Local board**

<table>
<thead>
<tr>
<th></th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Harbour Local Board</td>
<td>10</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>20</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>20</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Expenditure item**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Sound Ambience</td>
<td>None identified</td>
</tr>
<tr>
<td>Participating Pipe Bands</td>
<td>None identified</td>
</tr>
<tr>
<td>North Shore Events Centre</td>
<td>None identified</td>
</tr>
<tr>
<td>Event Budget Total</td>
<td>None identified</td>
</tr>
</tbody>
</table>
### Income description

<table>
<thead>
<tr>
<th>Item</th>
<th>None identified</th>
<th>Amount</th>
<th>None identified</th>
</tr>
</thead>
</table>

### Other funding sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaipatiki Local Board</td>
<td>$7,400</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Donated materials

<table>
<thead>
<tr>
<th>Item</th>
<th>None identified</th>
<th>Amount</th>
<th>None identified</th>
</tr>
</thead>
</table>

### Total number volunteer hours

<table>
<thead>
<tr>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$7,809</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCE1968-004</td>
<td>Kaipatiki Events</td>
<td>Approved</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>NCE1968-001</td>
<td>Kaipatiki Celebrates Dintendo</td>
<td>Approved</td>
<td>$7,580.30</td>
</tr>
<tr>
<td>LG1908-104</td>
<td>Community Support</td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td>CIF-MD19-15</td>
<td>Uruamu Maranga Ake</td>
<td>Approved</td>
<td>$142,000.00</td>
</tr>
<tr>
<td>LG1908-336</td>
<td>Intelectual game WHAT? WHERE? WHEN?</td>
<td>Approved</td>
<td>$965.00</td>
</tr>
<tr>
<td>LG1908-303</td>
<td>Plastic Free Kaipatiki Boomerang Bags</td>
<td>Approved</td>
<td>$1,996.00</td>
</tr>
<tr>
<td>CCS18_2_103</td>
<td>Raranga - the art of the weave</td>
<td>Approved</td>
<td>$5,040.00</td>
</tr>
<tr>
<td>NCE1968-002</td>
<td>Kaipatiki Community Facilities Trust Event Funding Y18</td>
<td>Approved</td>
<td>$119,500.00</td>
</tr>
<tr>
<td>LG1708-244</td>
<td>Art of the Wall Beach Haven</td>
<td>Approved</td>
<td>$2,580.30</td>
</tr>
<tr>
<td>LG1708-265</td>
<td>Community Support</td>
<td>Withdrawn</td>
<td>$0.00</td>
</tr>
<tr>
<td>NCE1708-001</td>
<td>Variety of KCFT Community Events</td>
<td>Approved</td>
<td>$7,490.30</td>
</tr>
<tr>
<td>CCS16_2_067</td>
<td>Art on the Wall Youth Project</td>
<td>Approved</td>
<td>$5,090.30</td>
</tr>
<tr>
<td>WMIF14150032</td>
<td>Sustainable Neighbourhoods = Zero Waste</td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WMIF September 2015 - 5a. Declined</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>LG1608-124</td>
<td>Monarch Park Place-Making Project</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kaipātiki Local Grants, Round One, 2015/16 - Accountability overdue</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>LG1608-131</td>
<td>Planner, Coordinator and Admin</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kaipātiki Local Grants, Round One, 2015/16 - Acquitted</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>LG1608-133</td>
<td>Beach Haven/Birkdale Garden Circle</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kaipātiki Local Grants, Round One, 2015/16 - Acquitted</td>
<td>$1,250.00</td>
<td></td>
</tr>
</tbody>
</table>
2018/2019 Upper Harbour Local Grants applications: Round one

### The Operating Theatre Trust, trading as Tim Bray Productions

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Charitable Trust</th>
<th>Activity focus:</th>
<th>Arts and culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project:** Two theatre productions for children - *TheSantaClausShow*’18 and *The Man whose Mother was a Pirate* by Margaret Mahy

**Location:** The PumpHouse Theatre, 2A Manurere Ave, Takapuna, Auckland 0022

**Summary:** "*TheSantaClausShow*’18" by Tim Bray will be the 17th season of this Auckland Christmas institution. First written and presented in 1991 (our first year of operations) the show is an annual festive celebration for many families and schools from across the Auckland region. "*The Man whose Mother was a Pirate*" by Margaret Mahy first published in 1972 continues to be one of her popular stories. Both productions will cost more than $200,000 to stage and ticket sales (at school/family-friendly level) only go so far in creating the income required, hence our request for funding to assist us.

We are currently struggling with intense competition from Auckland Live (Auckland Council) bringing in subsidised theatre for children from overseas to the Bruce Mason Centre with an eye-watering marketing budget.

**Dates:** 01/12/2018 - 28/04/2019  
**Rain dates:** -

**People delivering:** 100  
**People reached:** 8300

**% of participants from Local Board:** 49%

**Promotion:** Our Dec ’18 show has already been widely promoted across Auckland schools and pre-schools with a mailout and advertising from the beginning of 2018. We already have bookings from public, schools and pre-schools.

In promoting these shows we’ll follow our comprehensive promotional timetable including social media, direct mail campaigns to our extensive databases and digital marketing campaigns. We have a database of 5,260 contacts.

We will work with Sally Woodfield (SWPR) our publicist who will contact long-lead as well as weekly and daily publications and media outlets.

Advertising will be booked in local and regional media.

As a charity, we have $10,000 a month in Google AdWords to utilise for free.

We are having success with paid boosted posts on Facebook.

---

**Community benefits**

**Identified need:**

For 27 years, our ever-growing audience indicates there is a desire for our theatre productions for children. Annually we attract over 20,000 children and their teachers, parents and grandparents to our shows at The Pump House Theatre. This equals the annual patronage of a full-time professional theatre, such as Centrepoint Theatre in Palmerston North.
The associated full-day Theatre Workshops we offer attracts 75 children each holiday.

Numerous studies around the world have shown that access to theatre helps boost literacy and cultivates imaginative thinking in children. A study conducted at UCLA in the US, for instance, which looked at 25,000 students involved in the performing arts, showed consistent participation helped improve academic performance and even bumped up standardised test scores.

**Identified community outcomes:**

Over 50 employment short-term contracts will be offered to designers, actors, musicians, other creatives and technicians for these two shows.

A chance for school and pre-school children to participate in a learning experience outside the classroom, assisted by a free Teachers’ Resource Guide we create which has cross-curricula activity ideas. This leads to increased literacy and communication skills, and improvements in the children’s own performances at schools, churchies and with kapa haka.

Our shows allow for a shared family recreation time.

We offer active participation of children and young people through the associated Theatre Workshops that are geared around each of the shows.

The economic impact of our shows in the local Takapuna area has never been formally measured but we know that our shows create a very good income for The Pump House Theatre plus there is audience spend at local cafes’ and bookstores before and after the show etc.

Through donations and funding to our Gift a Seat programme we are able to purchase tickets for blind and visually-impaired children to Audio-described performances, and tickets for deaf and hearing-impaired children to NZ Sign Language performances, and for children from low decile schools and families under the care of Make-A-Wish.

**Alignment with local board priorities:**

**Upper Harbour**

- **Youth**

Data from The Pump House Theatre in Takapuna show a significant audience coming from Upper Harbour Local Board for our four professional theatre productions a year for children.

We are a registered charitable trust and for 27 years have been creating world-class theatre most often based on New Zealand literature.

We target our marketing to this area as The Pump House is within an easy drive or bus journey for our residents. Our own database of patrons shows that indeed we are fortunate to have a significant following from both public but also schools and early childhood centres located in the Upper Harbour Local Board area.

We have on several occasions invited children from Upper Harbour Primary School to attend our shows for free thanks to our Gift a Seat programme. We encourage donations from our audience and funders to our Gift a Seat programme and this allows us to invite children from low decile schools to our shows for free. In one thank you letter from them, their Principal Vicki Hitchcock says of their free trip to ‘Greedy Cat’ by New Zealand author Joy Cowley, “Children need a wide range of ongoing authentic experiences on which to develop their oral and writing capabilities. This is difficult when children come from low socio-economic backgrounds where there is little or no money to spare. Increasingly, schools look for cost-effective ways to provide these vital experiences. Thanks to Tim Bray Productions, 64 Year One and Two students from my school were able to gain a great deal from their trip to the theatre.’

We also offer opportunities for Upper Harbour Local Board children to be actively involved in our theatre company by offering day-long Theatre Workshops in the school holidays at The Pump House where they see the show but also enjoy a backstage tour, learn how the theatre lighting works and enjoy drama, art and craft activities all geared around the show they have seen.
Some of our actors and crew, who are offered short-term employment contracts with us live in the Upper Harbour area.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteering Auckland</td>
<td>Assisting with aligning volunteers with our theatre company - mailouts, data entry, ushering</td>
</tr>
<tr>
<td>New Zealand Internships</td>
<td>Placement of suitable international and domestic interns</td>
</tr>
<tr>
<td>Giant Leap Charitable Trust</td>
<td>Guiding us with our NZ Sign Language interpreted performances and connecting us with deaf community and interpreters</td>
</tr>
<tr>
<td>Kelson Deaf Education Centre</td>
<td>Beneficiaries of Gift a Seat tickets for students attending our NZSL performances</td>
</tr>
<tr>
<td>BLENNZ Blind and Low Vision Education Network of NZ</td>
<td>Beneficiaries of free Gift a Seat tickets for students attending our Audio Described performances</td>
</tr>
<tr>
<td>Audio Described Aotearoa</td>
<td>Provide Audio Description service so that children from BLENNZ and other blind and sight-impaired children and adults have access to live theatre</td>
</tr>
<tr>
<td>Make-A-Wish (NZ)</td>
<td>Since 2005 we have provided free tickets to children and their families under the care of Make-A-Wish. Now formerly offered through our Gift a Seat programme.</td>
</tr>
<tr>
<td>The Pump House Theatre</td>
<td>Since 2004, venue partnership and sponsor of our Educational Seasons</td>
</tr>
<tr>
<td>Wairau Valley Special School</td>
<td>Assisting their teenage students into workplace environment with us - mailouts, ushering</td>
</tr>
</tbody>
</table>

Demographics

Māori outcomes: None identified

Accessible to people with disabilities

Yes - In 2017 we were given an award in the Creative New Zealand Arts Access Aotearoa Awards - “Tim Bray Productions is Highly Commended for pioneering NZSL interpreted performances for Deaf children and providing audio described performances for blind and low-vision audiences. The company is an outstanding model of inclusion.”

Since 2004 we’ve offered New Zealand Sign Language interpreted performances and we were at the forefront of this arts accessibility amongst New Zealand theatre companies.

Since 2015, we have provided Audio-Described performances for blind and visually-impaired audiences.

Our Gift a Seat programme allows these children to attend with pre-paid tickets

We offer discounted Companion Tickets to carers.

Pump House Theatre is accessible by wheelchairs.

Wairau Valley Special School teenage students volunteer as ushers.
Target ethnic groups: All/everyone

Promoting SmokeFree: We request that any of our cast or crew who smoke do not smoke in view of the audience coming to see our shows as they are role models to our young audiences.

The Pump House Theatre is a smoke-free environment.

Zero waste minimisation Our set, costumes and props for The Santa Claus Show have been in storage since they were created for the 2017 season. Prior to that we reused the same Santa set, props and costumes each year since 2006. We will store the newly built set, costumes and props for The Man Whose Mother was a Pirate till we stage the show again or tour it. We recently stopped the printing and mailout of our quarterly newsletter that was sent out to the 4,000 families on our database as a way to reduce paper.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>30%</td>
<td>5%</td>
<td>20%</td>
<td>%</td>
<td>15%</td>
<td>%</td>
</tr>
</tbody>
</table>

Financial information
Amount requested: $20000.00
Requesting grant for: Towards various costs - hosting volunteers, rehearsal room, venue and ticketing costs from The Pump House Theatre, additional lighting hire, costume materials, set materials, prop materials, royalties, printing, envelope/mailout costs and advertising/promotional costs in various media for "The Santa Claus Show "18" (Season 1 - 22 Dec 2018).

And towards various costs – hosting volunteers, rehearsal room, venue and ticketing costs from The Pump House Theatre, additional lighting hire, costume materials, set materials, prop materials, royalties, printing, envelope/mailout costs and advertising/promotional costs in various media for "The Man Whose Mother was a Pirate" by Margaret Mahy (Season: 8 - 29 April 2019).

If part funded, how would you make up the difference:
Theatre for children costs as much as creating and presenting theatre for adults but we can only charge family/school friendly prices. A reduction of costs might be possible, but we already pay our design team, actors, crew below current market rates. We would try and secure funding from other sources although we seem to be applying to all the known funding agencies. We are constantly reviewing our costs to remain as lean as we can without affecting quality or sales. We’ve removed our physical newsletter this year as a way to save paper and also money in printing and postage.

Cost of participation: Yes. Various ticket prices from $12 for a school or Early Childhood Centre or Home School Groups of 50+ at $12 each up to $30 for the Gala Opening which includes lucky prizes, giveaways and a catered function afterwards. We also offer free seats via our Gift a Seat programme to children from low decile schools, Kelston Deaf Education Centre, BLENNZ (Blind and Low
Vision Education Network of NZ) and families under the care of Make-A-Wish (NZ).

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$217,493.00</td>
<td>$125,607.00</td>
<td>$68,750.00</td>
<td>$163,220.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>40</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>20</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>10</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>20</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Otakei Local Board</td>
<td>10</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Personnel</td>
<td>$72,350.00</td>
</tr>
<tr>
<td>Crew/Technical personnel</td>
<td>$35,770.00</td>
</tr>
<tr>
<td>Production, material and ticketing costs</td>
<td>$75,823.00</td>
</tr>
<tr>
<td>Marketing and Promotion Costs</td>
<td>$33,550.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box office income Education Seasons - 2,036 seats for Dec Show and 1,305 for April '19 Show @ $11.57 (2017 average ticket price (less GST and inside ticketing fees))</td>
<td>$38,653.00</td>
</tr>
<tr>
<td>Box office income Public Seasons - 2,036 seats for Dec '18 show and 2,871 seats for April '19 @ $17.66 (2017 average ticket price (less GST and inside ticketing fees))</td>
<td>$36,654.00</td>
</tr>
<tr>
<td>Book sales profit</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pub Charity</td>
<td>$10,000.00</td>
<td>None identified</td>
</tr>
<tr>
<td>Youthtown</td>
<td>$4,500.00</td>
<td>None identified</td>
</tr>
<tr>
<td>Bcroft Foundation</td>
<td>$4,000.00</td>
<td>None identified</td>
</tr>
<tr>
<td>BlueSky Community Trust</td>
<td>$5,000.00</td>
<td>None identified</td>
</tr>
<tr>
<td>Infinity Foundation</td>
<td>$4,000</td>
<td>None identified</td>
</tr>
</tbody>
</table>
### Dragn Community Trust
- Amount: $5,000
- None identified

### Creative Communities
- Amount: $5,500
- None identified

### Southern Trust
- Amount: $6,000
- None identified

### SJLC
- Amount: $4,750
- None identified

### North & South
- Amount: $5,000.00
- None identified

### Mazda
- Amount: $3,000.00
- None identified

### Lion
- Amount: $5,000.00
- None identified

### Constellation
- Amount: $2,000.00
- None identified

### COGS North Shore
- Amount: $2,000.00
- None identified

### COGS Auckland
- Amount: $2,000.00
- None identified

#### Donated materials
- None identified

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>266</td>
<td>720</td>
<td>$1,078.00</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>RegFr19_1_60 054</td>
<td>Annual Season of Theatre for Children Regional Arts and Culture Grant Programme 19_1 Projects - Assessment 19_1</td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td>LG1802-217</td>
<td>Two productions: The Great White Man Eating Shark and Other Stories by Margaret Mahy and Badjelly The Witch 2017/2018 Devonport-Takapuna Local Grants, Round Two - Project in progress</td>
<td>Approved</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>RegFr18_2060 32</td>
<td>Margaret Mahy's 'The Great White Man Eating Shark and Other Stories' Regional Arts &amp; Culture Grants Programme 18_2 Projects - Assessment 18_2</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>RegFr18_2060 24</td>
<td>Regional Arts &amp; Culture Grants Programme 18_2 Projects - Project in Progress</td>
<td>Approved</td>
<td>$12,600.00</td>
</tr>
<tr>
<td>CCS18_2_219</td>
<td>Audio Described Performances and Touch Tours</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>RegAC18_1_00047</td>
<td>Creative Communities Scheme 18_2 - North 16_2</td>
<td>$5,570.00</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>CCS18_1_228</td>
<td>Creative Communities Scheme 18_1 - North 16_1</td>
<td>$5,565.00</td>
<td></td>
</tr>
<tr>
<td>RegAC18_1_00054</td>
<td>Regional Arts &amp; Culture Grants Programme 18_1 Projects - Assessment 18_1</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>LG1602-136</td>
<td>Two Productions: The Santa Claus Show '17 / Pippi Longstocking 2017/2018 Devonport-Takapuna Local Grants, Round One - Project in progress</td>
<td>$5,080.00</td>
<td></td>
</tr>
<tr>
<td>LG1702-232</td>
<td>The Great Piratical Rumbustification / Mrs Wishy-Washy Devonport-Takapuna Local Grants, Round Two 2018/2019 - Acquitted</td>
<td>$1,090.00</td>
<td></td>
</tr>
<tr>
<td>RegAC17_2_069</td>
<td>Regional Arts and Culture Grant Programme 17_2 Project - Assessment 17_2</td>
<td>$7,060.00</td>
<td></td>
</tr>
<tr>
<td>CCS17_2_282</td>
<td>Creative Communities Scheme 2017_2 - North Committee 17_2</td>
<td>$5,480.00</td>
<td></td>
</tr>
<tr>
<td>REF17500037</td>
<td>The Great Piratical Rumbustification by Margaret Mahy Regional Event Fund 2016/2017 - Round 2 Strategic Priorities - Declined</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>CCS17_1_201</td>
<td>Creative Communities Scheme 2017_1 - North Assessment Committee Round 1 2017</td>
<td>$5,480.00</td>
<td></td>
</tr>
<tr>
<td>LG1702-121</td>
<td>&quot;The Santa Claus Show ‘16&quot; and ‘Puff the Magic Dragon’ (note permission to change the Piratical show to Puff was granted by Kim Hammond 7/12/16) Devonport-Takapuna Local Grants, Round One 2018/2019 - Acquitted</td>
<td>$5,090.00</td>
<td></td>
</tr>
<tr>
<td>17_1_032</td>
<td>Regional Arts and Culture Grants Programme 17_1 Project - Assessment 17_1</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>LG1602-218</td>
<td>Badjelly the Witch / A Lion in the Meadow and Other Stories Devonport-Takapuna Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>$10,900.00</td>
<td></td>
</tr>
<tr>
<td>QR1602-405</td>
<td>Celebrating 25 Years - 2016 Season of Theatre for Children Devonport-Takapuna Quick Response, Round Four, 2015/16 - Declined</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>CCS16_2_197</td>
<td>Creative Communities Scheme 2016_2 - North-West Assessment Committee Round 2 2016</td>
<td>$4,090.00</td>
<td></td>
</tr>
<tr>
<td>REF16500027</td>
<td>The Whale Rider Regional Event Fund 2015/2016 - Round 2 Strategic Priorities - Application</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>LG1602-151</td>
<td>Jane and the Dragon Devonport-Takapuna Local Grants, Round One, 2015/16 - Declined</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>CCS16_1_188</td>
<td>NZSL Interpreted Performances and Audio Described Performance Creative Communities Scheme 2016_1 - North-West Assessment Committee Round 1 2016</td>
<td>$5,673.48</td>
<td></td>
</tr>
<tr>
<td>RegAC16_1_040</td>
<td>2016 Season of Theatre for Children Regional Arts and Culture Grants Programme 16_1 - Assessment 16_1</td>
<td>$16,300.00</td>
<td></td>
</tr>
<tr>
<td>REF1600031</td>
<td>The Santa Claus Show ‘15 Regional Event Fund 2015/2016 - Declined</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
New Zealand Dance Advancement Trust

Legal status: Charitable Trust  Activity focus: Arts and culture
Conflicts of interest: None identified

Project: 2019 Youth & Community Engagement Programme

Location: Auckland Region

Summary: NZDC’s Youth and Community Engagement Programme is a commitment to foster young people’s access to high-quality arts experiences and provides a series of participatory/performance opportunities. 2019 includes:
1. MATARIKI FOR TAMARIKI - Māori dancer/choreographer Sean MacDonal (Ngāti Kahungunu, Ngāti Raukawa) creates a whole whānau work called ‘Kaleidoscope’ during 2019 Matariki.
2. TĀMARIKI TOUR- delivery to schools across Tāmaki-Makaurau, allowing students access to high-quality dance performances and workshops.
3. YOUTH SEASONAL SCHOOLS - Giving talented young dancers ages 12-16 the opportunity to develop their skills, NZDC hosts three seasonal school programmes.
4. FEISTY FEET - Running parallel to our Youth programmes are our seniors’ dance class ‘Feisty Feet’.

Dates: 13/02/2019 - 31/07/2019  Rain dates: -
People delivering: 18  People reached: 1200
% of participants from Local Board: 6%
Promotion: We plan to promote this project digitally on our website, social media and send out direct emails about this project.

Community benefits

Identified need:

Since the establishment of NZDC in 2012, we have dedicated ourselves in connecting all walks of lives using dance as the art form. In 2017, we delivered to over 64 school workshops, 16 school performances, and over 190 public workshops and classes, engaging with a total of 7,536 youth and seniors through our Youth & Community Programme. We have positively influenced the lives of many and supported heaps of young dancers with scholarships to attend our Youth Seasonal School delivered by professional dancers. We believe with support from the local boards, we will be able to continue shaping the artistic landscape of Aotearoa while connecting with the communities of Tāmaki Makaurau.

Identified community outcomes:

The key outcome of this project is to encourage inclusiveness and increase participation from members of our community. By bringing this project to schools, we would be able to engage with
young people while educating them about Māori culture and tradition in the context of Matangi. We hope to take young people across Tāmaki Makaurau and our audience on a journey of cultural exploration and deepen understanding of the Māori connection to the land of Aotearoa.

Alignment with local board priorities:

Upper Harbour
- Youth

As part of NZDC’s 2019 Youth & Community Engagement Strategy, ‘Matangi for Tamaki’ focuses on connecting with youth, families and different communities across Tāmaki-Makaurau. It is a collaboration with Māori dancer/choreographer Sean MacDonald (Ngāti Kehunguru, Ngāti Raukawa) to create a whole whānau work - ‘Kaleidoscope’ - that honours Papatūānuku then continues on celestial pathways and navigation by way of the stars of our tupuna through to individual characteristics of the Matangi stars. The work embraces Māori belief and the influences of Matangi stars on the landscape of Aotearoa and the people of this land.

Integrated with NZDC’s Tāmaki Tour which is delivered annually to schools across Tāmaki Makaurau, Sean’s work ‘Kaleidoscope’ will be performed, followed by a creative workshop where students will be able to contribute towards the developing work based on their interpretation of Matangi. Embracing creative thoughts of students across Tāmaki-Makaurau, Sean will create the final 45 mins choreographic work that illustrates his definition of Matangi reflecting past, present and future. We believe that young people are active members of our community and not future participants. The idea of engaging with local schools is to involve students and encourage active participation to celebrate the vibrant arts and cultural scene of our shared community.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean MacDonald</td>
<td>Choreographer</td>
</tr>
<tr>
<td>Claire O’Neil</td>
<td>Industry Mentor</td>
</tr>
<tr>
<td>Auckland Live</td>
<td>Venue provider</td>
</tr>
<tr>
<td>Māngere Arts Centre</td>
<td>Venue provider</td>
</tr>
<tr>
<td>Te Oro</td>
<td>Venue provider (TBC)</td>
</tr>
</tbody>
</table>

Demographics

Māori outcomes: Māori involvement in the design/concept

This project will fulfil three of the above outcomes; through collaboration with Māori choreographer Sean MacDonald to develop a work inspired by Matangi, and the landscape of Aotearoa. Created for ‘Matangi for Tamaki’, Sean’s work celebrates the traditions and stories inherited from Māori ancestors through the lens of contemporary dance. By reaching out to youth of local communities including the predominantly Māori and Pasifika populated areas including Māngere, Manurewa, Henderson-Massey and other communities across Tāmaki Makaurau, we hope to encourage participation from the Māori community in the creative process of ‘Kaleidoscope’.

Accessible to people with disabilities
No -

Target ethnic groups: All/everyone
Promoting SmokeFree: Breath is vital to life and vital to dance. Our dancers are excellent role models to students and demonstrate the connection between health and happiness in our post show Q & A sessions.

Our dancers will explain how smoking negatively impacts on fitness levels to the young students in the workshops. We will also happily take on any advice from Auckland Council workers on how we can best promote smoke-free messages.

Zero waste minimisation None identified

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>%</td>
<td>35%</td>
<td>10%</td>
</tr>
</tbody>
</table>

Financial information

Amount requested: $51450.00

Requesting grant for: To be able to deliver the multi-faceted Youth & Community Programme, we would like to request funding towards costs of venue hire, studio hire and the artistic cost for:
- Dance Education Coordinator
- Artistic Executive
- Production Manager
- Dancers
- Senior Dance Tutors

If part funded, how would you make up the difference:

Any amount would be helpful in the cost of delivering workshops and performances to local schools. We would like to keep the cost to schools minimal or free of cost to accomplish our mission of making art accessible for all. Therefore, we would still like to deliver this project even if only part of it is funded. However, this would mean that we are not able to reach as many schools and students as we originally hoped for and we may also need to charge schools a small fee to deliver our performances and workshops instead of making it free.

Cost of participation: Feisty Feet: $10 per class

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$223,551.06</td>
<td>$11,000.00</td>
<td>$51,000.00</td>
<td>$77,418.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert-Eden Local Board</td>
<td>0</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>15</td>
<td>$7,700.00</td>
</tr>
<tr>
<td>Franklin Local Board</td>
<td>5</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Board Name</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Henderson-Massey Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Hobiscus and Bays Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Howick Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Mangere-Otahuhu Local Board</td>
<td>$6,100.00</td>
<td></td>
</tr>
<tr>
<td>Manurewa Local Board</td>
<td>$3,600.00</td>
<td></td>
</tr>
<tr>
<td>Maungakiekie-Tāmaki Local Board</td>
<td>$3,600.00</td>
<td></td>
</tr>
<tr>
<td>Papakura Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Puketapapa Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Waitānui Local Board</td>
<td>$7,450.00</td>
<td></td>
</tr>
<tr>
<td>Whau Local Board</td>
<td>$2,500.00</td>
<td></td>
</tr>
</tbody>
</table>

### Expenditure Item

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Hire</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Subud Hall Venue Hire</td>
<td>$1,665.00</td>
</tr>
<tr>
<td>Takapuna War Memorial Hall Venue Hire</td>
<td>$1,665.00</td>
</tr>
<tr>
<td>Artistic Executive/Rehearsal Director</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>Production Manager</td>
<td>$3,600.00</td>
</tr>
<tr>
<td>Dance Education Manager</td>
<td>$42,000.00</td>
</tr>
<tr>
<td>Mid-Career Dancer (Carl Tolentino)</td>
<td>$2,850.00</td>
</tr>
<tr>
<td>Mid-Career Dancer (Chrissy Kokiri)</td>
<td>$2,460.00</td>
</tr>
<tr>
<td>Mid-Career Dancer (Katie Rudd)</td>
<td>$2,460.00</td>
</tr>
<tr>
<td>Contracted Dancer (Bree Timms)</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Contracted Dancer (Raisedinland lose)</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Contracted Dancer/Tutor</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>Senior Dance Tutor</td>
<td>$2,775.00</td>
</tr>
<tr>
<td>Senior Dance Tutor</td>
<td>$2,775.00</td>
</tr>
<tr>
<td>Other costs that aren’t applicable in this application</td>
<td>$142,901.00</td>
</tr>
</tbody>
</table>

### Income description

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feisty Feet $10 per class, up to 400 attendance</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Seasonal School Registration $350, up to 20 paid participants</td>
<td>$7,000.00</td>
</tr>
</tbody>
</table>

### Other funding sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative New Zealand</td>
<td>$20,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Foundation North</td>
<td>$25,000</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### Donated materials

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>0</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>RegPr19_1_00 032</td>
<td>Regional Arts and Culture Grant Programme 19_1 Projects - Assessment 19_1</td>
<td>Undecided</td>
</tr>
<tr>
<td>RegPr19_1_00 022</td>
<td>Matariki for Tamamakhi</td>
<td>Undecided</td>
</tr>
<tr>
<td>QR1501-27</td>
<td>2018/2019 Youth &amp; Community Engagement Programme - Feisty Feet</td>
<td>Undecided</td>
</tr>
<tr>
<td>LG1621-222</td>
<td>NZDC Youth &amp; Community Engagement Programme</td>
<td>Declined</td>
</tr>
<tr>
<td>ASF1820-035</td>
<td>2018 Waitemata Accommodation Support Fund - Project in progress</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1810-244</td>
<td>Dancing Toward A Better Day - NZDC Youth Engagement Program</td>
<td>Approved</td>
</tr>
<tr>
<td>Reg/C18_2_SR 05</td>
<td>Regional Arts &amp; Culture Grants Programme 18_2 Strategic Relationship - Assessment 18_2</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1620-321</td>
<td>Are We There Yet - Senior &amp; Youth Dance Collaboration with AWMM</td>
<td>Approved</td>
</tr>
<tr>
<td>Reg/SREO16_2_0009</td>
<td>Regional Arts &amp; Culture Grant Programme 19_2 SR EOI - Submitted</td>
<td>Undecided</td>
</tr>
<tr>
<td>QR1603-206</td>
<td>The New Zealand Dance Company - Youth Engagement Programme</td>
<td>Declined</td>
</tr>
<tr>
<td>LG1608-211</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery</td>
<td>Approved</td>
</tr>
<tr>
<td>Reg/Ac18_1_00 004</td>
<td>The New Zealand Dance Company's April - July Outreach in Tamaki Makaurau</td>
<td>Approved</td>
</tr>
<tr>
<td>Reg/Ac18_1_00 005</td>
<td>Regional Arts &amp; Culture Grants Programme 18_1 Projects - Project in progress</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1606-138</td>
<td>NZDC Youth &amp; Community Engagement Programme</td>
<td>Approved</td>
</tr>
<tr>
<td>LO1611-133</td>
<td>NZDC Youth &amp; Community Engagement Programme</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1615-110</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1603-102</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery</td>
<td>Declined</td>
</tr>
<tr>
<td>Item 14</td>
<td>Description</td>
<td>Approved Amount</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>LG1802-114</td>
<td>2017/2018 Franklin Quick Response, Round One - Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>LG1820-115</td>
<td>The New Zealand Dance Company Youth/Community Engagement Programme Delivery 2017/2018 Devonport-Tapakuma Local Grants, Round One - Acquitted</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>LG1815-110</td>
<td>NZ Dance Company's Youth &amp; Community Engagement Programme 2017/2018 Waiheke Island Local Grants, Round One - Acquitted</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>QR1814-110</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery 2017/2018 Puketapapa Local Grants, Round One - Project in progress</td>
<td>$3,090.00</td>
</tr>
<tr>
<td>QR1812-110</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery 2017/2018 Papakura Quick Response, Round One - Acquitted</td>
<td>$2,090.00</td>
</tr>
<tr>
<td>LG1807-124</td>
<td>The New Zealand Dance Company Youth Engagement Programme 2017/2018 Howick Local Grants, Round One - Project in progress</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>QR1813-124</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery 2017/2018 Ōtāra-Papatoetoe Quick Response, Round One - Project in progress</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>QR1805-126</td>
<td>The New Zealand Dance Company Youth Engagement Programme Delivery 2017/2018 Henderson-Massey Quick Response, Round One - Project in progress</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>QR1718-409</td>
<td>The New Zealand Dance Company Youth Engagement Programme for St. Leonards School, Waitākere Ranges Quick Response, Round Four, 2016/17 - SME assessment completed</td>
<td>Undecided</td>
</tr>
<tr>
<td>QR1710-407</td>
<td>The New Zealand Dance Company Youth Engagement Programme at Whakatākōpaki 2016/2017 Manurewa Quick Response, Round Four - Withdraw 3</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>ASF1720-403</td>
<td>Waiwera Accommodation Support Fund - Acquitted</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>QR1702-414</td>
<td>Kiss The Sky' Diversity Project Devonport-Tapakuma Quick Response, Round Four, 2016/17 - Acquitted</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>RegAC17_2_007</td>
<td>The New Zealand Dance Company's 2017/18 Productions for Auckland Audience Development Regional Arts and Culture Grant Programme 17_2 Project - Assessment 17_2</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>RegAC17_2_007_R_005</td>
<td>Regional Arts and Culture Grant Programme 17_2 Strategic Relationship - Assessment 17_2</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>RegAC17_2_017</td>
<td>Regional Arts and Culture Grant Programme 17_2 Project - Assessment 17_2</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>QR1702-224</td>
<td>New Zealand Dance Company Production 'Kiss the Sky' Auckland premiere at the Bruce Mason Centre Devonport-Tapakuma Quick Response, Round Two, 2016/2017 - Declined</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>QR1720-235</td>
<td>Rental of storage space for equipment used across NZDC's performances and workshops 2016/2017 Waitākere Quick Response, Round Two - Declined</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>17_1_SR_009</td>
<td>Regional Arts and Culture Grants Programme 17_1 Strategic Relationship - Assessment 17_1</td>
<td>$20,800.00</td>
</tr>
<tr>
<td>17_1_D20</td>
<td>Regional Arts and Culture Grants Programme 17_1 Project - Assessment 17_1</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>LG1720-126</td>
<td>Ceremonial Dance Performance by Seniors Marking Remembrance Sunday at The Auckland War Memorial Museum 2016/2017 Waitākere Local Grant, Round One - Acquitted</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
<td>Result</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>CASF_1617000 82</td>
<td>2016/2017 Central Community Group Accommodation Support Grant - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>CASF_1617000 41</td>
<td>2016/2017 Central Community Group Accommodation Support Grant - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>RegAC16_2_14 5</td>
<td>Regional Arts and Culture Grants Programme 16_2 - Assessment 16_2</td>
<td>Declined</td>
</tr>
<tr>
<td>RegAC16_2_12 6</td>
<td>The New Zealand Dance Company's 2016 Productions for Auckland Audience Development</td>
<td>Approved</td>
</tr>
<tr>
<td>REF16500033</td>
<td>New Zealand Dance Company Double Bill Auckland Season at Q Theatre + Tamaki Schools Tour</td>
<td>Declined</td>
</tr>
<tr>
<td>REF16500033</td>
<td>New Zealand Dance Company Double Bill Auckland Season at Q Theatre + Tamaki Schools Tour</td>
<td>Declined</td>
</tr>
<tr>
<td>REF16500023</td>
<td>Tempo Dance Festival 2016</td>
<td>Approved</td>
</tr>
<tr>
<td>REF16500009</td>
<td>Moari ChoreoLab/Te Kurihiku Whakamatau</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1620-225</td>
<td>New Zealand Dance Company - Yep! Auckland Autumn School 2015/2016 Waitemata Quick Response, Round Two - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1601-206</td>
<td>DANZ Auckland digital dance project 2015/2016 Albert-Eden Quick Response, Round Two - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>LG1616-153</td>
<td>Lumina - North Island Tour</td>
<td>Declined</td>
</tr>
<tr>
<td>RegAC16_1_03 9</td>
<td>Regional Arts and Culture Grants Programme 16_1 - Assessment 16_1</td>
<td>Approved</td>
</tr>
<tr>
<td>RegAC16_1_02 9</td>
<td>Regional Arts and Culture Grants Programme 16_1 - Assessment 16_1</td>
<td>Declined</td>
</tr>
</tbody>
</table>
New Zealand Nepal Society Incorporated

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society, Charitable Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity focus:</td>
<td>Arts and culture</td>
</tr>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Project: Nepal Festival 2018**

**Location:** Aotea Square in Auckland, New Zealand.

**Summary:**
- To harmonize and socialize the Nepali community with other communities in New Zealand by sharing arts and culture.
- To provide the information about Nepal and Nepalese art, culture, literature, tourism and other common interests.
- To share and promote trade and business between New Zealand and Nepal particularly tourism, agricultural products and others.
- To generate the awareness on climate change related information particularly Himalayan mountaineering ecotourism.

**Dates:** 01/11/2018 - 30/11/2018  
**Rain dates:** -

**People delivering:** 40  
**People reached:** 10,000

**% of participants from Local Board:** 10%

**Promotion:**
We will be promoting the event via various channels:
1. Facebook post
2. Email Campaign
3. Sending Flyer via post
4. Giving Handout
5. Posters in various businesses across New Zealand
6. Collaborating with local radio stations to promote the event
7. Creating small clips and sharing it via Youtube and Facebook.
8. Most of all Digital hoarding for a week to reach 1.4 million in a week. Quote and data attached.

**Community benefits**

**Identified need:**
We have organized similar programmes in the past, and it was very effective and promising, have success stories. Before this New Zealand, Nepal Society has been organizing Nepal Festival in indoor venues. With the increasing number of Nepalese migrating to New Zealand, we felt there is a need of festival like this to promote about the Nepalese food, arts, and culture.

**Identified community outcomes:**
The community outcomes of the Nepal Festival 2018 are.
1) To promote Nepalese food, art, and culture to the wider communities. Participants will have an opportunity to experience a mini-Nepalese feeling being in New Zealand as we will have various food stalls.

2) To create a platform in order to promote tourism in both countries, in addition to this there will be a stall promoting eco-friendly tourism benefiting both countries and addressing participants FAQs related to Nepal travel.

3) To build a bridge wherein NZ businesses can establish a dialogue with Nepalese counterparts, learn the best practices especially from dairy, kiwifruit, and sustainable tourism.

**Alignment with local board priorities:**

**Upper Harbour**

- Community participation

The number of households in the Upper Harbour area: 10

The main objective of Nepal Festival 2018 is to promote food, art, and culture.

The festival includes various cultural performances including Nepalese, Maori, and other ethnic communities to celebrate the cultural diversity and introduce Nepalese culture to other communities.

The festival will also have the stall promoting Nepalese handicrafts, traditional dresses, and various heritage items.

In addition to this, the festival will have a stall promoting tourism benefiting both countries.

The success of Nepal Festival will help Nepalese communities in harmonizing with other ethnic communities along with local Kiwis residing in Upper Harbour.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Club Khukuri Incorporated</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Nepal Rhino Cricket Club</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Gurkha FC - NZ</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Raju Shakya</td>
<td>Event Manager</td>
</tr>
<tr>
<td>Dj Dave</td>
<td>Event Management</td>
</tr>
<tr>
<td>New Zealand Nepalese Association</td>
<td>Volunteer/Advisory Committee</td>
</tr>
<tr>
<td>Non Residential Nepal Association (NRNA)</td>
<td>Volunteer/Advisory Committee</td>
</tr>
<tr>
<td>Nepalese Embassy of New Zealand</td>
<td>Co-host</td>
</tr>
</tbody>
</table>

**Demographics**

- *Māori outcomes:* None identified

- *Accessible to people with disabilities:* Yes - Since our venue is centrally located which is accessible via public transport, we will have volunteers to provide information and direction for the disabled visitors. We will secure the venue has sufficient space for people using wheelchairs and mobility scooters to enter, exit and circulate easily. We will ensure the venue has toilets that are able to be accessed by people using wheelchairs or other mobility aids.
Target ethnic groups: All/everyone

Promoting SmokeFree: All of our marketing materials which include Facebook post, email campaign, flyers, handouts, digital hoardings etc. will have a clear message spelling out the smoke-free and zero waste program. In fact, we will also have handouts prior to and during the event date emphasizing on the smoke-free and zero waste.

Zero waste minimisation: Yes, the project will include waste minimisation. We have sufficient rubbish bins in place to dispose the waste accordingly. We will advise stall owners to optimise the use of water and energy. Additionally, we will have a dedicated post-promoting waste minimisation to increase awareness among the participants. Plus, we will have a dedicated volunteer during the event date to ensure wastes are disposed accurately.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age Group</th>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Financial information

Amount requested: $50101.00

Requesting grant for: We are requesting funding for the following areas:
1. Venue Hire
2. Audio Visuals
3. Artist Cost
4. Digital Hoarding Marketing
5. Stage, Marquee, and Stall
6. Light

If part funded, how would you make up the difference:
Our total budget for this event is $107,714.45 NZD. We are expecting $10,000 from the food stall sale. Out of which we have $25,000 already approved. We have a discussion with a few sponsors already on-boarded to support our project plus we are in the process of acquiring more sponsors and funders to support the project.

Cost of participation: free entry

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$107,572.45</td>
<td>$10,000.00</td>
<td>$25,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaipatiki Local Board</td>
<td>10</td>
<td>$8,350.00</td>
</tr>
<tr>
<td>Pepekura Local Board</td>
<td>10</td>
<td>$8,350.00</td>
</tr>
<tr>
<td>Henderson-Masey Local Board</td>
<td>30</td>
<td>$8,350.00</td>
</tr>
</tbody>
</table>
### Item 14

**Expenditure item**

- Event Management i.e. Stage, Marquee, and Stall, Carlton Hire: $16,426.45
- Sound System, light, artists, stalls, chairs, fencing, tables, portaloo’s, and fees: $30,365.00
- Venue hire, security, Auckland Live: $3,280.00
- Marketing: $13,000.00
- Invited Artists: $8,200.00
- Air Ticket: $15,505.00
- Visa Fee: $2,086.00
- Immigration consultant: $2,100.00
- Event Clean up and Waste: $4,600.00
- Contingencies 10%: $9,780.00

**Income description**

- Food Stall: $10,000.00

**Other funding sources**

- Lottery Grants: $20,000.00 (Approved)
- Ethnic Communities: $5,090.00 (Approved)

**Donated materials**

- None identified: None identified

**Total number volunteer hours**

- Total number specialised volunteer hours: 80
- Amount: $9,904.00

**Funding history**

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round - Stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Code</td>
<td>Description</td>
<td>Decision</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>LG1805-129</td>
<td>Nepal Festival 2018 2018/2019 Henderson-Massey Local Grants, Round One - Submitted</td>
<td>Undecided</td>
</tr>
<tr>
<td>LG1811-137</td>
<td>sports activities and Women Empowerment 2018/2019 Maungakiekie-Tāmaki Local Grants, Round One - Submitted</td>
<td>Undecided</td>
</tr>
<tr>
<td>LG1815-121</td>
<td>Nepali Language and culture Project 2018/2019 Puketapapa Local Grants, Round One - Submitted</td>
<td>Undecided</td>
</tr>
<tr>
<td>LG1811-124</td>
<td>Nepalese Language Class for Children 2017/2018 Maungakiekie-Tāmaki Local Grants, Round One - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>CCS16_2_010</td>
<td>Nepal Day 2073 Creative Communities Scheme 2016_2 - North/West Assessment Committee Round 2 2019</td>
<td>Approved</td>
</tr>
</tbody>
</table>
North Shore Centres of Mutual Aid Inc

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity focus:</td>
<td>Community</td>
</tr>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
</tr>
</tbody>
</table>

Project: CMA provides social, mental and physical well-being for older adults.

Location:
Albany CMA - Albany Community Hub, 575A Albany Highway, Albany. Belmont CMA - The Rose Centre, School Road, Belmont. Birkenhead CMA - Northcote/Birkenhead Rugby Club, Recreation Drive, Birkenhead. Glenfield CMA - War Memorial Hall, Hall Rd, Glenfield. Mairangi Bay CMA - Presbyterian Church Hall, Penzance Rd, Mairangi Bay. Sunnyrock CMA - Sunnyrock Community Centre, Sunnyrock Rd, Sunnyrock. Red Beach CMA - Methodist Church Hall, 76 Red Beach Rd, Red Beach. Stanmore Bay CMA - Stanmore Bay Community Centre, Waroa Rd, Stanmore Bay.

Summary:
North Shore CMA runs 8 centres weekly during primary school terms offering companionship and morning activities to isolated seniors. Each centre offers a community activity programme based on the PIES programme which centres on Physical, Intellectual, Emotional and Social activities. The focus is on social participation and maintenance of strength and mobility through activities relevant to the needs and abilities of older people with a focus on building resilience. Our emphasis is to enable our 'guests' to remain as independent as possible and re-integrate them into their local communities.

Dates:
01/01/2019 - 30/06/2019
Rain dates:
-

People delivering:
56 - 6 paid staff members and 51 volunteers

People reached:
1977 - the no of centre attendances expected during the 6 month period applied for.

% of participants from Local Board: 37.5%

Promotion:
We have a brochure detailing our services that is widely available to our target community. It can be obtained from the WDHB, other healthcare providers, the CAB as well as the community centres that we operate in. We advertise in local community papers in the communities where our centres are based. We publish a quarterly newsletter that is distributed to all guest and volunteers. Once they have finished with it we encourage our guests to pass it onto friends and family or leave it in the waiting rooms of service providers i.e. doctors, dentists etc for others to enjoy and become aware of our service and what it offers. Our supervisors regularly update our Facebook page with happenings in their centres.

Community benefits

Identified need:
People are living significantly longer and healthier lives than they did 50 to 100 years ago. In 1966, just over 8 percent of New Zealand’s population was aged 65 or older. By 2035 the number of people aged 65 and over is projected to almost double from 675,000 today to around 1.2 million. Alongside this, the number of people aged 80 or over is projected to increase by 130 percent.
CMA has successfully been providing our much-needed service to isolated older people for over 50 years.

**Identified community outcomes:**

Longer life-expectancy combined with the dynamics of modern-day family life mean more seniors are living alone, often away from the support of family. Our service benefits the community as it reduces social isolation, leading to older people having more fulfilled lives and improved health. Through collaboration with Harbour Sport we have gained ACC accreditation as an approved community group strength and balance class provider at our CMA Sunnybank Centre. We have developed a set of exercises to be delivered weekly in all our CMA centres to our members and guests who are also welcome to attend. These exercises have been developed specifically to improve strength and balance in older people to help reduce the risk of falls and fall related injuries like fractures. We continue to work closely with Harbour Sport to gain accreditation at our other CMA centres. Additional benefits of becoming an approved community group strength and balance class provider include links to local communities GPs, nurses, physios, pharmacists, podiatrists etc and other organisations involved in preventing falls, the ability to use the quality logo tick of approval and benefit from national promotion and increased referrals to CMA to take advantage of the service we offer.

**Alignment with local board priorities:**

**Upper Harbour**
- Community participation

Albany CMA supports the Upper Harbour Local Board in achieving the priority of community participation and wellbeing as it strives to ensure our isolated and vulnerable seniors are reintegrated back into their local communities by providing weekly companionship and morning activities in the form of social interaction, fun activities and gentle exercise relevant to their needs and abilities. This results in stronger and happier communities and ensures older people can live in place for longer with a better quality of life. Pad centre supervisors are ably supported by wonderful volunteers who come from all walks of life and nationalities. This further enriches the lives of our guests providing exposure to different cultures than they may be used to.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Concern North Shore</td>
<td>Sharing Expertise</td>
</tr>
<tr>
<td>ANCAD</td>
<td>Sharing Expertise</td>
</tr>
<tr>
<td>Communicare Auckland</td>
<td>Sharing Expertise</td>
</tr>
<tr>
<td>Harbour Sport</td>
<td>Collaboration and providing an exercise program</td>
</tr>
<tr>
<td>NASC team - WDHB</td>
<td>Supporting Guests</td>
</tr>
<tr>
<td>Volunteering Auckland</td>
<td>Sourcing Volunteers</td>
</tr>
<tr>
<td>Carmel College / Rosmini College</td>
<td>Sourcing Volunteers</td>
</tr>
<tr>
<td>Positive Ageing Networking Meetings</td>
<td>Collaboration</td>
</tr>
</tbody>
</table>

**Demographics**

Māori outcomes: Māori focus - tikanga (practices), mātauranga (knowledge), reo (language)
CMA recognises the four cornerstones of Maori health – Whānau (family health), Tinana (physical health), Hirangaro (mental health) and wairua (spiritual health) as well as Whānau, Hapu and Iwi structures, and the role the Service User, particularly of Koroua and Kuia, plays within these structures.

Positive intervention for Maori Service Users can help to introduce healthier lifestyles, change habits and enhance positive social and functional activities. To this end we also have a Maori representative on the North Shore CMA staff and Governance Team.

Accessible to people with disabilities

Yes - Our centres are easily accessible to people with all disabilities. Many of our guests are referred by the WDHB through the needs assessment service, by their GP’s and/or other health professionals. Earlier this year we organised and made available to all staff and volunteers a two part training day. This covered education for people caring for dementia sufferers and Enabling Care education from NZTC (this entails helping people to help themselves). This will help ensure our staff and volunteers have a greater appreciation and ability to care for guests with disabilities. Along with this we also provide annually First Aid Training relevant to carers of older people.

Target ethnic groups:

All/everyone

Promoting SmokeFree:

CMA has a Smoke Free Policy which states As part of its wider role in promoting health and wellbeing, CMA has a responsibility to encourage and support members, staff and their families Whānau to become smokefree. CMA is required to ensure that no person smokes at any time while they are working to keep employees and visitors to CMA’s centres free from the health risks of smoking. The purpose of this policy is to outline CMA’s expectations regarding the health and safety of all individuals within CMA’s premises and environments to enhance the health of employees and those who access CMA’s services. Promote a smokefree environment. Encourage a smokefree workforce Compliance with the Smokefree Environments Act 1990 and Amendments 2003 and the Health and Safety in Employment Act (HSEA) 1992 and Amendments 2002.

Zero waste minimisation

CMA is ever mindful of waste minimisation initiatives. To this end all staff, volunteers and guests are encouraged to follow the three Rs – reduce, reuse and recycle – to help to cut down on the amount of waste we throw away that contributes to increased landfills.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Percentage impacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>%</td>
</tr>
<tr>
<td>&lt; 15 years</td>
<td>%</td>
</tr>
<tr>
<td>15-24 years</td>
<td>%</td>
</tr>
<tr>
<td>25-44 years</td>
<td>%</td>
</tr>
<tr>
<td>45-64 years</td>
<td>%</td>
</tr>
<tr>
<td>&gt; 65 years</td>
<td>%</td>
</tr>
<tr>
<td>All ages</td>
<td>100%</td>
</tr>
</tbody>
</table>

Financial Information

Amount requested: $30000.00

Requesting grant for: A proportion of operational costs excluding wages for 8 CMA centres for the 6-month period 1 January 2019 to 30 June 2019 from the four Local Boards our centres operate in.
If part funded, how would you make up the difference:
The project will go ahead as planned and we will approach other community funders to make up any shortfall.

Cost of participation: We ask for a contribution of $6 from guests attending a centre to cover the cost of morning tea, lunch and activities. If transport is provided by CMA we ask for further donation of $2 each way. However, guests are not excluded if financial hardship precludes them from contributing. Annual membership costs $25 enabling guests to attend and vote at our AGM.

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$177,013.00</td>
<td>$17,000.00</td>
<td>$79,741.00</td>
<td>$80,672.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>37.5</td>
<td>$11,250.00</td>
</tr>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>25</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>25</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>12.5</td>
<td>$3,750.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expenditure (excluding wages)</td>
<td>$59,000.00</td>
</tr>
<tr>
<td>Wages</td>
<td>$118,613.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>$900.00</td>
</tr>
<tr>
<td>Interest</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Subs/Leves</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Centre Donation</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Raffle</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDHB</td>
<td>$51,741</td>
<td>Approved</td>
</tr>
<tr>
<td>COGS</td>
<td>$3,000</td>
<td>Pending</td>
</tr>
<tr>
<td>Lottery</td>
<td>$25,000</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donated materials</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
<tr>
<td>Total number volunteer hours</td>
<td>Total number specialised volunteer hours</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>5160</td>
<td>330</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Round - Stage</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1802-203</td>
<td>North Shore CMA Supporting and Connecting Seniors in our Community.</td>
<td>2017/2018 Devonport-Takapuna Local Grants, Round Two - Project in progress</td>
<td>Approved</td>
<td>$14,500.00</td>
</tr>
<tr>
<td>LG1802-116</td>
<td>North Shore CMA Supporting and Connecting Seniors in our Community.</td>
<td>2017/2018 Devonport-Takapuna Local Grants, Round One - Project in progress</td>
<td>Approved</td>
<td>$18,250.00</td>
</tr>
<tr>
<td>LG1708-201</td>
<td>North Shore CMA Supporting and Connecting Seniors in our Community.</td>
<td>Kaipātiki Local Grants, Round Two, 2016/2017 - Review accountability</td>
<td>Approved</td>
<td>$500.00</td>
</tr>
<tr>
<td>LG1717-116</td>
<td>North Shore CMA Building Resilience for Seniors in our Community.</td>
<td>Upper Harbour Local Grants, Round One, 2016/17 - Acquitted</td>
<td>Approved</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>LG1608-204</td>
<td>North Shore CMA Building Resilience for Seniors in our Community</td>
<td>Kaipātiki Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>Approved</td>
<td>$10,900.00</td>
</tr>
<tr>
<td>LG1608-103</td>
<td>Building Resilience for Seniors in our Community - Birkenhead and Glenfield CMA Centres</td>
<td>Kaipātiki Local Grants, Round One, 2015/16 - Acquitted</td>
<td>Approved</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Applications prior to the 2015/2016 financial year have all been accounted for and omitted from this summary.
### Whanau Marama Parenting Limited

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Limited Liability Company, Other: with Charitable purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity focus:</td>
<td>Community</td>
</tr>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
</tr>
</tbody>
</table>

#### Project: Free Short Positive Parenting courses in North Shore Libraries

<table>
<thead>
<tr>
<th>Location:</th>
<th>East Coast Bays, Albany, Glenfield, Northcote and Birkenhead Libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>Four short parenting courses delivered each of the 4 school terms (16 in year) Each course consists of 4 sessions of one hour each plus an additional week for planning purposes. Practical, highly effective, non-punitive parenting skills and strategies are taught each session with time given for discussion and questions. Parents attending can bring their pre-schoolers with them if they wish</td>
</tr>
<tr>
<td>Dates:</td>
<td>04/02/2019 - 20/12/2019</td>
</tr>
<tr>
<td>Rain dates:</td>
<td>-</td>
</tr>
<tr>
<td>People delivering:</td>
<td>Two fully trained Whānau Mārama Parenting facilitators and the same number of volunteers Plus the Supervisor of the Facilitators</td>
</tr>
<tr>
<td>People reached:</td>
<td>Whānau Mārama Parenting plans to deliver 4 short courses in local libraries each school term. Eg. 16 courses in total in 2019. Between 12 and 25 parents and almost as many preschoolers attend each short course. If we count the additional children from these families, which will also stand to gain from what their parents have learnt, the number would be approximately 520 or even more each school term. When this number is multiplied by 4 (for the 4 school terms) the number reaches well over one thousand. (Plus countless thousands more as positive parenting changes are established for future generations)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of participants from Local Board</th>
<th>60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion:</td>
<td>We advertise at the Library concerned and also on our Website, Face book, Online Newsletter, and on the 7,000 brochures we print each term advertising all our courses. These are distributed to local schools, Early Learning Centres, CAB, Community Houses, and other Social Service Organizations on the North Shore</td>
</tr>
</tbody>
</table>
Community benefits

Identified need:

We began this project in 2013 at the suggestion of the Glenfield Libraries children’s librarians. Since that time, we have continued to not only consistently deliver in Glenfield Library but also in other local Libraries with many of these free courses filling up long before the first session begins. So in each of the Libraries the number of participants have been consistently high, in some incidents too high. (Term one this year the first session in the Birkenhead Library had 26 parents and about the same number of pre-schoolers). Consequently we have decided to limit the number to approximately 15 parents each course as this demand appears to be escalating with each new term.

Identified community outcomes:

Kaipatiki outcome: Services are well-managed and meet community needs.

Each free short parenting course will be planned between Library staff and Whānau Mārama Parenting. The lead facilitator receives weekly clinical supervision. Previously parents of all cultures attending these courses have clearly expressed how the information taught in each session has met their needs.

Hibiscus Bays outcomes: 1. Made a contribution to the event by project by volunteer time. Each free parenting course is lead by a Whānau Mārama Parenting facilitator. A volunteer facilitator also pre-plans and debriefs each session with the lead facilitator and assists in every session. 2. Worked collaboratively and created opportunities to meet new people and share experiences. Whānau Mārama Parenting always works collaboratively with the Children’s Librarian in the planning and delivery of the courses. Each session creates new opportunities for parents of all cultures to meet and share experiences.

Upper Harbour Board outcome: Empowered, engaged and connected Upper Harbour communities

Previous feedback from parents of all cultures to Whānau Mārama Parenting attending these free courses show clearly how they have been empowered as parents. Engagement and connection naturally occur as parents and grandparents meet and share their experiences together.

Alignment with local board priorities:

Upper Harbour

- Families

Our Albany Library free parenting course is very popular in the Upper Harbour community especially with the Chinese community as many Migrant families come to NZ without any idea of our culture, especially around parenting. As well as delivering this course in Mandarin and English we are planning to begin delivering it in Korean beginning in 2019.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Children’s Librarian at each Library</td>
<td>The Library advertises the short parenting course, takes a list of interested parents and forwards to Whānau Mārama Parenting facilitator. provides space in the children’s area of Library.</td>
</tr>
</tbody>
</table>

Demographics
### Māori outcomes:
None identified

### Accessible to people with disabilities
Yes - All Libraries buildings are disability friendly

### Target ethnic groups:
All/everyone

### Promoting SmokeFree:
On our advertising we will include the smoke free message.

### Zero waste minimisation
None identified

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Financial information

**Amount requested:** $12,042.00

**Requesting grant for:** Salaries and travel costs for the facilitators

**If part funded, how would you make up the difference:**
Several Gaming Boards can be applied to by their closing date usually being 10th of each month

We can only apply in the previous term before the delivery term begins.

**Cost of participation:** No

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,042.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keipatiki Local Board</td>
<td>50</td>
<td>$7,326.00</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>20</td>
<td>$2,373.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>20</td>
<td>$2,340.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and travel expenses Jum</td>
<td>$6,248.00</td>
</tr>
<tr>
<td>Salary and travel expenses Na</td>
<td>$5,794.00</td>
</tr>
<tr>
<td>Other information</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>
### Other funding sources

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Donated materials

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Total number volunteer hours

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>480 hours</td>
<td></td>
</tr>
</tbody>
</table>

### Total number specialised volunteer hours

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 hours</td>
<td>$11,097.00</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1008-122</td>
<td>Free Short Positive Parenting courses for Parents of all cultures</td>
<td>Undecided</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>2010/2019 Kāpātū Smooth Local Grants, Round One - Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCS18_2_027</td>
<td>Māori Story time</td>
<td>Approved</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Creative Communities Scheme 18_2 - North 18_2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1008-118</td>
<td>Free Parenting course in North Shore Libraries</td>
<td>Approved</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>2017/2018 Kāpātū Smooth Local Grants, Round One - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1008-263</td>
<td>Whanau Marama Parenting at Korean Day</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Kāpātū Smooth Local Grants, Round Two, 2016/2017 - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1008-101</td>
<td>Salary for Facilitator to deliver in North Shore Libraries</td>
<td>Approved</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Kāpātū Smooth Local Grants, Round One, 2016/2017 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1608-340</td>
<td>Paid Postage Envelopes</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Kāpātū Smooth Quick Response, Round Five, 2315/19 - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1608-406</td>
<td>Making Whare (training room) child and fire safe</td>
<td>Approved</td>
<td>$268.00</td>
</tr>
<tr>
<td></td>
<td>Kāpātū Smooth Quick Response, Round Four, 2015/16 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1008-131</td>
<td>Planner, Coordinator and Admin</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td>Kāpātū Smooth Local Grants, Round One, 2015/16 - Acquitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**La Leche League North Shore**

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
<th>Activity focus:</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project:** La Leche League NZ - Supporting the North Shore

<table>
<thead>
<tr>
<th>Location:</th>
<th>Highbury House, Birkenhead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>Room hireage, ongoing training for Leaders through workshops, conference, conference expenses, leader training, leader subscriptions, group library purchases, information handouts purchases, notice poster printing, group membership costs to governing body.</td>
</tr>
<tr>
<td>Dates:</td>
<td>01/10/2018 - 01/08/2019</td>
</tr>
<tr>
<td>People delivering:</td>
<td>3</td>
</tr>
<tr>
<td>Rain dates:</td>
<td>-</td>
</tr>
<tr>
<td>People reached:</td>
<td>250</td>
</tr>
<tr>
<td>% of participants from</td>
<td>25%</td>
</tr>
<tr>
<td>Local Board</td>
<td></td>
</tr>
<tr>
<td>Promotion:</td>
<td>We would produce a poster, which will be displayed in local community areas ie library, plunket rooms, hospital.</td>
</tr>
</tbody>
</table>

**Community benefits**

**Identified need:**

- By receiving 1st April to 31st March 2018
- Totals are:
  - 93 support calls via phone/email/txt
  - 161 mothers supported through face to face, in person.

- Total 194 for last financial year, this does exclude social media/facebook support.

- Midwifes in the community will often refer their patients to us, antonal natal classes also refer their participants to us.

**Identified community outcomes:**

- To support mothers and families in the community by helping mothers successfully breastfeed their babies.

**Alignment with local board priorities:**

**Upper Harbour**

- Families

  We support families through their formative years, by helping mothers to breastfeed through mother-to-mother support, education, information and encouragement and to promote a better understanding of breastfeeding as an important element in the healthy development of baby and mother.
Collaborating organisation/individual | Role
--- | ---
None identified | None identified

## Demographics

**Māori outcomes:**
Maori participation - Maori priority group, target group, high representation or Māori staff delivering
Our meetings are open to all cultures, we offer support to any mother of any culture

**Accessible to people with disabilities:**
Yes - Our meetings are open to all regardless of disabilities. Venue is chosen to ensure has ramp access if needed.

**Target ethnic groups:**
All/everyone

**Promoting SmokeFree:**
All our meetings are smoke-free

**Zero waste minimisation**
None identified

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>20%</td>
<td>80%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

## Financial information

**Amount requested:** $2950.00

**Requesting grant for:** Conference costs for Leaders to attend, group expenses - room hireage, meeting notice flyers printing, group and leader fees, resources to hand out to attendees

**If part funded, how would you make up the difference:**
We would not purchase resources for the group, any library books or handouts. We would look at other venue options. Conference and leader costs would need to be funded by the volunteer.

**Cost of participation:**
free entry

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,870.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>25</td>
<td>$737.50</td>
</tr>
<tr>
<td>Keipatiki Local Board</td>
<td>25</td>
<td>$737.50</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>25</td>
<td>$737.50</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>25</td>
<td>$737.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
</table>
## Resources - Handouts, fact sheets
- Amount: $120.00

## Printing and design of flyer to promote meetings
- Amount: $150.00

## Refreshment Expenses for Meetings $20 a meeting for 11 meetings
- Amount: $220.00

## Venue Hire for Day Meetings for 11 meetings @40 each month
- Amount: $440.00

## Group Membership Fees for year March 2019
- Amount: $150.00

## Yearly Leader Fees for March 2019 x 3 leaders
- Amount: $240.00

## Library book purchases - group resources 2 x $40
- Amount: $80.00

## LLLNZ Leader Name Badges x 2 @ $35
- Amount: $70.00

## Return Flights for Conference - N Wallis & B Frazer
- Amount: $400.00

## Conference accommodation for 3 Leaders 3 nights
- Amount: $650.00

## Food & Meals at Conference for 3 leaders for 3 days @ $45 a day
- Amount: $270.00

## Shuttle to airport and conference venue
- Amount: $80.00

### Income description
<table>
<thead>
<tr>
<th>None identified</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Other funding sources
<table>
<thead>
<tr>
<th>None identified</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Donated materials
<table>
<thead>
<tr>
<th>None identified</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Total number volunteer hours
<table>
<thead>
<tr>
<th>None identified</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>226</td>
<td>$4,544.30</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1618-228</td>
<td>La Leche League bi-annual conference Waiheke Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>LG1608-216</td>
<td>La Leche League North Shore - supporting breastfeeding mums on the North Shore Kaipātiki Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>Approved $2,000.00</td>
</tr>
</tbody>
</table>
### Auckland Central Riding for the Disabled Association

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity focus:</td>
<td>Community</td>
</tr>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
</tr>
</tbody>
</table>

#### Project: Equestrian Riding Helmets

**Location:** Greenhithe RDA, Churchouse Road, Greenhithe; Auckland Central RDA, 337 Kohimarama Road; South Auckland RDA, Mercer Street, Drury; West Auckland RDA 201 Henderson Valley Road; North Shore RDA, 79 Aubrey Road Stillwater

**Summary:** Regulations have changed regarding the safety rating of equestrian helmets. To comply with all health and safety criteria it is mandatory that we have approved riding helmets. North Shore, West Auckland, Greenhithe, South Auckland and Central Auckland RDA's are collaborating to get the best prices to purchase approved helmets - 107. We have identified Dublin lightweight helmets as best suited to our riders' needs.

<table>
<thead>
<tr>
<th>Dates:</th>
<th>30/11/2018 - 01/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rain dates:</td>
<td>-</td>
</tr>
<tr>
<td>People delivering:</td>
<td>183</td>
</tr>
<tr>
<td>People reached:</td>
<td>187</td>
</tr>
<tr>
<td>% of participants from Local Board</td>
<td>12%</td>
</tr>
<tr>
<td>Promotion:</td>
<td>None identified</td>
</tr>
</tbody>
</table>

#### Community benefits

**Identified need:**

We are required to upgrade our helmets in order to comply to the mandatory requirements of being affiliated to NZRDA and also to comply with revised safety ratings of equestrian helmets. This project will allow our riders to safely participate in Therapy, Education and Sports and Recreational riding programmes.

**Identified community outcomes:**

We can provide the correct personal protection safety equipment to enable our riders to enjoy the safe and healthy riding. Complying with health and safety standards helps us meet regulations and better meet the demands of our community.

The lightweight helmets suit numerous medical conditions allowing us to ride all ages in a safe and responsible manner. Adjustable helmets mean they fit more riders thus allowing us to use them for multiple riders.

**Alignment with local board priorities:**

**Upper Harbour**

- Community participation

Greenhithe Riding for the Disabled provides a supportive and safe environment for people with disabilities to participate in therapeutic, education and sports and recreational riding programmes. We are a volunteer-based organisation that provides opportunities for people to become involved in their community and make a difference to those in our community that face challenges. The improved facilities at Wainoni Equestrian Park means that Greenhithe RDA can offer more services.
to the community by increasing our operating days. Greenhithe RDA volunteers (29) participate in their community by helping others. We also seek assistance from people in the community who wish to exercise and interact with horses to keep our herd in top condition. Equine training and education are provided by qualified coaches and our expanding services will cater for more people in our community.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenhithe RDA</td>
<td>Auckland Central RDA</td>
</tr>
<tr>
<td>South Auckland RDA</td>
<td>West Auckland RDA</td>
</tr>
<tr>
<td>North Shore RDA</td>
<td>None identified</td>
</tr>
</tbody>
</table>

Demographics

Māori outcomes:

- Accessible to people with disabilities: Yes. This project is solely for purchasing equestrian helmets for people with disabilities in the Auckland area in order to comply with regulations. The Auckland Riding for the Disabled group works with people with disabilities who have a variety of conditions and disabilities to provide therapeutic horse-riding programmes.

- Target ethnic groups: All/everyone

- Promoting SmokeFree: All RDA's are smoke free as per NZRDA policies and procedures. Our induction, training, contractor and visitor briefings cover this point.

- Zero waste minimisation: Yes, whilst we cannot pass on unapproved helmets, we can use them in our sensory trails as planter pots, decorations and other creative ideas.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>50%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>81%</td>
<td>7%</td>
<td>2%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

Financial information

- Amount requested: $7750.00
- Requesting grant for: Purchase of safety approved helmets either the Dublin Topaz or similar kind depending on availability.

If part funded, how would you make up the difference:
Reduce the amount of helmets purchased thus limiting the number of riders we can safely accommodate in each riding session.

Cost of participation: Greenhithe, South Auckland and West Auckland RDA's charge a rider fee which equals to $12, $15 and $8, respectively, for a riding session. The significant shortfall in funding is made up via donations and grants.
### Attachment C

#### Item 14

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,047.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,250.00</td>
</tr>
</tbody>
</table>

#### Local board

<table>
<thead>
<tr>
<th>Board Name</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orakei Local Board</td>
<td>12</td>
<td>$1,128.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>8</td>
<td>$753.00</td>
</tr>
<tr>
<td>Papakura Local Board</td>
<td>12</td>
<td>$1,128.00</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>34</td>
<td>$3,199.00</td>
</tr>
<tr>
<td>Henderson-Massey Local Board</td>
<td>34</td>
<td>$3,199.00</td>
</tr>
</tbody>
</table>

#### Expenditure item

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>107 Topaz Equestrian Helmets</td>
<td>$9,047.40</td>
</tr>
</tbody>
</table>

#### Income description

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

#### Other funding sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

#### Donated materials

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

#### Total number volunteer hours

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>130</td>
<td>10</td>
<td>$2,877.00</td>
</tr>
<tr>
<td>110</td>
<td>20</td>
<td>$2,971.00</td>
</tr>
<tr>
<td>130</td>
<td>40</td>
<td>$3,493.50</td>
</tr>
<tr>
<td>220</td>
<td>None identified</td>
<td>$4,521.00</td>
</tr>
<tr>
<td>265</td>
<td>30</td>
<td>$6,473.25</td>
</tr>
</tbody>
</table>

#### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
<th>No previous funding history</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2018/2019 Upper Harbour Local Grants applications: Round one
StarJam Charitable Trust

Legal status: Charitable Trust  Activity focus: Community
Conflicts of interest: None identified

Project: StarJam Auckland: Music/Performance for Youth with Disability 2018/19
Round One

Location:

Summary:
Project supports operation of 8 of StarJam Auckland’s music-based workshop and performance programme for youth with disabilities in Manurewa, Maungakeke-Tamaki, Waitemata and Upper Harbour over 7-month period from November 2018. Project will bring benefit to approximately 60 young people with disabilities, plus their families, 8 tutors and 6 weekly volunteers in central, north and east Auckland through weekly workshops, quarterly community social events (discos), year-round performance opportunities and developing Alumni programme for senior/ax Jammers.

(additional volunteers contribute at community discos and performances)

Dates: 05/11/2018 - 05/05/2019  Rain dates: -
People delivering: 25  People reached: 20000
% of participants from Local Board: 25%

Promotion:
We post regularly on our facebook page (6,000 regular followers). These include recruitment drives and alerts regarding (for example) term dates and forthcoming community social events and performances. We also put up images and videos of our Jammers in action in their workshops and in the community. This is an excellent way of informing current and potential Jammers, families and supporters about what we do.

We are also re-building our website, which will contain comprehensive up-to-date information about our organisation including its history.

The StarJam Auckland Regional Coordinator attends many promotional expos and community events (eg Disability Connect (Transition Expo) last week, Volunteering Auckland this week, where she informs the public about the many facets of our programme.

Community benefits

Identified need:

1. NZ Disability Survey 2013, TVNZ report (Feb 2018) identified over 26% of New Zealanders live with disability. 150,000 are in StarJam’s age group. Thus, growing need for organisations that facilitate accessibility, inclusion, participation for people with disabilities.
2. StarJam difference is it is all-inclusive: no disclosure required re-participant’s disability. We incorporate physical/intellectual/sensory/learning, mental health/emotional/speech/language disabilities without discrimination. Many previously experienced bullying/isolation/exclusions. StarJam is an environment without judgement where Jammers feel supported and free to be/express themselves.

3. Most workshops full: weekly queries from families/carers/organisations, including new regions.

4. Disability support agencies, e.g., IDEAS services, Disability Connect recommend StarJam.

5. No fees acknowledge disability’s impact on families with full-time parent/carers.

6. Feedback from parents/caregivers (formal/informal) confirms transformative impact of StarJam.

Identified community outcomes:

1) a) Strengthening Communities: StarJam unifies community through welcoming environment for vulnerable youth isolated by disability

b) Strengthening Families: StarJam offers recreational outlet for families unable to afford/without access to other community activity groups (high needs/confronting behavioural issues)

2) Increase involvement for Marginalised and Minority groups: StarJam directly addresses marginalisation/isolation/depression through lack of access to suitable community outlets for youth with disabilities through: all-inclusive policy/no discrimination/barriers by disability/ethnicity/fees

3) Increased Participation and Engagement in Community by Young People with Disabilities

Alignment with local board priorities:

Upper Harbour
- Community participation

StarJam's Upper Harbour dance workshop in Albany caters for 9-11 young people with disabilities (Jammers) between 6 and 25 years, supported by 1 tutor and 2 volunteers.

1. Encouraging Community Participation (especially for young people):

Many Jammers marginalised and isolated by their disability: finding suitable recreational groups that meet their needs/interests is challenging. StarJam often their only opportunity to get out of house to take part in something uniquely theirs.

a. StarJam offers valuable opportunities for community participation many take for granted:
   - Getting out into community to participate in regular enjoyable recreation
   - Making friends
   - Learning music-based skills
   - Learning life skills, eg giving/receiving feedback
   - Setting and achieving goal(s), eg to perform in public
   - Getting on stage to perform and give back to their supporters

Luka (Jammer)'s mum, “Luka has found the transition to high school very hard and is struggling to make friends and understand the new social rules. Thank goodness he has one constant – StarJam! This is Luka's opportunity to shine in a lovely warm supportive environment where they understand what it’s like to be different.”

2. Further Community Participation Opportunities:

a. StarJam Auckland’s Quarterly Social Events (discos) welcome Jammers and wider disabled community of all ages in an environment free from judgement. Also provide opportunity for 3-4 workshops (20-30 Jammers) to perform in front of peers and families.

b. Year-round Performance Programme: minimum 2-3 opportunities per term where Jammers can participate in cultural and performing arts events around community. This year (2019) Auckland
Jammers performed at annual StarJam Golf Day fundraiser, at NZ Music Month, at a Flash Mob supporting Gut Cancer Foundation, at annual StarJam gala dinner. This month, Jammers will perform at Mediaworks Partner Launch.

Participation is optional, but with support from fellow Jammers we see many first timers transformed by confidence-booster experience of public performance.

c. Alumni Group: our young people run team-building music workshops for businesses. Offers opportunity for ex-Jammers to stay connected.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Auckland</td>
<td>Source of volunteers for workshops, community social events (discos) and performances</td>
</tr>
<tr>
<td>Disability Connect</td>
<td>Source of potential Jammers (particularly school leavers recruited via Expo events)</td>
</tr>
<tr>
<td>RecreateNZ</td>
<td>Informal partner in disability support, mutual referrals and information-sharing about each other’s programmes.</td>
</tr>
</tbody>
</table>

**Demographics**

**Māori outcomes:**

<table>
<thead>
<tr>
<th>Accessible to people with disabilities</th>
<th>Yes - All StarJam participants are young people with permanent disabilities (physical/intellectual/mental/emotional/sensory/language etc). We cater specifically for this group through the focus and goals of our programmes, the accessibility of our venues (workshops, disco and performance venues all have wheelchair access) and their proximity to the homes of our participants, the training of our tutors and volunteers and our low costs (no fixed fees/donation only).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target ethnic groups:</td>
<td>All/everyone</td>
</tr>
<tr>
<td>Promoting SmokeFree:</td>
<td>1. Through choice of venues: we select no smoking locations only (both workshop space and building as whole).</td>
</tr>
<tr>
<td></td>
<td>2. By enforcing no smoking policy within all StarJam workshop locations (Jammers, families/care, tutors, volunteers, others)</td>
</tr>
<tr>
<td></td>
<td>3. By enforcing no smoking policy within all StarJam disco and performance venues (all persons)</td>
</tr>
<tr>
<td></td>
<td>4. By discouraging smoking within proximity of workshops.</td>
</tr>
<tr>
<td></td>
<td>5. By enforcing no smoking rule by all users of vehicles used to transport StarJam personnel and/or participants</td>
</tr>
<tr>
<td>Zero waste minimisation</td>
<td>Our workshops do not generate any waste; all materials carried in and out. For incidental rubbish we abide by the policy and waste facilities in place (eg organic/inorganic bins) within the venues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
</tbody>
</table>
### Financial information

**Amount requested:** $17000.00

**Requesting grant for:** Assistance is requested with funding of:
- a) Regional Programme Coordinator (RPC) salary
- b) RPC workshop visits (transport/travel costs)
- c) Workshop tutor fees
- d) Venue hires for workshops
- e) Equipment and resources to run workshops, discos, performances
- f) Regional office costs
- g) Tutor/volunteer recruitment and training costs

**If part funded, how would you make up the difference:**
1. We will continue to seek the balance required via further grant applications and fundraising initiatives plus donation requests and corporate sponsorship funding campaigns
2. Clarification re-percentage request of total budget
   - a) 14.82 represents percentage requested here ($17,000) of entire annual Auckland budget ($114,696.89)
   - b) Percentage request of StarJam Akl budget (8 workshops) from Nov 2018 - May 2019 is 64%

**Cost of participation:** No

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31,476.00</td>
<td>$0.00</td>
<td>$12,000.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manurewa Local Board</td>
<td>25</td>
<td>$4,250.00</td>
</tr>
<tr>
<td>Waiarawai Local Board</td>
<td>37.5</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Maungataple-Tamaki Local Board</td>
<td>25</td>
<td>$4,250.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>12.5</td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Regional Pgm Coordinator: 8 (mths) x 8 (workshops) x $268/mth/workshop</td>
<td>$18,432.00</td>
</tr>
<tr>
<td>Tutor Fees: 8 (tutors) x 14 (weeks) @ $82.50/session</td>
<td>$9,240.00</td>
</tr>
<tr>
<td>Venue Hire: 8 (workshops) x 14 (weeks) x $29.50 (average venue hire/workshop/week)</td>
<td>$3,304.00</td>
</tr>
<tr>
<td>Regional Programme Coordinator: travel to visit workshops (global amount across all workshops in project)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Regional Office Costs (global amount across all workshops in project)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Equipment and Resources: workshops, discos, community performances (global amount across all workshops in project)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
Tutors/Volunteers: recruitment and training (global amount across all workshops in project) $100.00

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIA (COGS) North Shore_Auckland_Manurewa - partial time overlap with this project</td>
<td>$5,500.00</td>
<td>Approved</td>
</tr>
<tr>
<td>NZ Music Foundation - partial time overlap with this project</td>
<td>$1,500.00</td>
<td>Pending</td>
</tr>
<tr>
<td>Foundation North - partial time overlap with this project</td>
<td>$5,000.00</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donated materials</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>336</td>
<td>$7,728.80</td>
</tr>
</tbody>
</table>

**Funding history**

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR1821-332</td>
<td>StarJam Music Performance Workshop Programme for Youth with Disability - Whau 2018(1)</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>QR1802-311</td>
<td>Music Performance Workshops for Youth with Disability (Devonport-Takapuna) 2018 (1)</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>QR1820-336</td>
<td>StarJam Music Workshop Programme for Youth with Disability - Waitakairi 2018(1)</td>
<td>Approved $1,650.30</td>
</tr>
<tr>
<td>QR1802-112</td>
<td>Music Workshops for Youth with Disability: Presentation for End-of-Year Concert 2017/2018 Devonport-Takapuna Quick Response, Round One - Acquitted</td>
<td>Approved $1,929.90</td>
</tr>
<tr>
<td>CCS18_1_214</td>
<td>StarJam Auckland End of Year Concert 2017 Creative Communities Scheme 18_1 - Regional 18_1</td>
<td>Approved $3,397.30</td>
</tr>
<tr>
<td>LG1710-210</td>
<td>The Stars are a Treasure – Auckland Performance Workshops 2017-2018 2016/2017 Manurewa Local Grant, Round Two - Project in progress</td>
<td>Approved $11,000.00</td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
<td>Decision</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>RegAC17_2_052</td>
<td>The Stars are a Treasure - Auckland Performances 2017</td>
<td>Declined</td>
</tr>
<tr>
<td>CCS17_2_165</td>
<td>StarJam CoolJam Musical Performance Workshops</td>
<td>Approved</td>
</tr>
<tr>
<td>CCS17_1_178</td>
<td>StarJam End of Year Celebration Concert 2016</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1617-206</td>
<td>Auckland CoolJam Talent Expansion Programme</td>
<td>Approved</td>
</tr>
<tr>
<td>REGCD1602</td>
<td>StarJam Auckland Talent Expansion Programme</td>
<td>Declined</td>
</tr>
<tr>
<td></td>
<td>Regional Community Development - Declined</td>
<td></td>
</tr>
</tbody>
</table>
PHAB Association Incorporated

<table>
<thead>
<tr>
<th>Legal status:</th>
<th>Incorporated Society</th>
<th>Activity focus:</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of interest:</td>
<td>None identified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project: Movement For All**

**Location:** Auckland wide

**Summary:** Getting our 360+ weekly PHAB members physically active around beaches and parks across Auckland throughout the summer months, building physical strength, improved well being outcomes for our communities.

<table>
<thead>
<tr>
<th>Dates:</th>
<th>05/11/2018 - 05/04/2019</th>
<th>Rain dates:</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>People delivering:</td>
<td>380</td>
<td>People reached:</td>
<td>1250</td>
</tr>
</tbody>
</table>

| % of participants from Local Board | 15% |

| Promotion: | Through the PHAB website, facebook page and bi-annual newsletter. |

**Community benefits**

**Identified need:**
Our members and community have requested that we run this project. The project will be co-designed and co-delivered alongside our youth and adult members.

**Identified community outcomes:**
- Improved health and well being
- A greater sense of connection and community
- Meaningful participation
- Social inclusion
- Communities that embrace and value diversity
- Increased safety and sense of belonging within one’s own community

**Alignment with local board priorities:**

**Upper Harbour**
- Community participation

PHAB in all that we do foster meaningful community participation for youth and adults with disabilities on a weekly basis. Staff are specially trained to strengthen active community participation.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

**Miōri outcomes:** None identified
### Accessible to people with disabilities
Yes - All PHAB services are completely accessible even for high complex needs

### Target ethnic groups
All everyone

### Promoting SmokeFree
None identified

### Zero waste minimisation
None identified

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>25%</td>
</tr>
<tr>
<td>25-44 years</td>
<td>%</td>
<td>45-64 years</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>&gt;65 years</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>All ages</td>
</tr>
</tbody>
</table>

### Financial information

**Amount requested:** $13,500.00

**Requesting grant for:**
- Coordination
- Youth Worker Wages
- Administration

**If part funded, how would you make up the difference:**
The project would be scaled down.

**Cost of participation:** Membership fee of $20 per term

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,380.00</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$14,880.00</td>
</tr>
</tbody>
</table>

**Local board**

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maungakiekie-Tamaki Local Board</td>
<td>10</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>10</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>15</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Manawatu Local Board</td>
<td>15</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Māngere-Ōtāhuhu Local Board</td>
<td>15</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Pukekohe Local Board</td>
<td>10</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>10</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Whau Local Board</td>
<td>10</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**Expenditure item**

<table>
<thead>
<tr>
<th>Expenditure Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth workers x 2 per club x 12 clubs weekly x $70 x 16 weeks</td>
<td>$26,880.00</td>
</tr>
<tr>
<td>Coordination @ 16 weeks x 10 hours x $25</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>
**Administration @ 15 % of $30,000**

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 x $25 membership fee</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

**Other funding sources**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Donated materials**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sporting equipment</td>
</tr>
</tbody>
</table>

**Total number volunteer hours**

<table>
<thead>
<tr>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>$460.00</td>
</tr>
</tbody>
</table>

**Funding history**

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1502-136</td>
<td>InclusionForAll Devonport Takapuna Local Grants, Round One - Submitted</td>
<td>Undecided $0.00</td>
</tr>
<tr>
<td>QR1813-321</td>
<td>PHAB Pasifika ArtSpace 2017/2018 Otara-Papatoetoe Quick Response, Round Three - Awaiting payment</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>QR1802-312</td>
<td>PHAB ArtSpace 2017/2018 Devonport-Takapuna Quick Response, Round Three - Project in progress</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>LG1813-232</td>
<td>Pasifika Embrace 2017/2018 Otara-Papatoetoe Local Grants, Round Two - Project in progress</td>
<td>Approved $3,090.90</td>
</tr>
<tr>
<td>LG1801-122</td>
<td>Skills For All 2017/2018 Albert-Eden Local Grants, Round One - Declined</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>LG1813-127</td>
<td>Skills For All 2017/2018 Otara-Papatoetoe Local Grants, Round One - Project in progress</td>
<td>Approved $6,000.00</td>
</tr>
<tr>
<td>LG1805-124</td>
<td>Skills For All 2017/2018 Henderson-Massey Local Grants, Round One - Project in progress</td>
<td>Approved $1,500.00</td>
</tr>
<tr>
<td>QR1806-113</td>
<td>Skills For All 2017/2018 Hibiscus and Bays Quick Response, Round One - Declined</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>QR1821-112</td>
<td>Access All 2017/2018 Whau Quick Response, Round One - Acquitted</td>
<td>Approved $1,000.00</td>
</tr>
<tr>
<td>QR1813-116</td>
<td>Phusion Inclusion 2017/2018 Otara-Papatoetoe Quick Response, Round One - Acquitted</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>LG1702-233</td>
<td>PHAB Takapuna Social Clubs Devonport-Takapuna Local Grants, Round Two 2016/2017 - Project in progress</td>
<td>Approved $1,480.90</td>
</tr>
<tr>
<td>LG1715-215</td>
<td>PHAB Royal Oak Social Club Puketapapa Local Grants, Round Two, 2016/17 - Declined</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>QR1702-420</td>
<td>Sustainability For All Devonport-Takapuna Quick Response, Round Four, 2016/17 - Withdrawn</td>
<td>Withdrawn $0.00</td>
</tr>
<tr>
<td>Code</td>
<td>Organisation/Project Description</td>
<td>Decision</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>QR1706-322</td>
<td>Albany Social Club, Upper Harbour Quick Response, Round Four, 2016/17 - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1708-317</td>
<td>PHAB Social Clubs, Kaipatiki Quick Response, Round Three, 2016/2017 - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>LG1701-240</td>
<td>PHAB Social Clubs, Albert-Eden Local Grants, Round Two - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>LG1713-236</td>
<td>PHAB Social Clubs, Otara-Papatoetoe Local Grant, Round Two - Project in progress</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1705-230</td>
<td>PHAB Henderson Social Clubs, Henderson-Massey Quick Response, Round Two - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1717-315</td>
<td>Albany Social Clubs, Upper Harbour Quick Response, Round Three, 2016/17 - Review accountability</td>
<td>Approved</td>
</tr>
<tr>
<td>CCS17_2_186</td>
<td>Art For All, Creative Communities Scheme 2017_2 - Regional Committee 17_2</td>
<td>Approved</td>
</tr>
<tr>
<td>REGCD17-65</td>
<td>PHAB Youth and Young Adult Groups, Regional Community Development 2016/2017 - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>16/1768</td>
<td>Sustainability For All, Regional Environment and Natural Heritage Fund 2016 - 2017 - Project completed and report received</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1708-112</td>
<td>PHAB Social and Recreational Clubs, Kaipatiki Local Grants, Round One, 2016/2017 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1701-103</td>
<td>PHAB Social Clubs, Albert-Eden Quick Response, Round One - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1702-116</td>
<td>PHAB Employment Workshops, Devonport-Takapuna Local Grants, Round One 2016/2017 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1715-107</td>
<td>PHAB Development Workshops, Pukegai Local Grants, Round One 2016/2017 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1811-229</td>
<td>PHAB Development Workshops, Maungakiekie-Tāmaki Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1613-421</td>
<td>PHAB Pasifika work ready workshops, Otara-Papatoetoe Quick Response, Round Four - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1620-535</td>
<td>Engaging With Our City, Waiata Quick Response, Round Four - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>AENC3</td>
<td>Youth with Disabilities Disco, Pukeapapa non-contestable, 2015/2016 - Review accountability</td>
<td>Approved</td>
</tr>
<tr>
<td>PKTN3</td>
<td>Youth with Disabilities Disco, Pukeapapa non-contestable, 2015/2016 - Submitted</td>
<td>Undecided</td>
</tr>
<tr>
<td>QR1602-407</td>
<td>PHAB Social Clubs, Devndon-Takapuna Quick Response, 2015/16 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1610-211</td>
<td>PHAB Pasifika Social Clubs, Manurewa Local Grant, Round Two - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1609-222</td>
<td>Pasifika Youth Social Clubs, Manurewa Local Grant, Round Two - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1610-317</td>
<td>Pasifika Youth Social Clubs, Manurewa Quick Response, Round Three - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1606-334</td>
<td>Orewa Social Group, Hikarou and Bays Quick Response, Round Three, 2015/16 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1617-391</td>
<td>PHAB Albany social group, Upper Harbour Quick Response, Round Three, 2015/16 - Declined</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1605-216</td>
<td>West Auckland Social Clubs, Henderson-Massey Quick Response, Round Two, 2015/16 - Acquitted</td>
<td>Approved</td>
</tr>
<tr>
<td>REGCD16157</td>
<td>PHAB Youth and Young Adult Groups</td>
<td>Approved $25,000.00</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>LG1610-05</td>
<td>PHAB Pasifika</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>LG1611-142</td>
<td>PHAB Youth and Young Adult groups, Mauri-Ake-Tamaki Local Grants, Round One, 2015/16</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>RegRSP1643</td>
<td>Active Choice Exercise (ACE)</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>LG1602-138</td>
<td>PHAB Youth and Young Adult groups, Devonport-Takapuna Local Grants, Round One, 2015/16</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>LG1606-155</td>
<td>PHAB Youth and Young Adult groups, Hibiscus and Bays Local Grants, Round One, 2015/16</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>LG1609-151</td>
<td>PHAB Pasifika</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>LG1608-135</td>
<td>PHAB Youth and Young Adult groups, Kāpiti Local Grants, Round One, 2015/16</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>CCS16_1_189</td>
<td>PHAB Phusion</td>
<td>Approved $4,000.00</td>
</tr>
</tbody>
</table>
Badminton North Harbour

Legal status: Incorporated Society  
Activity focus: Sport and recreation  
Conflicts of interest: None identified  

**Project:** Badminton North Harbour southern changing room upgrade

**Location:** 47 Bond Crescent  
**Summary:** Our changing rooms are in need of upgrading due to over 15 years of use. Rotting, old utilities are all in need of attention and replacing to provide a safe and positive experience in our facility to our community and the general public.

**Dates:** 01/11/2018 - 31/12/2018  
**Rain dates:** -  
**People delivering:** 6  
**People reached:** 150000  
**% of participants from Local Board:** 26.5%  
**Promotion:** None identified

**Community benefits**

**Identified need:**  
Due to visual wear and tear plus increasing maintenance costs of old utilities and water systems. The evidence of water damage in walls, ceilings and shower areas has made these upgrades essential.

**Identified community outcomes:**  
The facility now accommodates over 150,000 players through the facility each year and having fit for purpose showers, toilets and changing rooms are essential to us providing a positive experience to the players.

**Alignment with local board priorities:**

- **Upper Harbour**
  - Sport and recreation

  It is important for us to offer a quality fit for purpose badminton facility so that our community can enjoy the experience of badminton and an active lifestyle. Badminton continues to show substantial growth so the pressure on our facility is now ever greater than in previous years. The southern changing rooms, toilets and showers are now in urgent need of upgrading to offer a safe environment and a quality experience to playing Badminton in our region.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

**Māori outcomes:**
Accessible to people with disabilities: Yes - We have disabilities toilets and showers in our facility

Target ethnic groups: All/everyone

Promoting SmokeFree: Through internal signage

Zero waste minimisation: There will be minimal waste of old material that will be removed and delivered to a waste station

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Financial information**

**Amount requested:** $40000.00

**Requesting grant for:** This is a general funding request across the overall expense of the project

**If part funded, how would you make up the difference:**

We may have to change the original plans to accommodate the limited income. We would then discuss with project management company what if anything could be changed and still provide us with a creditable fit for purpose environment

**Cost of participation:** No

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$65,348.24</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$55,348.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>26.5</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>25.7</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>13.1</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>28.7</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changing Room upgrade</td>
<td>$65,348.24.00</td>
</tr>
</tbody>
</table>

**Income description**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No income</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
</table>
### 2018/2019 Upper Harbour Local Grants applications: Round one

#### Attachment C

<table>
<thead>
<tr>
<th>Pub Charity</th>
<th>$10,000.00</th>
<th>Pending</th>
</tr>
</thead>
</table>

**Donated materials**

<table>
<thead>
<tr>
<th>None</th>
<th>$0.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR1806-297</td>
<td>Badminton North Harbour International Badminton Tournament</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>QR1806-297</td>
<td>2017/2018 Hibiscus and Bays Quick Response, Round Two - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1802-213</td>
<td>Badminton North Harbour International Badminton Tournament</td>
<td>Approved</td>
<td>$500.00</td>
</tr>
<tr>
<td>QR1802-213</td>
<td>2017/2018 Devonport-Takapuna Quick Response, Round two - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1808-266</td>
<td>Badminton North Harbour International Badminton Tournament</td>
<td>Approved</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>LG1808-266</td>
<td>2017/2018 Kaipātiki Local Grants, Round Two - Project in progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1817-108</td>
<td>Badminton North Harbour International Badminton Tournament</td>
<td>Approved</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>QR1817-108</td>
<td>2017/2018 Upper Harbour Quick Response, Round One - Project in progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1806-101</td>
<td>Shuttlecocks for Badminton North Harbour Community Summer League</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>QR1806-101</td>
<td>2017/2018 Hibiscus and Bays Quick Response, Round One - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1708-237</td>
<td>Badminton North Harbour Automation Upgrade</td>
<td>Approved</td>
<td>$24,500.00</td>
</tr>
<tr>
<td>LG1708-237</td>
<td>Kaipātiki Local Grants, Round Two, 2016/2017 - Project in progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1706-333</td>
<td>BNH Junior development and after school programs</td>
<td>Approved</td>
<td>$500.00</td>
</tr>
<tr>
<td>QR1706-333</td>
<td>Kaipātiki Quick Response, Round Three, 2016/2017 - Review accountability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1706-335</td>
<td>Badminton North Harbour Schools and Holiday programs</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>QR1706-335</td>
<td>Hibiscus and Bays Quick Response, Round Three, 2016/2017 - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1717-309</td>
<td>Shuttles for Badminton North Harbour Domestic Ladder competitions</td>
<td>Approved</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>QR1717-309</td>
<td>Upper Harbour Quick Response, Round Three, 2016/17 - Review accountability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1702-229</td>
<td>Shuttles for Badminton North Harbour Social Summer League Competition</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>QR1702-229</td>
<td>Devonport-Takapuna Quick Response, Round Two, 2016/2017 - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1702-104</td>
<td>Carpet and Internal Maintenance Project BNH Facility</td>
<td>Approved</td>
<td>$14,342.00</td>
</tr>
<tr>
<td>LG1702-104</td>
<td>Devonport-Takapuna Local Grants, Round One 2016/2017 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1717-105</td>
<td>World Masters Games Marque expansion</td>
<td>Approved</td>
<td>$2,000.30</td>
</tr>
<tr>
<td>QR1717-105</td>
<td>Upper Harbour Quick Response, Round One, 2016/17 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1702-524</td>
<td>Badminton North Harbour Championships and Interclub competitions</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>QR1702-524</td>
<td>Devonport-Takapuna Quick Response, Round Five, 2015/16 - Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1602-215</td>
<td>Badminton North Harbour Facility Painting Project and computer upgrade</td>
<td>Approved</td>
<td>$29,900.00</td>
</tr>
<tr>
<td>LG1602-215</td>
<td>Devonport-Takapuna Local Grants, Round Two, 2015/16 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG1608-215</td>
<td>Badminton North Harbour Computer Project</td>
<td>Approved</td>
<td>$3,990.30</td>
</tr>
<tr>
<td>LG1608-215</td>
<td>Devonport-Takapuna Quick Response, Round Three, 2015/16 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1606-313</td>
<td>Badminton North Harbour Shuttlecocks for Ladder Competitions</td>
<td>Approved</td>
<td>$2,000.30</td>
</tr>
<tr>
<td>QR1606-313</td>
<td>Hibiscus and Bays Quick Response, Round Three, 2015/16 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1602-330</td>
<td>Badminton North Harbour Ladder Competitions</td>
<td>Approved</td>
<td>$2,000.30</td>
</tr>
<tr>
<td>QR1602-330</td>
<td>Devonport-Takapuna Quick Response, Round Three, 2015/16 - Acquitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QR1602-214</td>
<td>Badminton North Harbour Garden Upgrade</td>
<td>Devonport-Takapuna Quick Response, Round Two, 2015/16 - Acquitted</td>
<td>Approved $500.00</td>
</tr>
<tr>
<td>QR1617-202</td>
<td>Badminton North Harbour Environmental Upgrade</td>
<td>Upper Harbour Quick Response, Round Two, 2015/16 - Acquitted</td>
<td>Approved $2,000.90</td>
</tr>
<tr>
<td>LG1017-116</td>
<td>Shuttlecocks for Holiday Programme, Junior Interclub and Junior Squad Programs</td>
<td>Upper Harbour Local Grants, Round One, 2015/16 - Acquitted</td>
<td>Approved $1,000.90</td>
</tr>
<tr>
<td>RegRSR1640</td>
<td>Badminton North Harbour Spouting Project</td>
<td>Regional Sport and Recreation Grant 2015/2016 Round One - Declined</td>
<td>Declined $0.00</td>
</tr>
<tr>
<td>LG1608-111</td>
<td>Badminton North Harbour Summer League</td>
<td>Kaipātiki Local Grants, Round One, 2015/16 - Acquitted</td>
<td>Approved $2,000.90</td>
</tr>
</tbody>
</table>
North Shore Group Riding for the Disabled Incorporated

Legal status: Incorporated Society  Activity focus: Sport and recreation
Conflicts of interest: None identified

**Project:** Core operational costs

<table>
<thead>
<tr>
<th>Location:</th>
<th>79 Aubrey Rd RD3, Silverdale, Auckland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>Providing recreational leisure activities in the form of therapeutic horse riding to people with disabilities to improve their physical, social and emotional well-being. We have some 60-odd volunteers offering their free labour as side-walkers and horse-keepers during the rides, looking after and preparing the horses for rides and helping with property maintenance. In 2017 we provided 1938 rides to 57 riders. 40 of the riders were aged 5-12, 15 aged 13-18 and two aged 19-59. Our riders most common disabilities are spectrum disorders (eg autism), intellectual disabilities (eg downs syndrome) and physical disorders (eg cerebral palsy).</td>
</tr>
<tr>
<td>Dates:</td>
<td>01/11/2018 - 01/11/2019  People reached: 50-60 plus their families</td>
</tr>
<tr>
<td>People delivering:</td>
<td>70  Rain dates: -</td>
</tr>
<tr>
<td>% of participants from Local Board:</td>
<td>25%</td>
</tr>
<tr>
<td>Promotion:</td>
<td>We have a website, and two facebook pages - one general one for Northshore RDA and one specifically for volunteers which we promote Northshore RDA on, as well as a newsletter. We have articles in local media about our work from time to time</td>
</tr>
</tbody>
</table>

**Community benefits**

**Identified need:**

North Shore RDA always has a long waiting list of 30-40 riders wanting to join our programme. They are referred to us through schools, medical professionals and the community.

**Identified community outcomes:**

Providing therapeutic horse riding to 30-40 people with disabilities a year to improve their physical, mental and emotional well-being. Research by physio and Otago University, Christchurch lecturer Rachelle Martin, shows our riders carry their successes at RDA with them back into their communities where their confidence, positivity and ability to socialise is also improved.

**Alignment with local board priorities:**

**Upper Harbour**
- Community participation

We provide a weekly community-based, therapeutic recreational leisure activity (An obligation for countries signed up to the United Nations Convention on the Rights of Persons with Disabilities) in the form of therapeutic horse rides to some 58 riders with disabilities a year from across the North Shore and Rodney Districts. Currently we offer five hour long riding sessions three days a week, but are looking to expand to help reduce our year long waiting list. Our estimated yearly expenses are around $65000 but would be substantially larger without our 60-odd passionate volunteers who
provide an estimated $244,000 worth of free labour per annum. We also provide a hub for families with members who have disabilities across the North Shore and Rodney.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

**Māori outcomes:**

- **Accessible to people with disabilities:** Yes - RDA's raison d'être is to provide a therapeutic leisure activity in the form of horse riding to people with disabilities.
- **Target ethnic groups:** All/everyone
- **Promoting SmokeFree:** Our entire grounds are smoke-free.
- **Zero waste minimisation:** We encourage volunteers and visitors to take horse poo for their gardens.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age group</th>
<th>% 0-5 years</th>
<th>% &lt; 15 years</th>
<th>% 15-24 years</th>
<th>% 25-44 years</th>
<th>% 45-64 years</th>
<th>% &gt;65 years</th>
<th>100% All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial information**

- **Amount requested:** $12361.00
- **Requesting grant for:** Core operational costs
- **If part funded, how would you make up the difference:** We will seek other funding
- **Cost of participation:** $100 per term donation

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,361.96</td>
<td>$23,200.90</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>25</td>
<td>$3,090.49</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>25</td>
<td>$3,090.49</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>25</td>
<td>$3,090.49</td>
</tr>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>25</td>
<td>$3,090.49</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Farriers</td>
<td>$4,256.00</td>
</tr>
<tr>
<td>Vet bills</td>
<td>$2,540.00</td>
</tr>
</tbody>
</table>
### Item 14

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falloons Horse feed</td>
<td>$1,651.61</td>
<td></td>
</tr>
<tr>
<td>Mercury electricity</td>
<td>$1,365.90</td>
<td></td>
</tr>
<tr>
<td>NZ Hygine</td>
<td>$534.00</td>
<td></td>
</tr>
<tr>
<td>Spark phone/internet</td>
<td>$1,417.70</td>
<td></td>
</tr>
<tr>
<td>Warehouse stationary</td>
<td>$596.70</td>
<td></td>
</tr>
</tbody>
</table>

**Income description**

If all 58 riders are able to pay their donation of $100 a term for 4 terms.

**Amount**

$23,200.00

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donated materials</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11880</td>
<td>None identified</td>
<td>$244,134.00</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1606-213</td>
<td>Insurance for our premises for 2018 2017/2018 Kaipātiki Local Grants, Round Two - Project in progress</td>
<td>Approved $2,000.00</td>
</tr>
<tr>
<td>QR1706-320</td>
<td>Petrol Vouchers for Volunteers Hibiscus and Bays Quick Response. Round Three, 2016/2017 - Project in progress</td>
<td>Approved $1,000.00</td>
</tr>
<tr>
<td>LG1606-214</td>
<td>Core Operational Costs Hibiscus and Bays Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>Approved $6,100.00</td>
</tr>
<tr>
<td>QR1606-203</td>
<td>Safety Equipment for the disabled riders Hibiscus and Bays Quick Response. Round Two, 2015/16 - Acquitted</td>
<td>Approved $756.00</td>
</tr>
<tr>
<td>QR1606-203</td>
<td>Safety Equipment for the disabled riders Hibiscus and Bays Quick Response. Round Two, 2015/16 - Acquitted</td>
<td>Approved $756.00</td>
</tr>
<tr>
<td>LG1606-148</td>
<td>Day Coordinator and Volunteer Support for our approximately 70 volunteers Hibiscus and Bays Local Grants, Round One, 2015/16 - Acquitted</td>
<td>Approved $6,498.90</td>
</tr>
<tr>
<td>LG1606-148</td>
<td>Day Coordinator and Volunteer Support for our approximately 70 volunteers Hibiscus and Bays Local Grants, Round One, 2015/16 - Acquitted</td>
<td>Approved $6,498.90</td>
</tr>
</tbody>
</table>
Bike Auckland

Legal status: Incorporated Society
Activity focus: Sport and recreation
Conflicts of interest: None identified

Project: Bike Auckland Bike Burbs Development Programme

Location: Level 9, 4 Williamson Ave, Grey Lynn, Auckland

Summary: Since 2014, Bike Auckland has established and supported 22 Bike Burbs, grassroots groups dedicated to improving the activity levels, health and wellbeing of their communities by making them more cycle friendly. The Bike Burbs Development Programme launched in 2018 and supports the growth and capacity building of these groups. The programme has initially targeted active Bike Burbs within 12 key Local Board areas and will work with them to: develop and grow their membership base, empower them to advocate and run events, coordinate the network of Burbs across Auckland; and support them to be champions and take advantage of new local cycleways to change the behaviour of entire communities.

Dates: 01/11/2018 - 30/06/2019
Rain dates: -
People delivering: 8
People reached: 30,000
% of participants from Local Board: 8.33%

Promotion: Through Bike Auckland’s reach of 50,000 cycling enthusiasts across Auckland (via website, social media, e-news) as well as partner organisation’s reach such as Auckland Transport, Auckland Council, the 21 Bike Burbs who all have active Facebook groups and the central Bike Burbs Facebook Group for all Bike Burbs in the network.

Community benefits

Identified need:
Cycling in Auckland is increasing (in 2016, 45,000 new cyclists started riding and 60% more Aucklanders would if it felt safe), and the offering of cycle infrastructure through the Urban Cycleway Programme has grown across the city. Consequently, Bike Auckland has increasingly been approached by individuals and groups wanting start or join one of the 24 Bike Burbs which are made up of over 4,000 members. To respond to demand, Bike Auckland launched the Bike Burb Development Programme in 2018. A survey to all Burb members was undertaken and demonstrated the desire and need by these groups to be affiliated and supported by Bike Auckland to build their capacity and grow so they can make their communities more bike friendly.

Identified community outcomes:
- Bike Auckland will deliver:
  - 22 x Strategy and workplan facilitation workshops for Bike Burb groups
  - 26 x Bike skills training courses on offer
  - 12 x free Bike Festivals in each local board area - a fun day out with bike activities for the family.

2018/2019 Multi-board Local Grants, Round One

Attachment C
Communications and marketing support to promote Bike Burb initiatives via Bike Auckland’s extensive network
1 x Bike Burb Hui
1 x Weekly Information and updates on cycling projects in their area
Advocacy and campaign support with access to Bike Auckland’s infrastructure team to educate and make recommendations on cycleway design ideas.
21 x Branding and identity service packages
The outcome of these deliverables will result in more people being more active, connected and healthy by using a shared vision for cycle friendly suburbs as a tool to bring people together and to the places they love, more often. Communities across Auckland will be empowered to take action and participate in shaping their local board area to be a connected, healthy, active, and safe place that is accommodating to all forms of active transport.

Alignment with local board priorities:

Upper Harbour

- Community participation

How does your project support that priority?

Bike Auckland will work with the key Bike Burb in your local board area. Bike Albany (83 members) through the Bike Burb Development Programme, which supports the growth and capacity building of local community bike groups across Auckland. The programme will develop and grow their membership base and diversity in order to reflect their unique community. Empower them to be civically active and provide informed feedback on consultations, to engage and support their communities to ride a bike via events, and support the Burbs to be champions and to take advantage of new local cycling infrastructure, such as the Northern Corridor Project.

Bike Auckland will offer Bike Albany

A strategy planning session to identify key priorities, goals and actions

4 training courses offered over a 6 month period to upskill the Bike Burbs in mechanics, being a ride leader, first aid and traffic management planning

Communications and marketing support to promote membership to the Bike Burb via Bike Auckland’s vast network.

Invitation to a Bike Burb Hui every 6 months for all 24 Bike Burbs in the programme to network and share experiences and knowledge.

1x weekly information and updates on cycling projects in their local board area
Advocacy and campaign support in their local areas with access to Bike Auckland’s infrastructure team to educate and make recommendations on cycleway design ideas.

A branding and identity service package. Bike Burbs will be offered logo development, social media advice, marketing material development and media skills training

Bike Auckland will host a bike festival in conjunction with the bike burbs at the local community center - a fun day out with bike activities for the family.

The Bike Burb Development Programme will result in greater community participation by using a shared vision for cycle friendly suburbs as a tool to bring people together and to the places they love. Upper Harbour communities will be empowered to take action and participate in shaping their local board area to be a connected, healthy, active, and safe place that is accommodating to all forms of active transport.
## Collaborating organisation/individual Role

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecomatters</td>
<td>Events and communications partner</td>
</tr>
<tr>
<td>Bike Kitchen - Mt Roskill</td>
<td>Events and communications partner</td>
</tr>
<tr>
<td>Bike Kitchen - Te Oro</td>
<td>Events and communications partner</td>
</tr>
<tr>
<td>Women in Urbanism</td>
<td>Events and communications partner</td>
</tr>
<tr>
<td>Generation Zero</td>
<td>Events and communications partner</td>
</tr>
<tr>
<td>Greater Auckland</td>
<td>Events and communications partner</td>
</tr>
<tr>
<td>Bike Te Atatu</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Avondale</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Albany</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Green Bay</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Henderson</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Tirirangi</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Devonport</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Kaipatiki</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Shore</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Time to Thrive Charitable Trust/Triple Teez</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Onehunga</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Grey Lynn</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Pt Chev</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Central Bike District</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Sugar tree Cyclists</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Puketepapa Active Transport Haven (Path)</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Mt Albert/Burns on Bikes</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Aroha Tamaki</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Eastern Suburbs</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike East Auckland</td>
<td>Bike Burb Community Partner</td>
</tr>
<tr>
<td>Bike Tamaki Drive</td>
<td>Bike Burb Community Partner</td>
</tr>
</tbody>
</table>

### Demographics

**Māori outcomes:**

**Accessible to people with disabilities:** Yes - Wherever possible, events and programmes will be held at council properties that are accessible for people with disabilities. We will distribute information via our resource kits to the Bike Burbs on how to accommodate people with disabilities at their events (e.g. access to trike bikes and tandem bikes means people with disabilities can be supported to participate in events).
**Target ethnic groups:** All/everyone

**Promoting SmokeFree:** All events and programmes related to Bike Burbs activities will explicitly state they are smoke free (including smoke-free logo) and we will choose to host events and programmes at Council owned properties and open spaces wherever possible, which are designated smoke free areas.

**Zero waste minimisation** All programme collateral will be digital wherever possible instead of in print. Bike Burbs’ and Bike Auckland will also work from Auckland Council’s Waste Management and Minimisation Plan for an Events Template to ensure a zero waste event, and this template will be provided in the Bike Burbs’ resource kit.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Financial information**

**Amount requested:** $42519.00

**Requesting grant for:** Programme costs relating to workshops/hui, training and skills courses, communications/news updates, office/meeting/event space, resource development and handbooks, and events.

If part funded, how would you make up the difference:

Scope of services to Bike Burbs will be reduced (i.e. a reduction in the number of courses or services such as branding/marketing support will be made available to them). Additionally, the scope of Bike Festival events will also be reduced to work around budget.

**Cost of participation:** no cost

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70,638.00</td>
<td>$0.00</td>
<td>$29,000.00</td>
<td>$7,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert-Eden Local Board</td>
<td>8.33</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Henderson-Massey Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Devonport-Takapuna Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Howick Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>8.33</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Mangere-Otahuhu Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Maungakiekie-Tamaki Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Puketapapa Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Orakei Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Item 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Waitmata Local Board</td>
<td>8.33</td>
<td>$0,000.00</td>
</tr>
<tr>
<td>Whau Local Board</td>
<td>8.33</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk/meeting/event space to run programme from @ $1073 per month</td>
<td>$6,438.00</td>
</tr>
<tr>
<td>20x Skills and training opportunities (bike mechanic, on-road riding, beginners riding course @ $765 a course)</td>
<td>$15,300.00</td>
</tr>
<tr>
<td>Content development and distribution of 12 newsletters to Bike Burbs with cycling infrastructure updates and activities/events</td>
<td>$6,900.00</td>
</tr>
<tr>
<td>Development of Bike Burbs resources and handbooks</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1x Bike Burbs Hu!Workshop</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>12x Bike Festival Events @ $36,000</td>
<td>$36,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Copeland, Patron</td>
<td>$15,000.00</td>
<td>Approved</td>
</tr>
<tr>
<td>Auckland Transport Community Cycling Fund</td>
<td>$5,000.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donated materials</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500</td>
<td>1900</td>
<td>$129,465.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding history</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application ID</td>
</tr>
<tr>
<td>WE1920-204</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>WE1820-125</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Harbour Sport Trust

**Legal status:** Charitable Trust  
**Activity focus:** Sport and recreation

**Conflicts of interest:** None identified

**Project: Coach Support Initiative**

**Location:** All of North Harbour

**Summary:** This project aims to create a sustainable coaching environment by supporting & up-skilling Youth (aged 10-18) Sports Coaches as well as coaches of young people (ages 5-18). The development opportunities provided through CSI include: Coach development workshops, coaching observations, 1on1 mentoring, festival days and induction evenings.

This means that young people who put their hand up to coach sports teams feel valued and are given the appropriate support and experience in order to have a positive coaching experience, and therefore are more likely to continue to volunteer their time to coach long-term.

By supplying this coach development and support, CSI ultimately contribute to young athletes having a more enjoyable and fulfilling sporting experience, which will also contribute to maximised participation.

**Dates:** 15/01/2019 - 31/07/2019  
**Rain dates:** -

**People delivering:** 4  
**People reached:** 109,691 (all aged 5-18)

**% of participants from Local Board:** 20%

**Promotion:** We promote our services by contacting key community organisations via email and having face to face meetings with sports coordinators. We also promote workshops using e-flyers on our Harbour Sport website & Facebook.

**Community benefits**

**Identified need:**

Given the declining volunteer coaching numbers & low teacher involvement in sport (12%), youth are an ideal group to fill this gap.

In 2014, we conducted a survey of barriers to youth sport participation with Harbour secondary schools, local clubs & regional sports organisations. One consistent barrier that was highlighted was the lack of coaches, as well as the lack of resources (time, human, funding, and expertise) to support first time coaches. This caused the inception of the Coach Support Initiative.

Given the current low retention of quality coaches across most sports, it is imperative that 1st time coaches or youth coaches get substantial support and the appropriate information to ensure their players have a positive experience and therefore enjoy long-term participation.

**Identified community outcomes:**

The key outcomes for the CSI project are:
1. Support schools & clubs to recruit & retain new coaches, which maximises sport participation with young people (5-18)
2. Support and develop coaches to improve quality of sporting experience of youth
3. Develop leadership qualities and experience within youth coaches (which can also be transferred into other areas of their lives & contribute to a variety of community objectives)
4. Provide and enable safe & fun opportunities for youth coaches to coach a sports team

Alignment with local board priorities:

Upper Harbour
- Youth

The CSI project stands for Coach Support Initiative. This project aims to support & up-skill youth (aged 10-18) sports coaches as well as coaches of young people (ages 5-18) by providing a variety of development opportunities. This means that young people who put their hand up to coach sports teams feel valued and are given the appropriate support and experience to continue to volunteer their time to coach. Additionally, existing youth coaches enhance their service by gaining new and up-to-date best practice methods. By supplying this coach development and support, CSI ultimately contributes to young athletes having a more enjoyable and fulfilling sporting experience.

The development opportunities provided through CSI include: Coach development workshops (8 workshop series), coaching observations, 1on1 mentoring, and festival days.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbour Rugby</td>
<td>Human resources (in kind)</td>
</tr>
<tr>
<td>Harbour Basketball</td>
<td>Human resources (in kind)</td>
</tr>
<tr>
<td>Northern Football federation</td>
<td>Human resources (in kind)</td>
</tr>
<tr>
<td>Northern Tennis</td>
<td>Human resources (in kind)</td>
</tr>
<tr>
<td>Harbour Volleyball Association</td>
<td>Human resources (in kind)</td>
</tr>
</tbody>
</table>

Demographics

Māori outcomes: Māori involvement in the design/concept
Harbour Sport has both a Māori engagement and Māori advisory committee, and we will consult and co-design our coach development engagement efforts with these committees to ensure we align with appropriate tikanga and incorporate a Māori perspective when delivering to youth.

Accessible to people with disabilities: Yes - All coaches and youth participants will be able to access our workshops.

Target ethnic groups: All/everyone

Promoting SmokeFree: Every engagement with youth coaches (mostly workshops) we will display smoke-free signage and also promote smoke free messages verbally.

Zero waste minimisation: Yes we will promote waste minimisation and using recyclable materials

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
</table>
## Financial information

**Amount requested:** $41000.00

**Requesting grant for:** The wages of our coach developers (1 per local board)

**If part funded, how would you make up the difference:**

We are only asking for a part-fund. If Local board do not part-fund this project it will mean the coach developers hours per week will decrease, significantly decreasing the amount of coach development opportunities and therefore the number of coaches we support and up-skill each year.

**Cost of participation:** no cost

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$191,450.00</td>
<td>$0.00</td>
<td>$150,000.00</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

### Local board

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hibiscus and Bays Local Board</td>
<td>20</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>15</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Kaipatiki Local Board</td>
<td>35</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Devonport Local Board</td>
<td>10</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

### Expenditure item

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaipatiki + Devonport &amp; Takapuna Coach developer's wages</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Hibiscus &amp; bays Coach developer's wages</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Redney coach developer's wages</td>
<td>$36,450.00</td>
</tr>
<tr>
<td>Upper Harbour coach developer's wages</td>
<td>$55,000.00</td>
</tr>
</tbody>
</table>

### Income description

| None identified | None identified |

### Other funding sources

<table>
<thead>
<tr>
<th>Kwispport</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150,000.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Donated materials

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue hire ($50 per hour)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Sports equipment</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>
## Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Round - Stage</th>
<th>Decision Allocation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1906-120</td>
<td>Shore to Shore 2019</td>
<td>2018/2019 Hibiscus and Bays Local Grants, Round One - Submitted</td>
<td>Undecided</td>
<td>$6,000</td>
</tr>
<tr>
<td>NCE1917-003</td>
<td>Mud Monster Mud Rush</td>
<td>2018/2019 Non-Contestable Events - Upper Harbour - Project in progress</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>QR1817-319</td>
<td>Matariki Event for Albany Newcomers 2018</td>
<td>2017/2018 Upper Harbour Quick Response, Round Three - Project in progress</td>
<td>Approved</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>LG1606-207</td>
<td>Mud Monster Mud Rush</td>
<td>2017/2018 Hibiscus and Bays Local Grants, Round Two - Project in progress</td>
<td>Approved</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>LG1817-122</td>
<td>Shore to Shore 5km Fun Run/Walk</td>
<td>2017/2018 Upper Harbour Local Grants, Round One - Project in progress</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>LG1608-122</td>
<td>Shore to Shore 5km Fun Run/Walk</td>
<td>2017/2018 Hibiscus and Bays Local Grants, Round One - Project in progress</td>
<td>Approved</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>LG1808-108</td>
<td>Shore to Shore 5km Fun Run/Walk</td>
<td>2017/2018 Kaipātiki Local Grants, Round One - Project in progress</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>NCE1817-002</td>
<td>Mud Monster Mud Rush</td>
<td>2017/2018 Events - Upper Harbour - Acquitted</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>LG1802-103</td>
<td>Shore to Shore 5km Fun Run/Walk</td>
<td>2017/2018 Devonport-Takapuna Local Grants, Round One - Project in progress</td>
<td>Approved</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>LG1702-201</td>
<td>Mud Monster Mud Rush</td>
<td>Devonport-Takapuna Local Grants, Round Two 2016/2017 - Acquitted</td>
<td>Approved</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>LG1708-245</td>
<td>Walk With Us Kaipātiki</td>
<td>Kaipātiki Local Grants, Round Two, 2016/2017 - Declined</td>
<td>Declined</td>
<td>$6,000</td>
</tr>
<tr>
<td>LG1708-236</td>
<td>Learn To Ride School Holiday Programme</td>
<td>Kaipātiki Local Grants, Round Two, 2016/2017 - Project in progress</td>
<td>Approved</td>
<td>$36,642.00</td>
</tr>
<tr>
<td>QR1717-306</td>
<td>Walk With Us - Albany</td>
<td>Upper Harbour Quick Response, Round Three, 2016/17 - Project in progress</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>LG1706-202</td>
<td>Mud Monster Mud Rush</td>
<td>Hibiscus and Bays Local Grants, Round Two, 2018/17 - Acquited</td>
<td>Approved</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>QR1717-312</td>
<td>Shore to Shore 5km Run/Walk</td>
<td>Upper Harbour Quick Response, Round Three, 2016/17 - Acquited</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>LG1708-202</td>
<td>Mud Monster Mud Rush 2017</td>
<td>Kaipātiki Local Grants, Round Two, 2016/2017 - Declined</td>
<td>Declined</td>
<td>$6,000</td>
</tr>
<tr>
<td>QR1702-301</td>
<td>Shore to Shore 5km Run/Walk</td>
<td>Devonport-Takapuna Quick Response, Round Three, 2016/2017 - Declined</td>
<td>Approved</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>SR17-143</td>
<td>Regional Cycling Capacity Building project</td>
<td>Regional Sport &amp; Recreation Grants 2017/2018 Round One - Declined</td>
<td>Declined</td>
<td>$6,000</td>
</tr>
<tr>
<td>QR1702-231</td>
<td>Massey University Harbour Sport Excellence Awards</td>
<td>Devonport-Takapuna Quick Response, Round Two, 2016/2017 - Declined</td>
<td>Declined</td>
<td>$6,000</td>
</tr>
<tr>
<td>QR1706-218</td>
<td>Shore to Shore 5k Fun Run/Walk</td>
<td>Hibiscus and Bays Quick Response, Round Two, 2016/2017 - Acquited</td>
<td>Approved</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>NCE1717-002</td>
<td>Mud Monster Mud Rush</td>
<td>Events - Upper Harbour non-contestable, 2016/2017 - Acquited</td>
<td>Approved</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Item</td>
<td>Project Name</td>
<td>Description</td>
<td>Outcome</td>
<td>Amount</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-------------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>LG1606-231</td>
<td>Mud Monster Mud Rush 2016</td>
<td>Hibiscus and Bays Local Grants, Round Two, 2015/16 - Acquitted</td>
<td>Approved</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>RegRSR16/239</td>
<td>Regional Sports Trust Bike Coordinators Project</td>
<td>Regional Sport and Recreation Grant - 2016/17 Round One - Project in progress</td>
<td>Approved</td>
<td>$42,900.00</td>
</tr>
<tr>
<td>QR1605-314</td>
<td>SportSPasifik Ola Pasifika Challenge</td>
<td>Kaipatiki Quick Response, Round Three, 2015/16 - Acquitted</td>
<td>Approved</td>
<td>$500.00</td>
</tr>
<tr>
<td>REGCD16132</td>
<td>ActivAsian - Encouraging Leadership and Volunteering in Sport and Recreation</td>
<td>Regional Community Development - Declined</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>RegRSR1636</td>
<td>0.5 FTE Community Bike Advisor for each of the RSTs to provide local community opportunities</td>
<td>Regional Sport and Recreation Grant 2015/2016 Round One - Declined</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>LG1608-136</td>
<td>NiuMovement</td>
<td>Kaipatiki Local Grants, Round One, 2015/16 - Declined</td>
<td>Declined</td>
<td>$0.00</td>
</tr>
<tr>
<td>LG1606-149</td>
<td>ActivRecaAsian</td>
<td>Hibiscus and Bays Local Grants, Round One, 2015/16 - Acquitted</td>
<td>Approved</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>
Redwood Park Golf Club Inc

Legal status: Incorporated Society
Activity focus: Sport and recreation
Conflicts of interest: None identified

Project: Golf School holiday programme at Redwood Park Golf Club
Location: 13 Knox Rd, Swanson
Summary: To provide a 3 day golf school holiday programme (9am-3pm) in two of the summer school holiday periods; (a) in the week beginning 21 Jan 2019; (b) in the week beginning 15th April 2019.

Dates: 01/01/2019 - 17/04/2019
People delivering: 3
People reached: 24

% of participants from Local Board: 30%
Promotion: see income and expenditure information

Community benefits

Identified need:
Redwood Park Golf Club has not offered a school holiday programme previously. We see this as an integral part of a development pathway to provide children and youth with a golfing experience which will inspire them to participate further in our term programme. Redwood Park Golf Club has a partnership with Coaches Inc who are professional golf coaches and experienced in the delivery of motivating golf games and activities to achieve the right learning outcomes.

Identified community outcomes:
More children and families to be more active. Our golf course is a great community resource that was developed by community members in the 1970’s. We want to inspire families in the community to use the golf course and enjoy the game together. We have found that when children get involved with golf, other family members also join them.

Alignment with local board priorities:

Upper Harbour
- Sport and recreation

The provision of two school holiday programmes at Redwood Park Golf Club will assist in the development of active healthy lifestyles. The benefits of children learning golf:
- meet new friends
- keep fit - waiting in the outdoors
- a safe sport
- set personal goals for self improvement
- respect other players and learn the etiquette of the game
- can play with other family members
- a sport for life
Item 14

Collaborating organisation/individual: Coaches Inc
Role: coaching

Demographics

Māori outcomes:

- Accessible to people with disabilities: Yes - depends on the disability. We have some children with autism that participate in our junior programme.
- Target ethnic groups: All/everyone
- Promoting SmokeFree: This is a school holiday programme for children. Smoking is not permitted
- Zero waste minimisation: no

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
<tr>
<td>0-5 years</td>
<td>&lt; 15 years</td>
<td>15-24 years</td>
</tr>
<tr>
<td>0%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Financial information

Amount requested: $5713.00

Requesting grant for:
The project has three cost centres (1) coaching, (2) equipment, (3) marketing. We are requesting funding across all three cost centres.
The coaching and marketing are specific to the holiday programme and the equipment will benefit both the school holiday programme and the term junior programme.

If part funded, how would you make up the difference:
Increase the amount payable by the parents; reduce the marketing costs

Cost of participation:
The effective coaching of golf relies on a low coach to child ratio. The maximum number of children per coach is 8. As this is a new project comparable figures are not possible. A realistic number of children participating would be between 6-10 children. The fee to the parent is subject to the successful funding. It is preferable to keep the fee to the parent at approx $60 for the three days. $0 would be ideal.

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,713.00</td>
<td>$3,340.00</td>
<td>$0.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>
### Local board

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitakere Ranges Local Board</td>
<td>30</td>
<td>$2,149.00</td>
</tr>
<tr>
<td>Henderson-Massey Local Board</td>
<td>40</td>
<td>$2,866.00</td>
</tr>
<tr>
<td>Upper Harbour Local Board</td>
<td>30</td>
<td>$2,149.00</td>
</tr>
</tbody>
</table>

### Expenditure item

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching</td>
<td>$3,340.00</td>
</tr>
<tr>
<td>junior golf equipment</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>marketing in the community</td>
<td>$2,313.00</td>
</tr>
</tbody>
</table>

### Income description

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>school holiday programmes $243 x 16 children (gst excl)</td>
<td>$3,340.00</td>
</tr>
</tbody>
</table>

### Other funding sources

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Donated materials

<table>
<thead>
<tr>
<th>Donated materials</th>
<th>Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td></td>
</tr>
</tbody>
</table>

### Total number volunteer hours

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>18</td>
<td>$370</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No previous funding history</td>
</tr>
</tbody>
</table>
Gymnastics Community Trust

**Legal status:** Chantable Trust

**Activity focus:** Sport and recreation

**Conflicts of interest:** None identified

**Project:** Recreational Gymnastics Equipment and Salary

**Location:** Spread across our satellites - North Shore Event Centre, Silverfield, Glenfield, 40/46 Orewa Square, Orewa 0931, Unit 1 31/35 David Sdwell Place, Stanmore Bay & 145 Glamorgan Dr, Torbay

**Summary:** We are looking to purchase new equipment to replace old equipment and retain a coach that is wonderful with children and has a lot of experience so that we can continue to offer more classes, keep the members moving within their classes and contribute to train and improve our level of coaching staff. Both the equipment and where this coach works is spread across multiple venues.

**Dates:** 01/11/2018 - 30/09/2018

**Rain dates:** -

**People delivering:** 70

**People reached:** 4,900

**% of participants from Local Board:** 32%

**Promotion:** We are currently trying to market gymnastics, our various venues, events and programs through online media such as our website and Facebook.

---

**Community benefits**

**Identified need:**

We often have people ringing looking for classes in gymnastics and we have to turn them away due to lack of space, or the class already being full. Through increasing equipment and keeping a wonderful coach employed we can train more coaches and offer more classes across all our venues to cater for the demand for gymnastics.

**Identified community outcomes:**

- increased participation numbers in each venue
- increased number of quality coaches and all meeting a higher standard of training
- increased number of classes available
- more people in the community participating in sport
- more people in the community keeping fit and active
- prevention of injuries in the community through teaching fundamental movements like balance, landing, jumping and rolling

**Alignment with local board priorities:**

**Upper Harbour**

- Sport and recreation

We are looking to purchase equipment to replace old broken or dangerous equipment and also to increase the amount of equipment we have available in the gym so that we can keep children moving in their classes instead of waiting for their turn and to give them some variety in the type of equipment they are using and how it is used. Through funding Aylio's salary we can keep a very...
capable, bubbly and well loved coach in the gym. She is great with passing on her knowledge of
gymnastics and coaching to new and up and coming coaches. She is always popular with the
members regardless of age.

<table>
<thead>
<tr>
<th>Collaborating organisation/individual</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

**Demographics**

Maori outcomes: None identified

Accessible to people with disabilities: Yes - All of this equipment will be available to all of our members and the various groups we have coming in on a casual basis to the gym. We often have special needs groups like Wilson school and Wairau valley special school bringing groups in to utilise our equipment and coaches.

Target ethnic groups: All/everyone

Promoting SmokeFree: We have signs around all our facilities asking people not to smoke as all our venues are smoke free areas

Zero waste minimisation: We provide rubbish bins around our venues for any waste. We try where possible not to create waste, for example we use ink stamps for entry instead of wrist bands for our events and we email out event flyers, re enrolment info etc so that there is no paper used.

<table>
<thead>
<tr>
<th>Percentage of males targeted</th>
<th>Percentage of females targeted</th>
<th>All - not targeted male/female</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>70%</td>
<td>%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-5 years</th>
<th>&lt; 15 years</th>
<th>15-24 years</th>
<th>25-44 years</th>
<th>45-64 years</th>
<th>&gt;65 years</th>
<th>All ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>60%</td>
<td>20%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

**Financial information**

Amount requested: $95000.00

Requesting grant for: We are asking for funding towards the purchase of new equipment to be spread across our Glenfield, Glumorgan, Orewa and Stanmore Bay facilities and also to fund part of our Recreational and Schools Coach Salary (Ayia).

If part funded, how would you make up the difference:
If the local board couldn’t fund this project, then we would not be able to get the equipment as planned and would need to look at applying to other funder’s to have help with the salary.

Cost of participation: no

<table>
<thead>
<tr>
<th>Total expenditure</th>
<th>Total income</th>
<th>Other grants approved</th>
<th>Applicant contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$101,368.70</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,369.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local board</th>
<th>% benefit to board area</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaipatiki Local Board</td>
<td>32</td>
<td>$30,400.00</td>
</tr>
<tr>
<td>Expenditure Item</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Salary - Aylia Hamilton Bannis Recreational Coach</td>
<td>$50,523.00</td>
<td></td>
</tr>
<tr>
<td>2 x iris springboard silver</td>
<td>$5,360.00</td>
<td></td>
</tr>
<tr>
<td>2 sets Gymnova Competition Asymmetric bars</td>
<td>$15,370.00</td>
<td></td>
</tr>
<tr>
<td>3 x Gymnova Competition Beam F/I app</td>
<td>$12,140.00</td>
<td></td>
</tr>
<tr>
<td>2 x Gymnova Safety Jersey Mat 2m x 1.4m x 190mm</td>
<td>$3,770.00</td>
<td></td>
</tr>
<tr>
<td>1 x Gymnova Gymnastic Mat 3M x 2M x 4cm</td>
<td>$2,150.00</td>
<td></td>
</tr>
<tr>
<td>1 x Eurotramp Booster Open-End</td>
<td>$3,325.00</td>
<td></td>
</tr>
<tr>
<td>1 x HART Folding Wedge Red/Yellow Sides</td>
<td>$589.00</td>
<td></td>
</tr>
<tr>
<td>2 x HART Folding Wedge Royal Blue/Yellow Sides</td>
<td>$850.00</td>
<td></td>
</tr>
<tr>
<td>2 x HART Folding Wedge Green/Yellow Sides</td>
<td>$1,556.00</td>
<td></td>
</tr>
<tr>
<td>1 x HART Multi Colour Play Mat Large</td>
<td>$675.00</td>
<td></td>
</tr>
<tr>
<td>2 x Horizontal Bar - Mini Portable Timber Handle</td>
<td>$2,366.70</td>
<td></td>
</tr>
<tr>
<td>Flexi-Roll Dallamur Flexi-Roll 12.8m x 1.8m x 38mm</td>
<td>$2,890.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding sources</th>
<th>Amount</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donated materials</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number volunteer hours</th>
<th>Total number specialised volunteer hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None identified</td>
<td>None identified</td>
<td>None identified</td>
</tr>
</tbody>
</table>

### Funding history

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Project title</th>
<th>Decision Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1802-212</td>
<td>New Equipment 2017/2018 Devonport-Takapuna Local Grants, Round Two - Project in progress</td>
<td>Approved $10,800.00</td>
</tr>
<tr>
<td>QR1817-214</td>
<td>Albany Satellite</td>
<td>Approved</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Status</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>LG1808-214</td>
<td>Increase Kindy, Schools, Special Needs and Recreational Gymnastics Programs</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1708-229</td>
<td>Recreational Gymnastics Growth</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1706-321</td>
<td>Gym Fest</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1706-133</td>
<td>Cost to Play</td>
<td>Acquitted</td>
</tr>
<tr>
<td>LG1608-229</td>
<td>Recreational Gymnastics Program Wages</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1606-319</td>
<td>Recover of HBC Softplay equipment &amp; Mushroom</td>
<td>Approved</td>
</tr>
<tr>
<td>RegRGR16/235</td>
<td>Toddler, Kindy and Preschool Classes</td>
<td>Declined</td>
</tr>
<tr>
<td>QR1617-313</td>
<td>Two Months of Cleaning of Gymnastics Facility</td>
<td>Approved</td>
</tr>
<tr>
<td>QR1602-321</td>
<td>Foam Equipment Purchase</td>
<td>Approved</td>
</tr>
<tr>
<td>LG1608-144</td>
<td>Increase Participation in Mixed Artistic Gymnastics</td>
<td>Declined</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To respond to requests on transport-related matters, provide an update on the current status of the Local Board Transport Capital Fund (LBTCF), provide a summary of consultation material sent to the local board, and to provide transport-related information on matters of specific application and interest to the Upper Harbour Local Board and its community.

Whakarāpopototanga matua / Executive summary
2. A decision is not required this month. In particular, this report:
   • notes consultation information sent to the local board for feedback, in particular the Supporting Growth: North-west consultation, and decisions of the Traffic Control Committee as they affect the board area
   • notes the update to the Local Board Transport Capital Fund for Rame Road
   • notes the North Shore final piece of the New Bus Network.

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:
a) receive the Auckland Transport update for October 2018.

Horopaki / Context
3. This report addresses transport-related matters in the Upper Harbour Local Board area.
4. Auckland Transport (AT) is responsible for all of Auckland’s transport services, excluding state highways. AT reports monthly to local boards, as set out in the local board engagement plan. This reporting commitment acknowledges the important engagement role local boards play within and on behalf of their local communities.

Tātaritanga me ngā tohutohu / Analysis and advice
Local Board Transport Capital Fund (LBTCF) update
5. The LBTCF is a capital budget delivered by AT and is provided to all local boards by Auckland Council. Local boards can use this fund to deliver transport infrastructure projects that they believe are important 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 through parks can be considered if there is a transport outcome).
6. The Upper Harbour Local Board’s LBTCF allocation, as outlined in the following table, is $1,835,080 for the current political term. In addition, there is a sum of $764,795 which has been approved by the council and is available from 1 July 2018. This takes into account the increase of the LBTCF approved by the Governing Body during council’s long-term plan (LTP) budgeting process.
Electoral term allocation 2016/17 to 2019/20 as at 30/06/18  
Budget committed to date (projects below)  

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Budget Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gills Road pedestrian bridge</td>
<td>Complete</td>
<td>$297,222</td>
</tr>
<tr>
<td>School stay-put signs</td>
<td>Complete</td>
<td>$45,000</td>
</tr>
<tr>
<td>Chester/Wickham cycle route</td>
<td>Complete</td>
<td>$56,000</td>
</tr>
<tr>
<td>Rame Road upgrade</td>
<td>Design</td>
<td>$1,540,000</td>
</tr>
</tbody>
</table>

Current budget remaining to allocate in term    
Additional budget in RLTP for 18/19 and 19/20  
New total budget remaining for electoral term  

<table>
<thead>
<tr>
<th>Project</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Growth: North-west consultation</td>
<td></td>
</tr>
<tr>
<td>The Supporting Growth Programme is planning</td>
<td></td>
</tr>
<tr>
<td>what transport networks will be needed to</td>
<td></td>
</tr>
<tr>
<td>support growth in the future urban areas of</td>
<td></td>
</tr>
<tr>
<td>Auckland over the next 30 years.</td>
<td></td>
</tr>
<tr>
<td>Consultation is now open for transport plans</td>
<td></td>
</tr>
<tr>
<td>being investigated in Auckland's north-west</td>
<td></td>
</tr>
<tr>
<td>ern future urban growth areas.</td>
<td></td>
</tr>
<tr>
<td>Public information days were held during</td>
<td></td>
</tr>
<tr>
<td>late-September as follows:</td>
<td></td>
</tr>
<tr>
<td>• Massey Birdwood Settlers Hall, Tuesday 25</td>
<td></td>
</tr>
<tr>
<td>September, 4-7pm</td>
<td></td>
</tr>
<tr>
<td>• Riverhead Hall, Wednesday 26 September, 3-</td>
<td></td>
</tr>
<tr>
<td>7pm</td>
<td></td>
</tr>
<tr>
<td>• Kumeū Community Hall, Friday 28 September,</td>
<td></td>
</tr>
<tr>
<td>3-7pm</td>
<td></td>
</tr>
<tr>
<td>• North-West Mall, Saturday 29 September,</td>
<td></td>
</tr>
<tr>
<td>10am-1pm</td>
<td></td>
</tr>
<tr>
<td>In order to provide the community with robust</td>
<td></td>
</tr>
<tr>
<td>information about what is proposed to support</td>
<td></td>
</tr>
<tr>
<td>growth in the short term (ahead of the</td>
<td></td>
</tr>
<tr>
<td>programme's longer-term focus), a number of</td>
<td></td>
</tr>
<tr>
<td>other projects have been showcased at these</td>
<td></td>
</tr>
<tr>
<td>information days, including:</td>
<td></td>
</tr>
<tr>
<td>• Huapai Triangle project (AT)</td>
<td></td>
</tr>
<tr>
<td>• Safe Roads SH16 Brigham Creek to Waimauku</td>
<td></td>
</tr>
<tr>
<td>upgrade (New Zealand Transport Agency)</td>
<td></td>
</tr>
<tr>
<td>• SH16-18 Connections Project (New Zealand</td>
<td></td>
</tr>
<tr>
<td>Transport Agency)</td>
<td></td>
</tr>
<tr>
<td>• Dairy Flat Highway safety improvements (AT)</td>
<td></td>
</tr>
</tbody>
</table>
• Huapai-Kumeū Town Centre Plan (Auckland Council)
• Whenuapai Plan Change (Auckland Council).


**North Shore: The final piece of the New Bus Network**

14. At the beginning of October 2018, the final piece of Auckland’s New Bus Network was put into place on the North Shore. The new network is a simpler bus network with more frequent services. There are fewer routes with higher frequency, particularly between 7am and 7pm, seven days a week, with services being better connected.

15. Auckland’s population continues to grow, and its transport system needs to grow with it. The new network is making public transport a more attractive option for more people.

16. Over the past two years, new bus networks have been rolled out in Auckland’s south, west, east and central suburbs. This has led to significant increases in patronage. As an example, in west Auckland there was a 10 per cent increase in end-to-end journeys after the new network launched.

17. Throughout the North Shore, there were 78 routes running 2545 trips each week day. From 30 September 2018, there are 55 routes running 3672 trips each week day. This is a service increase of more than 44 per cent.

18. On the North Shore, buses have also been designed to connect with ferries. As an example, the 814 service now runs between the Devonport ferry and Akoranga Busway Station, and will meet every scheduled ferry arriving from downtown.

19. Before the new network, 215,500 Aucklanders lived within 500m of a frequent or rapid network route stop. From 30 September 2018, there are 527,600 people within 500m of a frequent or rapid stop, a 144 per cent increase.

20. Before the new network, buses travelled 44.6 million km per year on the frequent and rapid network. From 30 September 2018, they cover 59.1 million km.

21. Consultation regarding the North Shore New Bus Network took place in 2015, and 2279 responses were received. Based on this feedback, 21 changes were made, including adding two more routes and changing the frequency or hours of operation of 15 of the proposed routes.

22. For the first week of the new network, AT ambassadors were at key stops throughout the North Shore and in the city centre, to help customers plan their journeys.

**Thirty red-light runners caught per day as six more red light cameras go live**

23. Six new red-light safety cameras are operating in Auckland from 1 October 2018, adding to six already in operation that have issued 2314 infringements in just two and a half months.

24. The new cameras, which are enforced on a rotational basis, are operating at:
   - Great South Road and Cavendish Drive – two sites
   - Te Irirangi Drive and Accent Drive – two sites
   - Great North Road and Rata Street
   - Great South Road and Reagan Road.

25. The purpose of the cameras is to save lives and stop injuries, which is why AT advised drivers where the cameras are located and when they became operational.

26. There is a culture among some drivers that red lights can be ignored. That is blatantly wrong and puts the safety of others on the road at risk.
27. When red-light cameras were trialed between 2008 and 2010, there was a 43 per cent reduction in red-light running and an average 63 per cent decrease in crashes attributable to red-light running.

28. Between 21 June and 7 September 2018, 2314 infringements were issued from the six cameras that were already in place. This translates to 30 times a day when motorists put their own lives and the lives of other at risk.

29. With deaths and serious injuries increasing on Auckland roads by 78 per cent in the last four years, three times the national average, AT have to change this attitude. This is the reason that installing additional cameras has been necessary.

30. The new cameras are in addition to the six red-light cameras that began enforcing in June 2018.

31. Money from infringements goes to the Crown’s National Consolidated Fund, and not to AT or the council.

32. Seven-hundred million dollars will be invested in road safety improvements in the next 10 years, partly funded by the Regional Fuel Tax.

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

**Issues investigated and responses**

33. The local board have requested that the following issues be investigated:

- Bush Road parking removal and afternoon/evening clearway

34. AT undertook observations concerning removal of parking in Bush Road to install a clearway in the afternoon/evening. The observations indicated merit in a combination of parking removal and afternoon/evening clearway installation for vehicles approaching the Albany Highway.

35. This proposal was discussed with Business North Harbour who requested that parking observations and a parking survey be undertaken and reported back to them and the local board.

36. AT still needs to undertake internal/external consultation as per the normal process.

**Visibility issues: Bernleigh Terrace into Luckens Road, West Harbour**

37. AT has completed investigations concerning visibility at the intersection of Bernleigh Terrace and Luckens Road.

38. AT noted that when the road was recently re-sealed, some of the line markings outside number 20 Luckens Road were not restored. This has been passed on to AT’s maintenance team who will replace the missing markings. Once the markings have been restored, it will discourage individuals from parking close to the intersection and so make it easier for vehicles to turn right out of Bernleigh Terrace.

39. The visibility at the intersection to the right of Bernleigh Terrace was also assessed. However, it is considered that visibility is acceptable, and no changes will be made at this stage.

**Safety issues: Mayfair Retirement Village**

40. Initial investigations have confirmed the need for a pedestrian crossing on Oteha Valley Road, near Harrowglen Drive. Two options are being considered:

- a mid-block signalised crossing between Harrowglen Drive and Mayfair Drive
- an alternative option to fully signalise the Harrowglen Drive intersection.
41. Because Oteha Valley Road has two traffic lanes in either direction, only signalised options are being considered. Detailed planning is currently underway and will determine the best long-term solution.

42. Consultation drawings for pedestrian improvement works near to Harrowglen Drive will be available by the end of October 2018.

43. A wider safety review is also underway along the length of Oteha Valley Road, from Albany Highway to East Coast Road, to understand the safety concerns along the road corridor.

44. AT will keep the board updated on progress.

Street lighting: Brigham Creek Road

45. AT have installed additional lights fitted to power poles along Brigham Creek Road. However, there were only a few poles where Vector would approve new lights.

46. Most of the road is still rural but developers are required to upgrade the carriageway and lights as properties along Brigham Creek Road are developed. This has already happened in Whenuapai.

47. AT have no immediate plans to upgrade the lighting along Brigham Creek Road. However, it will be requested that the lights are upgraded at the same time as the road.

Signage on cycleway: Oteha Valley Road

48. AT attended the site where it was reported that two signs were located on the berm. The retailers were spoken to about the signs and are now aware that all signage is to be kept clear of the cycle lane and footpath.

49. Under Clause 14 and Schedule 1 of the Signage Bylaws 2015, retail shops that have direct ground floor access to the road can place one portable sign on the road reserve and others on private property. The bylaw contains a number of rules about the size and location of portable signs. Of relevance is that where there is a grass verge, the sign must be located on the verge.

50. At the site in question, signage could be placed either between the footpath and cycleway, or between the cycleway and roadway, so long as the sign does not obstruct road users on those paths. An obstruction would be in breach of Section 9 (1) (b) of the bylaw.

51. If retail signage is again observed obstructing the cycle path or the footpath rather than being on the grass in this location, it is recommended this be raised with Auckland Council's bylaws team to enforce the signage bylaw.

Issues still under investigation

52. The following issues are still under investigation on behalf of the local board and AT will report back once the work is completed:

- Caribbean Drive pedestrian crossing request
- Hobsonville, Brighams Creek and Williams Road intersection safety
- Meadowood Drive traffic counts
- Westpark Marina Ferry Terminal development issues.

Consultation documents on proposed improvements

53. Consultation documents for the following proposals have been provided to the Upper Harbour Local Board for feedback, and are summarised here for information purposes only. Following consultation, AT considers the feedback received and determines whether to proceed further with the proposal as consulted on, or amend the proposal if changes are considered necessary:

- proposal to install new no stopping at all times (NSAAT) road markings on the bend outside properties 10 and 23 Mulroy Place, Pinehill
- proposal to install NSAAT on Sunset Road, Unsworth
- proposal to install NSAAT on Marae Road, Greenhithe
- Albany paid parking – a workshop was held on 11 October 2018 to discuss this further
- Airfields Stage 2, Hobsonville – traffic and parking controls.

**Auckland Transport’s Traffic Control Committee (TCC) report**

54. Decisions of the TCC during the month of September 2018 affecting the Upper Harbour Local Board area are listed in the following table:

<table>
<thead>
<tr>
<th>Date</th>
<th>Street (suburb)</th>
<th>Type of report</th>
<th>Nature of restriction</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2018</td>
<td>Bush Road, Rosedale</td>
<td>Permanent traffic and parking</td>
<td>No stopping at all times (NSAAT), bus stop, bus shelter, footpath, flush median, edge-line</td>
<td>CARRIED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>changes combined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Red Shed Lane, Samuels Lane, Clemows Lane, Kristin Lane, Albany</td>
<td>Permanent traffic and parking changes combined</td>
<td>NSAAT, traffic island, roundabout controlled by give-way</td>
<td>CARRIED</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Brigham Creek Road, Hobsonville Road, Williams Road, Hobsonville</td>
<td>Permanent traffic and parking changes combined</td>
<td>Lane arrow markings, flush median, shoulder marking, edge-line, traffic island, stop control, give-way control</td>
<td>CARRIED</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Don McKinnon Drive, Civic Crescent, Rosedale Road, Bush Road, Munroe Lane, Rosedale</td>
<td>Permanent traffic and parking changes combined</td>
<td>NSAAT, bus stop, bus shelter, cycle lane, shared cycle path, lane arrow markings, traffic island, roundabout controlled by give-way, give-way control, flush median, traffic signal control, edge-line, shoulder markings</td>
<td>CARRIED</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Bronzewing Terrace, Unsworth Drive, Unsworth Heights</td>
<td>Permanent traffic and parking changes combined</td>
<td>NSAAT, bus stop, flush median, traffic island, give-way control</td>
<td>CARRIED</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Corinthian Drive, Don McKinnon Drive, Oracle Drive, Albany</td>
<td>Permanent traffic and parking changes combined</td>
<td>NSAAT, bus stop, bus shelter, roundabout controlled by give-way, traffic island, flush median, give-way control</td>
<td>CARRIED</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Oakway Drive, Laurel Oak Drive, Schnapper Rock Road, Aberley Road, Medallion Drive, Fernhill Way, Masons Road, Oteha</td>
<td>Permanent traffic and parking changes combined</td>
<td>NSAAT, bus stop, bus shelter, traffic island, roundabout controlled by give-way, give-way control, flush median, edge-line</td>
<td>CARRIED</td>
</tr>
</tbody>
</table>
Tauākī whakaaweawe Māori / Māori impact statement
55. Receipt of this monthly 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
56. There are no financial implications in receiving this monthly update.

Ngā raru tūpono / Risks
57. Receipt of this monthly report has no risks. AT has risk management strategies in place for the transport projects undertaken in the local board area.

Ngā koringa ā-muri / Next steps
58. AT provides the Upper Harbour Local Board with the opportunity to comment on transport projects being delivered in the local board area.

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

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Owena Schuster – Elected Member Relationship Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jonathan Anyon – Elected Member Relationship Team Relationship Manager</td>
</tr>
<tr>
<td>Authoriser</td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
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 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 2019/20 financial year.

Ngā tūtohunga / Recommendation/s
That the Upper Harbour 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 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 Plan. 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 (2019/20) 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 2019/20 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</td>
<td>263</td>
</tr>
<tr>
<td>B</td>
<td>Draft Facility Partnerships Policy</td>
<td>265</td>
</tr>
<tr>
<td>C</td>
<td>Facility partnerships with Māori - Summary report</td>
<td>309</td>
</tr>
<tr>
<td>D</td>
<td>Draft Facility Partnerships Policy - Public feedback summary report</td>
<td>337</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebekah Forman - Principal Policy Analyst</td>
<td>Kataraina Maki - GM - Community &amp; Social Policy</td>
</tr>
<tr>
<td></td>
<td>Louise Mason - GM Local Board Services</td>
</tr>
<tr>
<td></td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
# Facility Partnerships Policy

## High level summary of key proposed policy positions

<table>
<thead>
<tr>
<th>Focus on shared outcomes</th>
<th>When selecting, managing and evaluating partnerships, we will prioritise the outcomes delivered (i.e. community benefits), not just the outputs (e.g. a new building).</th>
</tr>
</thead>
</table>
|                          | We will partner based on aligned values and a shared vision.  
|                          | We will only enter facility partnerships to develop an asset where an asset-based solution is essential to delivering the outcomes. |
| Recognise, value and honour Te Ao Māori | We will enter facility partnerships with Māori that align with Treaty Principles and provide for tino rangatiratanga.  
|                          | We will acknowledge the special significance and role of marae. |
| Multiple models, fit-for-purpose arrangements | We will provide clear pathways for a variety of partners, facility types, partnership structures and investment mechanisms.  
|                          | We will ensure our processes and requirements take account of each individual partnership’s scale, complexity, risk and the partners’ capability. |
| Proactive and Responsive partnership tracks | ‘Proactive’ partnerships: Council will seek partnerships through an open tendering process to address network gaps.  
|                          | ‘Responsive’ partnerships: Council will also consider partner-initiated funding requests at set times to feed into the Annual Plan. |
| Investment principles to shape eligibility and priorities | We will take a principled approach to facility partnership investment decisions, and invest strategically, equitably, wisely and sustainably.  
|                          | We will invest in existing spaces in preference to building new facilities.  
|                          | We will support businesses / commercial activities playing a role in enabling viable facility partnerships in certain circumstances. |
| Valuing (and costing) in-kind support | We will estimate the value of ‘in-kind’ investment on both sides (e.g. use of council land, volunteer effort) to support better assessment of costs and benefits.  
|                          | Access to council expertise can be critical to our partners’ success. Where necessary we will build capability support into business cases. |
| Greater focus on the partnership relationship | We will resource quality relationships over time. acknowledging these are foundational for successful partnerships.  
|                          | We will allocate a lead relationship broker to every partnership to ensure joined-up support and a better partnering experience. |
| Acknowledge the complexity of developing and managing assets | We will ensure community partners are well-equipped and/or supported to design, build, operate and maintain quality facility assets.  
|                          | We will ask better questions and involve subject matter experts earlier to support decision-making and reduce wasted effort on both sides. |
Draft Facility partnerships Policy

June 2018
A facility partnership is...

Where Auckland Council invests in community facilities owned or operated by others, so Aucklanders can access more of the quality facilities they need, faster and more cost-effectively.

Community facilities are...

Places and spaces where Aucklanders can participate, play, learn, share, improve their health and wellbeing, celebrate and belong. They include...

- Community centres, hubs, halls and mobile facilities and special purpose facilities (e.g. youth centres, men’s sheds)
- Marae and cultural centres
- Libraries
- Arts centres and performing arts centres
- Indoor sports centres like multisports centres, swimming pools, leisure centres, indoor courts / gymnasiums
- Outdoor facilities like sports fields, skate parks, playgrounds, splashpads and outdoor courts
1. The purpose

Why we have facility partnerships

Through facility partnerships, the council may invest in tangible things, like buildings, equipment, staff salaries and services. But what we are really investing in is the short, medium and long-term benefits these things will deliver: ultimately, a better quality of life for our communities.

We provide facilities not for their own sake, but for what they enable people to do and achieve, and because they make Auckland a better place to live. Community facilities contribute to building strong, healthy and vibrant communities and foster belonging and pride. They are an important part of realising the vision for Auckland as a ‘world class’ city. The council has already set a number of specific priorities around the outcomes that Aucklanders most need and want to see delivered through facilities.

We seek facility partnerships because they can enable the council and the community to provide more of the facilities Auckland needs, faster and more effectively. This aligns with our obligations under The Local Government Act, which requires the infrastructure we deliver to meets current and future needs, in a way that is most cost effective for households and businesses.

Given that these outcomes and benefits are the purpose of facility partnerships, they’re an important factor in our selection, management and evaluation of facility partnerships.

At the selection stage, a focus on outcomes helps decision-makers target the council’s limited investment where it can have the biggest impact.

At the management stage, the outcomes we’ve agreed will help staff work with facility partners to shape provision, and target access to those the facility is intended to benefit. These outcomes also help us monitor the facility (and the services and activities it enables) throughout its life.

During regular evaluation, we and our partners will be assessing if the benefits we wanted have been realised, and reflecting on the experience of the partnership itself.
We provide facilities because...

They benefit Aucklanders

Supporting local community identity, pride, belonging, participation and improving people’s wellbeing

e.g. Auckland Plan, Thriving Communities, I am Auckland, Toi Whakai

“...we have a lot of new migrants in our neighbourhood. We needed somewhere welcoming for them to go to meet new people and learn about life in Auckland. It helps to bring the community together.”

Helping Aucklanders to be more active, more often

e.g. Auckland Plan, Sports and Recreation Strategic Action Plan

“My teenagers play sport down there - it’s good for their fitness and confidence, and it helps them learn respect and teamwork. And keeps them out of trouble - there wasn’t much to do round here before!”

Helping to make arts and culture part of our everyday lives

e.g. Auckland Plan, Toi Whakai

“Having the art centre is great for the town - they run lots of classes there, and it’s made the whole place feel more vibrant and alive. Well, you can see - the art has spilled out onto the streets!”

Valuing Te Ao Māori and enabling Māori aspirations

e.g. Auckland Plan, Thriving Communities, I am Auckland, Toi Whakai, Sports and Recreation Strategic Action Plan

“We run programmes at the marae that improve people’s lives; that build mana and connection with culture. Māori feel more comfortable here; most don’t go to the community centre.”

Enhancing and protecting our natural environment and our built and cultural heritage

e.g. Auckland Plan, Unitary Plan

“The community gardens have really improved the environment down there, and I think it’s changed how people feel about the reserve. They’re growing native seedlings there to replant along the stream banks, and people aren’t dumping rubbish in the stream anymore.”
We seek facility partnerships because they enable us to...

**Leverage**
- Partnerships can leverage external investment, infrastructure and effort to deliver better community facilities and spread their cost between more stakeholders. This is critical in a context of financial constraints, growing demand, scarce land and increasing construction costs.
- The council, community and sector organisations, iwi, business, government agencies, and other funders each bring unique and complementary knowledge, skills, networks and strengths to the table.

**Empower and enable**
- Partnerships are a way for the council to empower and enable communities and build their mana, prosperity, resilience, skills and capacity.
- Partnerships are a tangible way to meet our Treaty of Waitangi obligations to work in partnership with Māori, which go beyond our role relative to other sectors of the community. By supporting Māori-led facilities, we show respect for Māori mātauranga (knowledge), manaakitanga (hospitality) and kotikotanga (guardianship).
- Auckland is becoming super-diverse, and community-led, Māori-led or sector-led facilities may be more effective at meeting needs than a council-led alternative.

**Optimise**
- Partnerships can optimise space and maximise investment, by bringing together multiple groups to share one facility, or by breathing new life into existing assets that the community already use and value, instead of building new ones.
- Investing in partnerships may not require building bricks-and-mortar assets, which reduces financial pressure and delivers a flexible network that can respond faster to growth and change.

"The school has offered the land for the new centre, the council is managing the design and construction, the sporttrust has signed up a major donor, and local businesses are providing building materials at cost. And the local community is going to get an incredible facility!"

"Our organisation has a reputation in this community that stretches back decades. We know all the service providers, and can help people get the support they need. But we really value the council’s technical expertise around managing buildings, and the legal and accounting side of things."

"Our group started as a few volunteers wanting to reduce crime in our town centre, but we ended up registering as a charity and working with local youth, rough sleepers and the long-term unemployed. The men’s shed is going to really enhance the work we can do, but it’s a big step for us."

"Our users said they didn’t visit the council centre because their English was poor and they felt embarrassed. We offer much the same services and activities, but they are among people of a similar age and cultural background, and they can practice their English together."

"We welcome everyone who wants to come here – thousands of people do, every year – and we will manaaki our visitors as we always have done. But we would welcome greater council recognition of our role. Funding is a huge help, but for us the relationships and respect are just as fundamental."

"The school has offered the land for the new centre, the council is managing the design and construction, the sporttrust has signed up a major donor, and local businesses are providing building materials at cost. And the local community is going to get an incredible facility!"
We need a facility partnerships policy for...

**Clarity**

Policy helps develop a shared understanding of partnership, through:

- Establishing clear and consistent language around partnerships
- Setting out why, when and how we will partner, including being both more intentional and more responsive in our partnering with Māori
- Better differentiation of the different types of partnership, reflected in fit-for-purpose decision-making pathways and processes that are proportionate to their scale and risk.

**Strategic decision-making**

Given limited resources, policy helps us partner more strategically, by:

- Aligning our partnerships investment to existing strategies, policies and plans, with a focus on addressing the greatest needs first
- Ensuring we consider the costs and opportunity costs, downstream benefits and savings, trade-offs and risks before making decisions
- Ensuring we'll see evidence of the outcomes we've invested in and the value that's been delivered, while recognising partnerships can benefit communities in multiple ways.

**Sustainability**

Policy commits us to investing and supporting for success, by:

- Requiring ongoing costs and a realistic business and operating model to be identified, ensuring partners are able to run and maintain safe, quality facilities to the standards the community expects
- Setting realistic expectations of partners and partnerships, ensuring we consider and cost support needs upfront and 'play to strengths'
- Treating partner relationships with the care and seriousness they deserve, including coordinating our support and advice within council to ensure a consistently good experience for partners.
Where does the facility partnerships policy fit?

Auckland Plan
Local Board Plans

Outcomes
Our role
Priorities
Delivery
Budget
Mechanism

What is the vision?
What outcomes and benefits are we working towards?
What will success look like?

What specific outcomes do we want for different populations, sectors, places, activities?
What is our role in delivering them?

What should council invest in, and where, to deliver these outcomes?
What are the priorities, to address needs and gaps?

Will we deliver the outcomes by providing land, facilities or services, or a combination?
How much will we invest in the outcomes?
How will we allocate:
Capex (for assets)
Opex (for everything else)

How will we enable the community and the market to deliver the outcomes, alongside direct council provision?
Facility partnerships and Te Ao Māori

Building on our founding partnership: Te Tiriti o Waitangi

Te Tiriti o Waitangi/the Treaty of Waitangi is our nation’s founding document and recognises the special place of Māori in New Zealand.

Auckland Council is committed to engaging and working with Māori in ways that are consistent with the Treaty Principles. This includes supporting delivery of services by Māori for Māori, based on Te Ao Māori values and practices.

Facilities contribute to Māori well-being by providing spaces to connect, socialise, learn, participate in and celebrate Māori identity and culture. Partnerships enable the council and Māori to share mana, meaauranga and resources to support Māori aspirations and deliver Māori outcomes. Facility partnerships provide a way to jointly deliver Māori outcomes through marae, facilities, and other spaces and places.

Delivering Māori outcomes through facility partnerships

Supporting Māori values / directions
- Whanaungatanga / Develop vibrant communities
- Rangatiratanga / Enhance leadership and participation
- Manaakitanga / Improve quality of life
- Wairuatanga / Promote distinctive identity
- Kaikōtanga / Ensure sustainable futures

“Māori culture is ‘Auckland’s point of difference in the world’... we are proud of Māori cultural identity and celebrate it.”
+ Toi Whakik – Arts and Culture Strategic Action Plan

Promoting Māori identity and wellbeing
- Advance Māori wellbeing
- Promote Māori success, innovation and enterprise
- Recognise and provide for Tiriti o Waitangi outcomes
- Showcase Auckland’s Māori identity and vibrant Māori culture

“Kaupapa Māori and Māori-led organisations... continue to be critical to delivery of appropriate and effective services for Māori... Actively partnering with others is a key mechanism for Auckland Council to support Māori identity and well-being.”
- The Auckland Plan

Māori outcomes through arts and culture
- Promote and develop marae as regional cultural hubs
- Promote Māori art and culture, locally and internationally through the development of Māori cultural centres

Māori outcomes through sport and recreation
- Health and wellbeing for Māori
- Value Te Ao Māori

“We will acknowledge the special role of Māori and enable participation in decision-making, to build lasting reciprocal relationships and improve physical activity outcomes for Māori... This will be achieved through working in partnership with iwi and appropriate organisations.”
- Auckland Sport and Recreation Strategic Action Plan
The Treaty Principles / Te Tiriti Mātāpono

Treaty principles have been recognised and expressed by the Waitangi Tribunal and a range of Courts – the Privy Council, Supreme Court and High Court. The principles bridge the two texts of the Treaty, focusing on the intent of the Treaty and the future. The Treaty Principles will help guide how the council and Māori work together to establish, shape and manage facility partnership arrangements.

Relevant principles for facility partnerships include:

Rangatiratanga – the duty to recognise Māori rights of independence, autonomy and self-determination, including the capacity of hapū, mana whenua and mataawaka to exercise authority over their own affairs. This principle enables the empowerment of Māori to determine and manage matters of significance to them.

Partnership – the duty to interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner must take account of the needs and interests of the other.

Active protection – the duty to proactively protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Ōiritetanga / mutual benefit – to recognise that benefits should accrue to both Māori and non-Māori, to enable both to participate in the prosperity of Aotearoa giving rise to mutual obligations and benefits. Each needs to retain and obtain sufficient resources to prosper, and each requires the help of its Treaty partner to do so. This includes the notion of equality (for example, in education, health and other socio-economic considerations).

Options – recognising the authority of Māori to choose their own direction, to continue their own tikanga (customary practice) as it was or to combine elements of both and walk in both worlds. This principle includes recognition of Māori self-regulation.

The right of development – the Treaty right is not confined to customary use or the state of knowledge as at 1840, but includes an active duty to assist Māori in the development of their properties and taonga (treasured items).

Applying the Principles

We will seek facility partnership opportunities and arrangements with Māori that:

- Recognise Māori rights of independence, autonomy and self-determination.
- Actively build the capacity and capability of hapū, mana whenua and mataawaka.
- Are a shared enterprise, offering mutual benefit to Māori and non-Māori.
- Take account of the needs and interests of Māori partners, and ensure our needs and interests are clear to Māori looking to partner with us.
- Help to achieve equality of outcomes for Māori.
- Assist Māori in the development of their properties and taonga.
- Respect Te Ao Māori and Māori tikanga, including:
  - accommodating Māori decision-making structures and processes.
- referring to marae as marae, not facilities, upholding their mana by observing tikanga, and encouraging others to do the same.
- acknowledging and valuing the matauranga and resources that go into providing manaakitanga.
- acknowledging that the needs of iwi, hapū and whānau must take precedence on marae.

Further, we will:

- Acknowledge Māori hold a long-term holistic view of the world, where values and relationships are paramount.
- Acknowledge that individual partnership arrangements need to align with the kaupapa and aspirations of individual hapū, marae or Māori organisations.
- Welcome partnership discussions with marae and Māori facilities already serving their communities, to explore how the council can add (support) their activities.
Facility partnerships with marae

We recognise marae as focal points for Māori social, cultural, and economic development.

Marae are specifically identified in the Community Facilities Network Plan as potential partners.

Marae in Tāmaki Makaurau may be mana whenua, mataawaka or tauahere, large or small, rural or urban.

Some are primarily gathering places for their iwi or hapu, others are situated within school, church and institutional settings.

Many play a broader community role, hosting a holistic range of activities including:

- *papakāinga and emergency accommodation*
- formal and informal gatherings
- language and cultural instruction
- Māori arts and cultural activities
- health and wellbeing centres
- community and rongoā (medicinal) gardens
- whanau-centred social service

Marae have distinct characteristics that facility arrangements will acknowledge and reflect.

Marae are unique.

Marae are inseparable from their whenua, their tupuna, their people and their history.

The word “facility” doesn’t fully express their unique role, or recognise the integral practice of manaakitanga.

Marae are taonga.

Marae have mana; they are a taonga. Maraite have specific tikanga that must be followed to uphold their mana.

Marae also contain many taonga, especially in their wharenui, and some have pā or uru pā on their sites that are off-limits for visitors.

Marae are turangawaewae.

For Māori, marae are their home and a place to stand, and their needs must take precedence.

Marae may be required by iwi, hapu and whanau at short notice – e.g., for tangi – and can’t be available to the community at these times.

- *Mana whenua*: Māori with territorial rights in Tāmaki Makaurau, who belong to and derive power from the whenua (land), and who have authority and jurisdiction over the whenua or rāhui (area).
- *Mataawaka*: Māori who are not mana whenua and have not retained their identity and links back to their tribal homelands. Mataawaka or “urban” marae are pan-tribal, and welcome Māori of all affiliations, or none.
- *Tauahere*: Urban Māori who retain their identity and links back to their tribal homelands. Some tauahere groups have whakapapa or historical links to particular sites in Tāmaki Makaurau, and have received the blessing of mana whenua to develop marae there.

The council may partner with:

- Iwi and hapu
- Maraite (mana whenua, mataawaka or tauahere)
- Other whakapapa-based groups (where members descend from a common ancestor)
- Kaupapa-based Māori organisations (formed around a specific purpose)
- Tokiwā-based Māori organisations (focused on a particular place)
2. The model

**Shaping facility partnerships**

Facility partnerships are not ‘one size fits all’.

The council will consider a wide range of partnership arrangements, within broad parameters. The important thing is not a partnership’s size or shape, but whether it has the necessary ingredients to successfully and sustainably meet the community’s needs.

This section outlines the key decision-making and management stages in our process, and the building blocks of our facility partnership model: Tracks, Types, and Scales.

**TRACKS**

The tracks reflect whether the council or the partner(s) initiate the facility partnership, and how this impacts our investment and decision-making.

**TYPES**

Our four broad types of facility partnership are primarily differentiated by the ownership of the proposed facility, and how we invest in it.

**SCALES**

Our facility partnership scales reflect the project’s size and complexity, and will shape the level of planning and due diligence we and partners must undertake.
The facility partnerships lifecycle

All facility partnership proposals pass through the same overarching process decision-making process, but what happens at each stage will vary depending on the model of each individual partnership.

Staff will work with potential partners to establish their proposed partnership’s Track, Type and Scale, and develop a customised “road map” to help them anticipate the journey ahead.

Key Documents at each stage (actual documentation required will vary depending on the individual partnership):

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
<th>Stage 5</th>
<th>Stage 6</th>
<th>Stage 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce &amp; identify</td>
<td>Strategic assessment</td>
<td>Initiate &amp; scope</td>
<td>Plan &amp; evaluate</td>
<td>Detailed planning</td>
<td>Execute &amp; deliver</td>
<td>Review / renegotiate</td>
</tr>
<tr>
<td>Outline the proposal at a high level and gauge support</td>
<td>Build the case for the proposed facility and partnership</td>
<td>Scope the facility, the partnership and funding plan in more detail</td>
<td>Make the business case for the project’s desirability, feasibility and viability</td>
<td>Prepare a detailed project and funding plan and partnership agreement for approval</td>
<td>Execute the project plan, open the facility</td>
<td>Monitor and periodically review facility partnership over agreed term</td>
</tr>
<tr>
<td>Early conversations between council and potential partners to scope the facility idea, the outcomes it will deliver and likely investment required</td>
<td>Research the need or opportunity to provide an evidence base for the proposed facility and partnership, and make the case for investment</td>
<td>Flesh out the proposal to outline a high level facility specification, potential locations, likely governance and operating model and a business plan</td>
<td>Prepare and cost facility concept plans, firm up the location, operating model and business plan, and undertake cost/benefit analysis</td>
<td>Complete detailed project planning, confirming costs, funding and timeframes, obtaining approvals and consents and finalising legal arrangements</td>
<td>Complete and sign off any capital works (build and fit-out or re-purpose and refit), open the new facility and formally celebrate the launch of the facility partnership</td>
<td>Monitor and evaluate facility and partnership performance as agreed to ensure requirements are met, appropriate support is available and outcomes will be achieved</td>
</tr>
</tbody>
</table>

Low commitment / investment | Medium commitment / investment | High commitment / investment |
Is it a facility partnership?

Auckland Council invests in community outcomes in a range of ways. These include operating facilities and services directly, supporting the community sector’s delivery through grants, partnerships and leases, and procuring services from market providers. The table below shows where facility partnerships fit, and how they relate to these other key mechanisms for investing in outcomes.

<table>
<thead>
<tr>
<th>What is the council funding or providing?</th>
<th>Mechanism</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Services only</strong></td>
<td></td>
</tr>
<tr>
<td>Sports, arts or community services and activities, directly delivered by the council</td>
<td>Community grants for services and activities delivered by sports, arts and community organisations</td>
</tr>
<tr>
<td><strong>Services and assets</strong></td>
<td></td>
</tr>
<tr>
<td>Council-owned and operated sports, arts and community facilities</td>
<td><strong>FACILITY PARTNERSHIPS with sports, arts and community organisations</strong></td>
</tr>
<tr>
<td><strong>Assets only</strong></td>
<td></td>
</tr>
<tr>
<td>Parks, open space and non-staffed council facilities (e.g. venues-for-hire)</td>
<td>Community leases for council properties (land and buildings) – occupied by sports, arts and community organisations</td>
</tr>
<tr>
<td><strong>Who is leading delivery?</strong></td>
<td></td>
</tr>
<tr>
<td>Council-led</td>
<td>Community-led</td>
</tr>
</tbody>
</table>
This diagram shows some of the particular characteristics or changes in circumstance that could trigger a move between a facility partnership and one of the four other investment mechanisms shown.
Starting the partnering conversation

Partnerships can be initiated by either the council or the partner(s). The Track a partnership starts on will impact the investment available, and when and how proposals will be accepted.

<table>
<thead>
<tr>
<th>PROACTIVE TRACK</th>
<th>RESPONSIVE TRACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council actively seeks potential facility partner through an open tendering process</td>
<td>Council approaches a potential partner(s), with an opportunity specific to them</td>
</tr>
<tr>
<td>A potential facility partner(s) approach council, which triggers a tendering process</td>
<td>A potential facility partner(s) approach council, about an opportunity specific to them</td>
</tr>
</tbody>
</table>

**Funding**

<table>
<thead>
<tr>
<th></th>
<th>PROACTIVE TRACK</th>
<th>RESPONSIVE TRACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully or partially budgeted through the Long-term Plan</td>
<td>In-kind support may also be available</td>
<td>Unbudgeted</td>
</tr>
</tbody>
</table>

**Getting started**

<table>
<thead>
<tr>
<th></th>
<th>PROACTIVE TRACK</th>
<th>RESPONSIVE TRACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts with Community Facility Tender (EOIs) (Stage 2)</td>
<td>Starts with early conversations (Stage 1)</td>
<td></td>
</tr>
</tbody>
</table>

**Progressing**

<table>
<thead>
<tr>
<th></th>
<th>PROACTIVE TRACK</th>
<th>RESPONSIVE TRACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunities may be advertised and proposals progressed at any time of the year</td>
<td>Stage 1 and 2: decisions to progress twice per year</td>
<td>Stage 3 and 4: proposals requiring funding; decisions to progress once per year</td>
</tr>
</tbody>
</table>

---

**Attachment B**

**Item 16**
Proactive Track

Proactive Track partnership opportunities are aligned to network gaps identified by the council in the relevant network and investment plans.

The council allocates budget to address high priority network gaps through the Annual Plan and Long-term Plan processes. When an indicative budget has been allocated to address a high priority gap, the council will identify those opportunities which may be suitable for partnership delivery, and release a Facility Partnership Tender to call for proposals from potential partners.

As these opportunities have been identified by the council through its own network planning processes, some aspects of the business case for a facility partnership on the Proactive Track will already be in place. These specifications will inform the Facility Partnership Tender, which begins with an Expressions of Interest round (Stage 2), followed by the preparation of detailed project plans and business cases for shortlisted proposals (Stages 3 and 4). Business cases for market and direct delivery options may be considered alongside partnership options.

In some cases, the council may have a specific gap where there are only one or two potential partners due to the nature of the location, activity or population being targeted. In these cases, the council may approach a partner or partners directly to explore the opportunity together.

Decisions to progress Proactive track proposals through the key gates in our decision-making process (Gates 2, 3 and 4) will be made by the relevant decision-maker at regional or local level.

Responsive Track

Responsive Track partnerships are those where a partner identifies a gap or unmet need in their community or sector, and approaches the council for support.

By their nature, there is no ‘budget’ set aside for Responsive Track partnerships, and potential partners will have to do more upfront work to make the case for investment. This includes not only any funding that may be required, but the staff resource to support the relationship over time.

If the investment required is significant, Responsive Track partnerships would need their regional or local decision-maker (as appropriate) to advocate for new funding through the Annual Plan or Long-term Plan process.

However although funding is more limited for Responsive Track partnerships, decision-makers may still be able to commit other kinds of support – e.g. use of council assets, or support from staff – if they accept the idea has merit and meets a genuine community need.

Partners can initiate early conversations on the Responsive Track at any time (Stage 1). Responsive Track Proposals at Stages 1 and 2 will be assessed by staff twice per year, with decisions to progress to the next stage made by the regional or local decision-maker.

In some cases, the decision-maker may agree that the need identified in a responsive Track proposal is a priority, but want to initiate a wider tendering process to explore alternative ways of addressing it before committing to a specific partner or partnership.

Responsive Track proposals at Stages 3 and 4 that require funding will be assessed by staff once per year, prior to the Annual Plan, to enable unbudgeted funding requests to pass through approval Gates 3 and 4 as part of the Annual Plan process.
## Types

**What the partnership will involve, and who owns the facility**

All facility partnerships will fit into one of our four broad types. The types are differentiated by the ownership of the land, and whether we are building new or working with an existing property.

The facility partnership Type is significant to our decision-making process, because it will determine the:

- Need for funding, or committing the use of council assets (land and buildings)
- Whether we will be working with other funders / investors
- Steps we need to go through at each stage, including planning and consenting through the council’s regulatory arm
- Form and complexity of the legal agreements that will underpin the partnership
- Some projects may transition from one Type to another, through discussions, research and reformulating the proposal, or as new opportunities present themselves over time.

### 1. Development partnership

- When the council partners with another organisation(s) to:
  - Develop a new facility, or significantly upgrade an existing one, on land owned by the council.

### 2. Asset partnership

- When the council partners with another organisation(s) to:
  - Develop a new facility, or significantly upgrade an existing one, on land owned by a partner.

### 3. Activation partnership

- When the council partners with another organisation(s) to:
  - Activate a vacant or under-utilised council property as a community, arts or sports facility.

### 4. Access partnership

- When the council partners with another organisation(s) to:
  - Open up (or increase) community access to an existing facility owned and operated by a partner.

### Examples

- **NEW FACILITY**
  - **COUNCIL LAND**
    - **E.G.** Five sports codes get together to develop an indoor sports centre on the site of an old squash club on a council reserve.
  - **PARTNER LAND**

- **NEW FACILITY**
  - **E.G.** New outdoor courts and playing fields for community use are developed on school property owned by the Ministry of Education.

- **EXISTING FACILITY**
  - **COUNCIL LAND**
    - **E.G.** Artist studios and exhibition space are established in an empty council property.
  - **PARTNER LAND**

- **EXISTING FACILITY**
  - **E.G.** A marae is funded to provide bookable community space in a fast-developing rural area.
<table>
<thead>
<tr>
<th>1</th>
<th>DEVELOPMENT partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>May be able to leverage other government / philanthropic funds towards capital development costs</td>
<td></td>
</tr>
<tr>
<td>Should provide a lower (cash) cost way to address a network gap compared with building a council facility, reducing cost to ratepayers</td>
<td></td>
</tr>
<tr>
<td>Activates existing council land - often well-located with other community infrastructure</td>
<td></td>
</tr>
<tr>
<td>Opportunity to build capability and capacity of community organisations to meet their own needs, and leverage volunteer input</td>
<td></td>
</tr>
<tr>
<td>Long-term network solution, as the asset will usually be vested to council at conclusion of partnership</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>ASSET partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>May be able to leverage other government / philanthropic funds towards capital development costs</td>
<td></td>
</tr>
<tr>
<td>Should provide a lower (cash) cost way to address a network gap compared with building a council facility, reducing cost to ratepayers</td>
<td></td>
</tr>
<tr>
<td>No reduction of open space</td>
<td></td>
</tr>
<tr>
<td>No council land involved can mean a shorter process; faster to progress to design and build stage</td>
<td></td>
</tr>
<tr>
<td>Partner may be an experienced facility operator with proven track record</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>ACTIVATION partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majority of investment is in-kind, so lower upfront (cash) cost, reducing cost to ratepayers</td>
<td></td>
</tr>
<tr>
<td>Activates existing council property - often well-located with other community infrastructure</td>
<td></td>
</tr>
<tr>
<td>Can build on existing relationships with proven delivery partners</td>
<td></td>
</tr>
<tr>
<td>Opportunity to build capability and capacity of community organisations to meet their own needs, and leverage volunteer input</td>
<td></td>
</tr>
<tr>
<td>Low risk arrangement, either side can exit relatively easily</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>ACCESS partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides a lower (cash) cost way to address a network gap compared with building a council facility, reducing cost to ratepayers</td>
<td></td>
</tr>
<tr>
<td>Good option in growth areas with limited land available for facility development</td>
<td></td>
</tr>
<tr>
<td>Suits partners with spare capacity looking to increase their use and revenue</td>
<td></td>
</tr>
<tr>
<td>Partner likely to be an experienced facility operator with proven track record</td>
<td></td>
</tr>
<tr>
<td>Opportunity to recognise role and build capability and sustainability of existing community facilities</td>
<td></td>
</tr>
<tr>
<td>Low risk arrangement, either side can exit relatively easily</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEVELOPMENT partnership</td>
</tr>
<tr>
<td>---</td>
<td>------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Inexperienced partners may need substantial support to plan, design and build facility, and develop into facility operator role (funding and/or staff time)</td>
</tr>
<tr>
<td></td>
<td>Reduces public open space (or other council land)</td>
</tr>
<tr>
<td></td>
<td>Additional steps in planning and consenting process where the council is the landowner</td>
</tr>
<tr>
<td></td>
<td>Can be complications if commercial activities planned to sustain facility operation, especially if land is held under Reserves Act</td>
</tr>
<tr>
<td></td>
<td>If asset paid for by community, need clear governance, legal structure and exit strategy – as the landholder, ownership technically remains with the council</td>
</tr>
</tbody>
</table>
The size, complexity and risk of the partnership

Allocating each facility partnership a ‘Scale’ is the main way we will ensure our requirements and influence over decision-making will be proportionate to the circumstances.

Fit-for-purpose process

Because no two partnerships are the same, it’s important to ensure that our assessment, decision-making and management processes and practices are fit-for-purpose, and will protect the interests of the council, our partners and our communities.

We won’t over-burden simple, low-cost, low-risk partnerships with excessive costs, processes and paperwork. But we will make sure that we fully investigate and monitor larger, higher risk and more complex partnerships that will receive significant public investment. This is about balancing our ‘empowering and enabling’ role with our obligations as a public entity.

The facility partnership Scale is significant to our decision-making process, because it will determine:

- the planning, financial planning and due diligence we will undertake, and expect partners to undertake
- the documents and evidence we will need to inform our decisions, and how in-depth these will need to be
- any council support available to help partners complete each stage and progress to the next decision gate
- who will make the decision at each gate, and how this will happen
- approximately how long each stage might take and any associated costs (e.g., consent fees, professional services)
- the level of risk management and monitoring we will require

Influence over decision-making

Ideally, all partners would invest equally in a facility partnership, hold equal power, and share the risks equally, but this won’t always be the case. In most facility partnerships Auckland Council has been involved with, the council has been the biggest investor, taken on the most risk, and had the most at stake if the partnership or the facility were to fail.

We will expect a level of influence over key decisions that is proportionate to our level of investment and risk in the partnership, and the capability of our partners.

By ‘key decisions’, we mean those relating to:

- The facility’s location, size, design, construction and fit-out
- The facility’s operating model, financial management and key staff appointments
- The partnership’s legal structure, governance arrangements, and exit provisions

Staff will work with partners during the early and middle stages of facility partnership development to shape governance and management arrangements that enable our agreed decision-making role.

Even where the council has a greater say in decisions, partners should still benefit from being in the partnership, and feel respected and supported in all of their dealings with us.
Allocating Scale

There are six determining factors that will determine a partnership's Scale:

- Overall value of our investment
- Proportion of the total cost council is investing
- Complexity / complicating factors
- Level of risk to council
- Use of council assets
- Proven capability of partner(s)

<table>
<thead>
<tr>
<th>Factor / Scale</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall value of investment over first 10 years</td>
<td>&lt; $2m</td>
<td>$2m - $5m</td>
<td>$5m - $10m</td>
<td>&gt; $10m</td>
</tr>
<tr>
<td>Proportion of the total cost council is investing</td>
<td>Less than 20%</td>
<td>20% - 49%</td>
<td>50% - 74%</td>
<td>75% or more</td>
</tr>
<tr>
<td>Complexity / complicating factors</td>
<td>Low complexity</td>
<td>Medium complexity</td>
<td>High complexity</td>
<td>-</td>
</tr>
<tr>
<td>Level of risk to council</td>
<td>Low risk for council</td>
<td>Some risk for council</td>
<td>Medium risk for council</td>
<td>High risk</td>
</tr>
<tr>
<td>Use of council assets</td>
<td>Funding support only</td>
<td>Occupying an existing council building</td>
<td>Building on council land</td>
<td>-</td>
</tr>
<tr>
<td>Proven capability of partner(s)</td>
<td>High capability, excellent track record</td>
<td>Good capability, satisfactory track record</td>
<td>Adequate capability, some track record + professional support</td>
<td>Adequate capability, some track record</td>
</tr>
<tr>
<td>How we see our status within the partnership</td>
<td>Minority partner</td>
<td>Cornerstone partner</td>
<td>Primary partner</td>
<td>Guiding partner</td>
</tr>
<tr>
<td>Anticipated decision-making role</td>
<td>Partner(s) keep council fully informed of key decisions</td>
<td>Partner(s) consult council prior to key decisions</td>
<td>Council and partner(s) take key decisions together</td>
<td>Council guides key decisions in consultation with partner(s)</td>
</tr>
</tbody>
</table>

Different partnership proposals will sit at different points on the grid for each of the six factors. In assessing a specific facility partnership, we will use the highest scoring factor to determine the Scale.

The higher the Scale, the longer the project is likely to take, and the more costs partners should expect along the way.
The ‘overall level of investment’ will include both capital (construction) and operational (overhead) costs calculated over the first ten years of the partnership. We will also take into account the market value of any assets made available to the partner.

Our ‘proportional level of investment’ will be calculated on the basis of council’s share of the total costs of the project over the first ten years of the partnership.

‘Complicating factors’ could include land status, zoning and condition, numbers and types of partners involved, and the proposed ownership, governance and management model for the new facility. Greater complexity may shift the project into a higher scale, even if the overall value is low.

Where the land or building involved is a council asset, the council has an even greater responsibility to safeguard the wellbeing and interests of the wider community, and consider how the facility partnership may impact them. Accordingly, we will expect to have more influence where council-owned assets are involved.

Our ‘level of risk’ will be assessed by council staff based on the specific circumstances of the partnership, the partners, the facility and the site.

Our ‘partners’ capability’ will be assessed primarily on the basis of their track record of facility delivery and/or service delivery at an appropriate level, and/or whether they have factored in the support of suitably skilled and experienced professionals.
Who makes investment decisions?

Auckland Council has two complementary decision-making parts. The two governance arms each have distinct decision-making responsibilities for facility partnerships.

**The governing body...**
- Focuses on region-wide strategic decisions
- Decides where and when the council will invest in the facility network to address gaps and respond to growth

**Local boards...**
- Make most decisions on local places, facilities and activities
- May work together to support facilities that benefit several local board areas

- Develops regional strategies - e.g. for arts and culture, sport and recreation - that set outcomes and priorities for investment
- Sets budget envelopes for overall facility network, and any major facility investments or upgrades through the Long-term Plan
- Govern regional facility partnership relationships, funding or lease agreements and performance reporting
- Set outcomes and priorities for local investment through local board plans
- Identify local facility needs and advocate for investment through the Long-term Plan
- Govern local and sub-regional facility partnership relationships, funding or lease agreements and performance reporting
- Allocate local discretionary funding
3. The investment

This section sets out the ways in which we and our partners might invest in facility partnerships, what kinds of partnerships we can invest in, and the principles that will guide that investment.

How the council can invest in facility partnerships

- Funding for operating costs
- Funding for capital development
- Use of a public building
- Use of public land
- Maintenance and renewals
- Staff support and technical expertise

Funding
- Depreciation and Opex
- One-off or ongoing grants, contracts and operating subsidies

Use of Assets
- Land Leases
- Building leases / licenses to occupy
- Foregone revenue earned from use of council assets

Support and Expertise
- Maintenance and renewals programme
- Wide range of expert support staff
- Contracted specialists / technical advice
- Brokering

How our partners can invest in facility partnerships

- Funding for operating costs
- Funding for capital development
- Use of land or building
- Pro bono expertise
- Volunteer time
- Management & programme expertise
- Community insight and networks

Funding and Assets
- Partners' own financial contributions, including revenue from other activities (e.g. social enterprise) grants and finance from other funders / lenders
- Use of partners’ land and buildings

Voluntary contributions
- Fundraising in the community
- Pro bono professional services
- Unpaid governors (e.g. Board of Trustees)
- Volunteer labour (e.g. working bees)
- Donated or discounted materials

Professional expertise, community knowledge
- Facility management experience
- Service and activity expertise
- Community knowledge and contacts

We will value our ‘in-kind’ support to provide a more accurate picture of our investment.

Where a partnership includes investment ‘in-kind’ – e.g. free or very low-cost use of a council property, technical expertise or ongoing staff support – we will estimate the equivalent market value of the resource and include this in our calculations. We will encourage and support our partners to do the same.

This will enable the council to compare the true cost and value of different partnership options when making investment decisions, and when calculating the returns. In many cases we will want to compare in-house delivery, market provision and a range of partnership options before making investment decisions.
Our investment principles

We will take a principled approach to facility partnership investment decisions. These investment principles underpin our eligibility criteria and investment priorities.

We will:

**Principle 1**

*Invest strategically, based on outcomes:*

We will invest to deliver the outcomes outlined in our strategies, policies and plans. We will judge success based on the benefits delivered for communities on the ground.

**Principle 2**

*Invest to help achieve equity for all Aucklanders:*

We will invest to address known community needs and network gaps first. This is about enabling everyone to have access to good quality facilities regardless of their circumstances. Our investments will balance meeting the needs of existing and new communities, and communities of place, interest and identity. This may not mean the same levels or types of provision in every area.

**Principle 3**

*Invest wisely, to deliver the maximum value for Aucklanders:*

By value, we mean the services, activities and assets (outputs) and the social, cultural, economic and environmental benefits (outcomes) that a partnership will deliver. We will invest in these facility partnerships that provide the best overall return on investment.

**Principle 4**

*Invest for sustainability:*

We will seek investments that balance our desire to support community-led innovation, with the need to protect the council and the community from risk. We will only invest in facilities we’re confident will be desirable to users, feasible to deliver and viable to operate. We won’t enter partnerships unless we’re confident we can commit to resource an ongoing relationship.
What the principles mean for eligibility

Facility partnerships may take a wide range of forms, reflecting their diverse communities and circumstances. The eligibility criteria for receiving council investment through facility partnerships reflect our investment principles, and our duties and obligations as a local authority.

Ineligible proposals won’t be progressed, although staff may be able to suggest alternative funding partners if the council can’t assist.

Principle 1

Investing strategically

We will only invest in:

1. Facility partnerships where the outcomes sought are a good fit with the council’s and the other partner(s)’ kaupapa (purpose) as set out in our strategies, policies and plans, and the partner(s)’ own vision, constitution, organisational strategy and/or business plan.

We won’t invest in facilities that:

2. Primarily deliver housing, education, health or other services that are the responsibility of central government. UNLESS the council is a minority investor alongside the relevant central government agencies AND we’re satisfied that our investment will support enhanced community, Māori, arts, sport or recreation outcomes in line with our responsibilities as a local authority.

Once operating, we expect all partnership facilities to be:

3. Non-discriminatory, physically accessible to people of all abilities, and in all other respects compliant with New Zealand (and applicable international) human rights legislation.
Principle 2

**Investing equitably**

**We will only invest in:**

4. Facilities that address **identified facility network gaps or unmet community needs**. We will consider the broader picture of provision when assessing ‘need’, including the availability of non-council facilities that are accessible and affordable to the same target users. Our definitions of community are not just place-based, but also encompass communities of identity and interest.

5. Facilities that will be open for **use by the wider community**. (Facilities may be purpose-built for a particular activity, but shouldn’t be exclusively for the use of the partner organisation(s) and their members, or their membership should be open to anyone who wishes to join).

**We won’t invest in facilities that:**

6. Are **places of worship** or other buildings with religious purposes, OR will offer services or activities in order to promote a religion.

7. Are **political** party offices OR will offer services or activities in order to promote a political cause.

8. Are, or include, **commercial premises**, unless certain conditions are met (see ‘Facility partnerships and commercial activities’ p.31).

**Once operating, all partnership facilities must be:**

9. **Affordable**, i.e. set their fees and charges at or below the level charged by similar community facilities.
Principle 3

Investing wisely

All facility partners must be:

10. A registered charitable organisation, OR agree to invest profit (beyond any agreed cap) back into the facility, or an approved community purpose.

We will only invest in:

11. Developing new facilities where we agree that a new built asset is essential to deliver the outcome, rather than a service, activation or access response.

12. Facility partnerships that we are confident will deliver the same level of service to the community over the same period compared with the alternatives,
   a) AND at a lower total cost to ratepayers (accounting for all forms of support and investment over the life of the partnership, including any opportunity costs).
   b) OR at a similar or higher cost than alternatives, but where additional value will be delivered in return (in line with other strategic priorities).

We won’t invest in facilities where:

13. Analysis shows it would be more cost effective for the council or partner(s) to deliver the facility directly, and there isn’t sufficient extra value gained to outweigh the costs.

Where the facility partnership will include capital works:

14. That are paid for by the council (in part or in full) or involve council-owned property, at any point during the term of the partnership, the procurement of goods and services must align with Auckland Council’s Procurement Policy.

Once operating, we expect all partnership facilities to be:

15. Safe, properly maintained and legally compliant for public use.

16. Willing and able to meet reasonable accountability and monitoring requirements.
Principle 4

Investing sustainably

We will only invest in:
- Facilities that we are confident will be financially viable and sustainable - i.e. have credible business models to meet establishment costs and ongoing operating costs (including any council investment).

All facility partnerships must be:
- Formally constituted organisations with a recognised legal structure.

We won't invest in facilities that:
- Have joint ownership (e.g. where the council would own one level, storey or area of a building or structure, and partner(s) would own another).
Facility partnerships and commercial activity

We recognise businesses and commercial activities can play a role in enabling viable facility partnerships, and we will support this in certain circumstances.

Facility partners may engage in commercial activities to offset their costs.

Council will actively encourage community partners to explore appropriate revenue generation opportunities to help them meet their ongoing operating costs. This could include commercial activities run directly by the partner (e.g. a gallery shop or a coaching programme), a concession run by a private operator (e.g. a café), or operating a social enterprise that supports the facility (e.g. a community garden).

The following conditions will apply to facility partnerships that incorporate commercial activities in their business model, including social enterprises:

1. We must agree that the proposed commercial activity complements the purpose of the facility, and will increase public use and enjoyment of the facility and/or the surrounding site.

2. The zoning of the land must allow commercial activity of the type proposed. OR the land can be re-zoned to allow it, and the relevant decision-maker must support this change (investment in the partnership will remain contingent on this re-zoning).

3. Any commercial activities related to the facility partnership must return all profits to offset the operating costs of the facility, or in the case of a concession run by a private operator, to pay a lease set at market rates.

4. Any surplus generated by commercial activities must be reinvested in the facility, or a community purpose approved by us.

Businesses can be co-investors in facility partnerships.

Council will consider co-investing in a partnership alongside businesses that want to sponsor or otherwise support facilities in their communities. In these cases, Auckland Council’s Strategic Partnerships Policy will apply.

Businesses can express interest in a facility partnership opportunity.

Proposals on the Proactive Track: Businesses can respond to a Facility Partnership Tender advertised by the council. If selected to proceed past the first (EOI) stage, the relevant sections of the Auckland Council Procurement Policy and processes will apply thereafter.

Proposals on the Responsive Track: Auckland Council’s Unsolicited Proposals Policy will apply where businesses approach the council about a facility partnership outside of the Facility Partnership Tender process. Refer to ‘Proactive and Responsive Partnership Tracks’ in section 4: The Model for more information about the Tracks.

From time to time, the council may contract commercial enterprises to manage council facilities through a formal procurement process, with opportunities advertised in the usual way. These are not facility partnerships for the purposes of this policy.
Facility partnerships and commercial activity

Not-for-profit
Charity supported by grants & donations
Sells some good or services to help fund core social mission

Social enterprise
Charity supported partly by trade
Social purpose business
Directly fulfils a core social mission through trading
Social benefit enterprise
Trades in order to fund a core social mission fulfilled by others

For-profit
Socially responsible business
Donates to support a social mission fulfilled by others
Commercial enterprise

Charitable organisations and social enterprises can enter facility partnerships with us, and engage in commercial activities to offset their costs (subject to the conditions outlined on the previous page.)

Businesses can be co-investors, or express interest in an advertised partnership opportunity.
Using the principles to prioritise

In a growing city, with constrained funding and limited land and buildings available for community use, the council can't support every facility partnership proposal we receive. Decision-makers will consider a range of factors to determine which partnerships will deliver the most benefits for Auckland – both financial and non-financial – and are the soundest choice.

We will prioritise some facility partnership projects over others, in line with the commitments made to Auckland, and with Aucklanders, in our existing strategies, policies and plans. We will identify the partnerships that are most likely to make an impact, in the areas Aucklanders have agreed investment is most urgently needed.

Our priorities directly align with our investment principles, and we expect all successful proposals will address at least one priority. Partnership proposals that meet multiple priorities will have a considerable advantage.

Principle 1
Investing strategically

We will target our investment towards facility partnerships that:

1. Will deliver priority outcomes in line with our existing strategies, policies and plans.
2. Are Māori-led, and/or help to celebrate Māori as Auckland’s unique point of difference in the world, and/or honour documented commitments to Māori made by the former councils in the Auckland region.
3. Will capitalise on opportunities presented by the development or transformation of areas of rapid growth and intensification.

Principle 2
Investing equitably

We will target our investment towards facility partnerships that:

4. Target underserved populations (communities of place, interest and identity).

Principle 3
Investing wisely

We will target our investment towards facility partnerships that:

5. Optmise use of the council’s or the community’s existing facilities and assets, including current facility partnerships that can make the case for further investment.
6. Are for multi-purpose facilities (i.e. which can be used for a broad range of activities), and/or bring together multiple organisations and groups, who would otherwise require separate premises.

Principle 4
Investing sustainably

We will target our investment towards facility partnerships that:

7. Can leverage other sources of income or investment, meaning the council will be covering less than 50% of the construction and/or establishment costs, and/or less than 25% of the ongoing operating costs.
8. Will develop facilities which are environmentally low-impact and sustainable in their design, construction and operation.
## Boosting the likelihood of investment

Even after applying our investment principles, eligibility criteria and priorities, our funds and assets will still be oversubscribed. This page outlines other matters our decision-makers will take into account when choosing between partnership proposals.

Staff will look for the following when advising decision-makers:

### Principle 1
**Investing strategically**

- ✓ Where the partnership will build the capacity, skills and resilience of the partner(s) and the community.

### Principle 2
**Investing equitably**

- ✓ Where the proposed partnership would: honour a historical commitment between the council and the partner(s) to work together.
- ✓ significantly increase goodwill, confidence or trust in the council within the facility's host community from a low base.
- ✓ otherwise have a significant, positive knock-on or ripple effect in the host community.

### Principle 3
**Investing wisely**

- ✓ Where the partnership would secure a prime location for the facility otherwise unavailable or unaffordable to the council, and this location is likely to be a major contributor to its success.
- ✓ Where the partnership facility would likely be better used than a standard council-managed facility of the same type, because the partner(s):
  - have an established reputation with the local community,
  - have better access to the facility’s intended users than the council, and/or are better positioned to provide locally or culturally appropriate services.
- ✗ Where one or more partners (including the council) feel they’d need to control the majority of decisions, to an extent that is disproportionate to their level of investment and risk.

### Principle 4
**Investing sustainably**

- ✓ Where the partnership would leverage an established working relationship between the council and the partner(s).
- ✓ Where the partnership would attract significant volunteer input, pro bono expertise, or discounts on goods or services for the facility which are otherwise unavailable to the council.
- ✓ Where each partner’s proposed roles and responsibilities reflect their individual strengths.
- ✓ Where the proposed partnership is ‘win-win’ and will provide clear mutual benefit for all parties, without undue workload, pressure or risk falling on smaller partners.
- ✗ Where there’s either no ability or no desire to adjust the partnership – e.g. its structure, deliverables, investment levels – if circumstances change or initial expectations prove unrealistic.
4. The relationship

Partnerships may be agreed between organisations but ultimately, they are formed between people. Relationships are what make partnerships different to contracts, and lift the commitment between partners above a transactional arrangement.

Quality relationships are foundational for a healthy facility partnership: they set the tone for all of the work the partners do together, and are the springboard for any future collaboration. Good relationships are built on trust and good faith, mutual understanding and mutual respect. Good relationships can only be built over time and require ongoing effort.

Auckland Council has committed to taking an Empowered Communities Approach when entering relationships with community-led organisations and projects – including facility partnerships. An empowered community is one where individuals, whānau and communities can influence decisions, take action and make change happen about the issues that matter to them.

The council’s Empowered Communities Approach is based on principles of equity, inclusion and collaboration and aligns closely with our commitment to realise Māori aspirations and outcomes. Our partnering principles provide guidance to council staff about how to work in ways that are more empowering of communities.

Our partnering principles

Auckland Council will resource and treat facility partnership relationships with the care and commitment they deserve. This commitment to quality partnership relationships means we will:

1. Be open, honest and upfront with our partners and potential partners, about what we can and can’t commit to and why, and follow through on the commitments we make. We will communicate regularly with our partners, and keep each other in the loop.

2. Take responsibility for partnering on the inside, acknowledging the council’s size and complexity can make it difficult to partner with. We will prioritise continuity in our relationships, and actively manage the transitions when key people change.

3. Factor in adequate frontline and specialist staff support as part of the business case for any new facility partnership.

4. Recognise and value partners’ financial and non-financial contributions, and the risks all parties take by working in partnership. We will agree roles and responsibilities that play to our strengths, and allow all partners to meaningfully participate in decisions.

5. Support our partners in a way that builds capability in both directions: building the capability of our partners to do things for themselves, and of our own people to work alongside them.

6. Seek to respond together to any challenges we encounter, with formal disputes processes only used as a last resort. We will seek to work through any issues related to differences in our working style and culture.
Potential facility partners
Many different organisations and groups could play a role in providing or investing in facilities for Auckland:

- National and regional organisations in the community, arts and sports sectors
- Iwi bodies, marae and kaupapa Māori organisations
- Tertiary institutions and schools
- Local trusts, societies, cooperatives, groups and clubs
- Facility development trusts (set up to enable smaller organisations to collectively fund, develop, govern and manage a shared facility)
- Social enterprises, or other commercial organisations delivering community outcomes

Potential future co-investors in facility partnerships include:

- Business Improvement Districts (BIDs)
- Government ministries and departments
- Funding agencies / philanthropic bodies
- Post Settlement Governance Entities (PSGEs)
- Private, corporate and philanthropic entities

Our partners’ people can include:

- Boards of Trustees and Boards of Directors – may be paid or volunteers
- Kaumatua, iwi or hapu liaisons
- Management committees for smaller organisations, usually volunteers
- Management staff – e.g. chief officers, directors, general managers and facility managers
- Frontline staff – e.g. reception staff, coordinators, coaches, maintenance and cleaners – paid or volunteer
- Consultants, lawyers, accountants, fundraisers or other contracted professionals
Council support for facility partnerships

Our partners

- Facility managers, partnership managers & other key staff
- Trustees, directors, management committees
- Coaches, tutors, community users & volunteers
- Law, building & asset staff e.g. lease advisors, maintenance staff and contractors
- Specialist staff e.g. arts and culture advisors, sport & recreation advisors, librarians, kōhākotuara, heritage advisors

Our elected members

- Local board staff, local community advisors, council liaison officers, brokers
- Policy, strategy & research advisors
- Communications & engagement advisors
- Legal, risk & financial advisors
- Infrastructure, planning & consents advisors

The council family includes a range of skilled and experienced staff, each of whom helps to support facility partnerships in different ways. No one group of staff can provide equal support and advice on their own – we need everyone on board to do this well.

Staff involvement includes:

- Helping to prepare and present facility partnership proposals and ideas, and making recommendations to decision-makers
- Helping to design, plan, cost, consent and project manage facility partnership building projects
- Helping to establish partnerships with partners and ensuring that facility partnerships and agreements once a facility is operational
- Helping to build the capacity and capability of partners, when needed
- Evaluating and reporting on the benefits delivered through facility partnerships
Our roles and responsibilities

The council is a large and complex organisation, with many different roles it must play simultaneously. These include regulatory / kaitiaki roles, and empowering / awhi roles. These roles may sometimes be in tension, or even direct conflict.

We can't avoid this complexity, as each function and role we play is an important part of serving Auckland. But there will be limits to what we can do through partnerships, what we can do with or for our partners, and what our partners can do themselves.

In particular, the council must always:

- Keep people safe
- Ensure we and others comply with the law, and are seen to do so
- Act in ways that are consistent with our duties as a local authority and kaitiakitanga, and in alignment with our own policies and plans
- Balance competing interests among communities of place, interest and identity
- Set out to allocate scarce resources fairly, transparently, and for maximum benefit.

To help manage any tension between our roles we will:

- Be upfront: we will acknowledge, discuss and actively manage tensions as they arise, accepting that in some cases finding common ground will not be possible
- Be coordinated: where our different roles are in tension internally, we will try to ensure this is flagged early and resolved, before (further) commitments are made or work progressed
- Champion where we can't act: sometimes, we may not be able to partner ourselves, but if we strongly support the kaupapa, we can help bring together others who can.

Lead relationship broker

We know that the council's large size and complexity as an organisation can make it difficult for partners to build relationships with. Every facility partnership will be allocated a lead relationship broker within the council.

This person:

- Will establish a relationship with the key people in the partner organisations
- Will be the first port of call for the partner(s), elected members and other council staff interacting with the partnership
- Is responsible for assisting the partner(s) to navigate council processes and systems, and accessing and/or coordinating advice from the 'virtual team' of specialist and technical staff involved in each facility partnership
- May change over the lifecycle of the partnership, but where this needs to happen the transition will be carefully managed
5. The agreement

Clarifying and formally documenting the legal arrangements relating to the facility and the partnership is an important way to protect the short, medium and long-term interests of all parties.

Facility partnerships are some of the most complex arrangements we enter into, because they cover physical assets, often big investments and usually long periods of time – sometimes generations. The financial stakes are higher, the potential risks are greater, the considerations are more technical, and every choice carries an opportunity cost.

The graphic at right identifies a number of aspects relating to the legal side of facility partnerships, which underpin the formal arrangements. Auckland Council can make with our partners and protect everyone’s interests.

As no two facility partnerships are the same, the specific legal considerations will vary between projects. Staff will consult with our in-house legal team and ensure partners and decision-makers understand the potential implications of individual proposals from Stage 2 onwards. All parties must fully investigate and resolve the legal dimensions of a facility partnership to their mutual satisfaction before entering any formal agreement at Stages 3 or 4.

Our ethical practice principles

Auckland Council will run an ethical, prudent and inclusive facility partnerships programme. This means we will:

1. Be accountable for how we invest public money in facility partnerships and how we show the return on that investment and require our partners to do the same.

2. Only take justifiable risks that we will balance our desire to support high-potential, community-led innovation, with our need to prudently invest public funds and protect the council and the community from risk.

3. Seek prior legal advice and formally document all facility partnership commitments and agreements (and any subsequent material changes), to ensure clarity for all parties.

4. Act fairly and transparently, we will be open and honest, and aim to balance the needs and interests of everyone involved in or impacted by facility partnerships.

5. Be inclusive in our intent, our processes and requirements, our decisions and our behaviours. We will work with partners who value inclusion and diversity.

6. Have a culture of seeking feedback, listening, reflecting and continuously seeking to improve and we will encourage our partners to do the same.
Legal considerations

Organisational types
Auckland Council has specific rules and practices around partnering with some types of organisation – e.g. facility owners, social enterprises, other types of commercial organisation and schools.

Partnership and facility management structure
The council, partner(s) and co-investor(s) need to agree on and document arrangements for the funding, ownership, governance and operation of the facility. This will include negotiating levels of partner and community access, identifying and mitigating conflicts of interest, agreeing when and how the partnership will be wound up, and if there will be options for early exit.

Financial obligations
Many facility partnerships will involve council grants or contracts for service as part of their funding model. These may be paid out in advance, in arrears, or as the project hits key milestones. Different types of payments have different tax obligations and accounting requirements.

Leasing council property
Partners establishing a facility in a council building will require a commercial lease, community lease or licence to occupy the property. Lease negotiations will include expectations and arrangements for property maintenance, renewals and improvements, and any sub-letting or co-tenancy arrangements.

Leasing council land
A partner-owned facility built on council land will require a ground lease, with provisions made for renewing the lease, vesting assets to council or remediating the land at the end of the lease.

Managing risk and disputes
The council and partners will need to identify a range of possible risks early on, monitor these as the partnership proposal progresses, and actively manage them once the facility becomes operational. Partnership facilities will need to be fully insured andlegally compliant for public use, with clear operational policies, clearly defined liability and a process for managing disputes.
6. The facility

Land and building considerations

As an experienced facility provider, we understand how much is involved in planning, designing, constructing, running and looking after built assets that will do the job they're built for, endure thousands of hours of community use, weather and all sorts of change in and around them - year in, year out.

This can be complex, specialised and expensive work. In entering facility partnerships, the council and partners will need to navigate both land considerations (planning, leasing and technical aspects), building considerations (design and construction, leasing, operation and maintenance). As no two facility partnerships are the same, the specific considerations will vary between projects.

We don't develop community facilities for their own sake, but for what they enable people to do and achieve. We enter facility partnerships to enable activities where a physical space and/or built asset is an essential ingredient, and where this is currently missing.

If the space or asset isn't critical or is already available, then a service-based solution - such as a new programme in the library, at the mall, or on the internet - might meet the need just as well as developing a new facility, and more cost-effectively. That's why we will always look for service solutions first, which could include a facility partnership through our Access partnership model.

However many facility partnerships will involve developing new built assets, re-purposing or upgrading existing ones. They may not always involve developing buildings - an outdoor basketball court, for example - but there will always be a physical component.

The land

All facility partnerships have land considerations - they will sit on a specific site that is owned by someone, next to other properties, reached from a particular street, located in a neighbourhood, precinct, suburb and local board area. In the kōrero (customary territory) of one or more mana whenua.

The area may have specific cultural, heritage or geotechnical features or significance, and it will grow and develop in accordance with its zoning under the Unitary Plan. Facilities will also take their place in a natural ecosystem - with its own character, behaviour, patterns and vulnerabilities.

The building or asset

A facility’s design, configuration, fit-out and operation can be the difference between a successful facility, an under-used facility, and a failed facility.

If building new, the planning, design and construction are critical phases for the project; they can be costly, complex and involve multiple decisions and trade-offs. Partners will require the support of qualified professionals.

If developing, re-purposing or activating an existing building, it may need renovation, new fittings or equipment, or improvements to come up to specification for public use. It may have special cultural or heritage significance, with added protection under the Unitary Plan. It may have existing tenants, or the potential to sub-let or bring in co-tenants.

All facilities need plans in place to manage regular community access and use, comply with leases and funding agreements, and the ongoing management, maintenance and renewal of the asset to keep it safe and in good condition.
6. The facility

Land and building considerations

- Land considerations
  - Land classification / status and statutory implications
  - Landowner permissions
  - Sites of significance to Māori
  - Development restrictions (e.g. parkland, protected trees, views/heights)
  - Coastal inundation, susceptibility to flooding and other climatic considerations
  - Ecological considerations / impacts
  - Current condition and suitability for the land for a facility (e.g. contours, contamination)
  - Infrastructure and services (utilities, wastewater)

- Design factors
  - Quality design on a budget
  - Materials and finishes (cost, aesthetics and durability)
  - Building footprint and relationship with the surrounding 5th and 6th area
  - Māori design principles
  - Universal design principles (accessibility)
  - Sustainable design and energy efficiency
  - Preserving heritage features
  - Crime prevention, security and access
  - Integration: public art, community art
  - Branding: naming, attribution and signage
  - Landscaping and ongoing site maintenance

- Building regulations
  - Seismic (earthquake) strengthening
  - Asbestos removal
  - Building or Warrant of Fitness
  - Fire safety
  - Health and safety

- Construction
  - Resource & building consents
  - Contracts
  - Choosing and managing suppliers
  - Project and site management
  - Contingencies

- Location / site considerations
  - Co-location with other community infrastructure
  - Site position - e.g. street frontage, visibility, proximity to others on site
  - Access and parking, proximity to public transport
  - Local impacts (near neighbours, noise restricted activities)
  - Suitability for commercial activities (if planned)
  - Impact of new facility on other users or tenants of the site

- Facility purpose and use factors
  - Overall floor area
  - Layout and configuration
  - Reception / entry area, activity areas, kitchen, toilets, changing areas...
  - Fixed vs. flexible spaces
  - Fixtures and fittings
  - Plant and equipment
  - Storage

Technical Support

The council employs expert technical staff across all of these areas. Our staff will consult with all prospective facility partners (see Scale 3 and 4 partnerships from Stage 2 onwards) (see p.13) and provide advice and support to all prospective facility partners (and/or their contracted professionals) from Stage 3 onwards. Our technical staff and contractors will also be responsible for assessing the land and building aspects of facility partnership proposals, advising colleagues and decision-makers on these considerations, processing any relevant permissions and consents, and managing any ongoing asset management responsibilities as required by the council.

Note: Land use considerations and approvals (other council approvals) are addressed separately from the regulatory aspects.
Facility Partnerships with Māori

Summary report
Table of contents

1  Context / Horopaki.................................................................3
2  Key findings / Tātaritanga me ngā tohutohu...............................6
3  Next steps / Ngā koringa ā-muri............................................16

Appendices / Ngā täpirihanga
Appendix A: Summary of findings and responses.........................17
Appendix B: Treaty Principles.....................................................20
Appendix C: Research methodology...........................................21
Appendix D: Research sample and selection criteria.....................23
Appendix E: Informant interview discussion guide.........................25
1 Context / Horopaki

Summary of background

Auckland Council operates or supports a wide range of community facilities, including community centres, arts and cultural facilities, libraries, sports fields and swimming pools. Most are owned and directly managed by the council, but around 300 are owned and/or operated by community groups, sports organisations and schools. These arrangements come in many shapes and sizes, and are collectively known as ‘facility partnerships’.

The Community Facilities Network Plan (adopted 2015) states the council will meet more facility needs through partnerships in future, but noted there was no consistent policy for selecting and supporting them. In 2016, a project was initiated to develop a new Facility Partnerships Policy.

Facility partnerships could provide a valuable mechanism for the council to partner with Māori, to support tino rangatiratanga and to enable positive outcomes for Māori. Facility partnerships with marae are an obvious starting point.

However our stocktake had identified fewer than five facility partnerships with Māori out of 300+ in our existing portfolio. We wanted to make sure that the new policy properly considers any special context, barriers or opportunities for marae or Māori organisations.

To achieve this, we met with seven marae and three Māori organisations to explore how facility partnerships might fit within Te Ao Māori, and insights from these conversations were refined at four findings hui with a wider group. This report summarises what we learned through this work.

1.1 Project background and context

Community facilities are an important part of realising our vision of Auckland as a world class city. They contribute to building strong, healthy and vibrant communities by providing spaces where Aucklanders can connect, socialise, learn and participate in a wide range of social, cultural, art and recreational activities.

Auckland Council operates or supports a wide range of facilities that benefit the community, including community centres, venues for hire and rural halls, arts and cultural facilities, libraries, recreation centres, sports fields and swimming pools.

Most of these facilities are owned and directly managed by the council, but around 300 are owned and/or operated by community groups, sports organisations and schools. A number of these are sited on council parks or in council-owned buildings, or were built or operate with some financial assistance from Auckland Council (or its predecessors). These arrangements come in many shapes and sizes, and are collectively known as ‘facility partnerships’. 
The Community Facilities Network Plan states the council will meet more facility needs through partnerships in future, as a way of ‘doing more with less’ in a growing city, and empowering communities that want to actively contribute to their own development.

However, it noted that the council currently has no consistent policy for selecting and supporting facility partnerships. Following the adoption of the plan in 2015, a project was initiated in 2016 to develop a new regional Facility Partnerships Policy.

### 1.2 Facility partnerships with Māori

Auckland Council recognises Te Tiriti o Waitangi / the Treaty of Waitangi as the founding document of Aotearoa New Zealand, and as establishing an enduring partnership between Māori and the Crown. The council has committed to engage and work with Māori in ways that are consistent with a Treaty-based relationship.

Facility partnerships could provide a valuable mechanism for the council to partner with Māori, to support tino rangatiratanga and to enable positive outcomes for Māori in line with this commitment.

The Treaty Principles provide an overarching context for all our relationships with Māori, and need to guide how the council and Māori work together to establish, shape and manage facility partnership arrangements in future (relevant Treaty Principles are listed at Appendix 8).

**Facility partnerships and marae**

Marae are specifically identified in the Community Facilities Network Plan as potential community facility partners, and are an obvious starting point for exploring facility partnerships with Māori.

Marae are already a focal point for Māori social, economic, environmental and cultural development, and ‘enabling Māori aspirations for thriving and self-sustaining marae’ is an Auckland Plan priority.

Valuing marae is also a tangible way of recognising Māori perspectives and preferences in providing for their own health and welfare needs. In supporting marae and other Māori-led facilities, the council demonstrates respect for matauranga Māori (knowledge), kaitiakitanga (guardianship) and manaakitanga (hospitality).

### 1.3 Rationale for this research

The first phase of the Facility Partnerships Policy project included a stocktake of existing facility partnerships. During this process, fewer than five formal facility partnerships with Māori organisations were identified by council staff, out of the 300+ in our current portfolio.

The council does provide grants to marae each year through the Cultural Initiatives Fund, but we found investment provided in this way is not characterised by either the council or marae as a ‘facility partnership’. These grants are ring-fenced for capital improvements to marae buildings,
and are not tagged to the marae playing a formal role as facilities within a regional network, or delivering particular outcomes in return for the investment. Further, the Cultural Initiatives Fund does not provide for an ongoing partnership relationship with the marae alongside the grant.

In developing the new policy approach, we wanted to understand why so few marae or Māori organisations have sought formal facility partnerships with the council in the past, and make sure that the new policy properly considers any special context, barriers or opportunities for those that may be interested in them in future.

### 1.4 Summary of methodology

During Phase 1 of the Facility Partnerships Policy project we conducted key informant interviews related to a sample of 10 partnerships. During Phase 2, we selected an additional sample of seven marae and three Māori organisations to enable us to specifically explore a Te Ao Māori perspective.

Where possible, we also interviewed the council staff members who 'hold' the relationship, or who have the most in-depth understanding of their interactions with the council (past and present), to provide an internal perspective.

The project team analysed the interviews, and collectively identified common themes, issues and challenges, opportunities and benefits. We then held four findings hui to test our draft insights with a broader roopu (group). Additional issues raised at hui are incorporated into our findings.

The key stages of the research are outlined in more detail in Appendix B.

### 1.5 Out of scope feedback

Our conversations with Māori were wide-ranging, covering not only experiences of 'partnering' with the council, but broader issues around the council’s relationships with Māori in Tāmaki Makaurau.

Although some of this feedback was beyond the scope of the Facility Partnerships Policy Project, it has been captured here as a full account of what we heard, and what we committed to our informants to ‘take back’ and share with the wider organisation. Feedback that is related to a partnerships kaupapa but out of scope for the Facility Partnerships Policy specifically is included separately at the end of the Findings section, and noted in the summary (Appendix A).

This broader feedback will be of interest and value for council staff currently holding relationships or with obligations to hold relationships, for the governing body and local boards, and for the Independent Māori Statutory Board.
2 Key findings / Tātaritanga me ngā tohutohu

This section summarises the common themes that emerged from 11 one-on-one interviews, which were then further refined and expanded by 39 participants at four findings hui.

It is intended as an account of ‘what we heard’ from Māori we spoke to, and is not assumed to represent the views of all Māori. Although summarised and themed by staff, it is written from the perspective of our research participants.

**Summary of key research findings**

The research findings directly related to the Facility Partnerships Policy kaupapa have been grouped under the following key themes:

- Marae are more than just ‘facilities’.
- Māori-led facilities (especially marae) are already delivering outcomes in their communities and want more recognition and support from council.
- Partnerships should be founded on Te Tiriti principles, shared values and a long-term vision.
- Successful partnerships rely on enduring relationships.
- The relationship between mana whenua, mataawaka Māori and the council is complex and needs careful navigation.

**Additional (out of scope) research findings**

- Generally, council relationships with Māori need to improve, starting with better consultation and engagement.
- Māori want to be more involved in developing policy that particularly interests or impacts them.
Findings on the Facility Partnerships kaupapa

2.1 Marae are more than just ‘facilities’

For Māori, marae are at the centre of Te Ao Māori and cannot be labelled simply as ‘facilities’. The pākeha concept of a facility is seen as a very limited one, which doesn’t adequately convey the special role and significance of marae for Māori.

What we heard:

- Marae are inseparable from the whenua, the tupuna (ancestors), their people and their history. Marae are homes; they have mana; they are a taonga (treasure).

- Marae often support a holistic range of functions, services and/or activities. For example they may provide housing (papakainga) and emergency accommodation, host formal and informal gatherings, offer language and cultural instruction in a whanau-centric learning environment (e.g. kohunga reo, puna reo), act as a centre and showcase for Māori arts, and deliver or host social services.

- Marae often hold relationships with iwi, other marae, the wider Māori community, their local community, and also local and national organisations, central government and the council. Because of this, they often have broad oversight of issues and initiatives in their area.

- Each marae is different. They serve different communities in different ways, and have different tikanga, history, aspirations, capacity and governance structures.

- The marae is turangawaewae: a place to stand for Māori. Marae serve the needs of Māori first and foremost, and if a marae is needed by the iwi and hapu, this must take precedence.

- Marae have specific tikanga (protocols) that must be followed by visitors to show respect and uphold the mana of the marae. Marae contain many taonga, especially in their wharenui (meeting house), and some have uru pa (burial grounds) on site.
• Marae have a strong tradition of manaakitanga (hospitality) and hosting guests may incur costs that are not covered by hireage fees. Traditionally, visitors offer koha voluntarily to acknowledge these efforts, but many non-Māori don’t understand or account for this. Sometimes manaakitanga appears to be unintentionally exploited by the council.

How the Facility Partnerships Policy can respond:
Any partnership arrangements with marae must fully acknowledge their place within Te Ao Māori. This includes:
• Not defining marae as ‘community facilities’. Marae are unique, even if they fulfil some of the same roles as facilities.
• Committing to uphold the mana, tikanga, and matauranga Māori of marae, including ensuring council staff understand their special role and significance. Pa sites are tapu, and visitors must respect cultural safety requirements.
• Recognising that a marae may be needed by the iwi and hapu, sometimes at short notice (for example to host tangi) and ensuring allowances are made for this.
• Valuing and resourcing the knowledge, time and travel of Māori providing manaakitanga on marae, and helping educate the wider community to do the same.

Some of these considerations may also be relevant when planning the development of facilities to be operated by Māori organisations.

2.2 Value the outcomes that marae and Māori-led facilities are already delivering

There is a perception that the council prefers to develop new facilities from scratch; “reinventing the wheel” rather than investing in supporting and improving what already exists.

Marae in particular are already active in the community space, and are playing an emerging role in supporting cultural learning and understanding in an increasingly diverse city. Many marae want the council to recognise the value they provide and build on
their strengths. This includes providing them with support and resources to fulfil their role more effectively.

What we heard:

- **Many marae have a broader focus already.** They are welcoming spaces for the whole community, not only Māori — for example, working with local schools, and hosting wananga, programmes, and events.

- **Marae take pride in their manaakitanga.** And in sharing their strong connection to the whenua and mātauranga Māori with newer residents.

- **Marae fulfil work in the community that the council and other agencies do not do.** Further, some Māori feel more comfortable accessing services through their marae or a kaupapa Māori facility or provider.

- **Marae are charitable organisations run by volunteers** and it can be difficult to meet the expectations of their own people, the wider community and the council. Further, as Auckland has grown and changed, some iwi and hapu members have had to move out of their rohe (customary territory) and must travel back to look after the marae and manaaki visitors. This makes it more difficult to expand the role of the marae.

- **Marae aren’t fully reliant on the council to sustain them.** Maraee rely on others within their immediate community to support each other — including ‘marae to marae’. However, the council should ensure the protection and sustainability of marae in the same way it recognises, resources and helps to maintain other community infrastructure, like sports clubs and community centres.

How the Facility Partnerships Policy can respond:

- **Council needs to look for opportunities to increase the use and capacity of existing facilities** (in the broadest sense) that are serving the community — not always look to create new ones.

- **The council could play a useful role in supporting marae staff and volunteers** to build their capacity and capability.

“**It would make sense to invest in marae, to build capacity and capability for each marae to deliver.**”

“**Marae are a one stop shop. Māori know best what Māori need and how to deliver.**”

“**[Ensuring] cultural health and safety is key to the operations of any marae.**”

“We get to the point of exhaustion sometimes investing all this energy in hosting, in hospitality. This is a difference for marae compared to other community facilities.”

“**Invest in facilities at marae. Marae-based services have high demand.**”
e.g. through access to training, specialist expertise (e.g. HR, building compliance) and back office support. These non-financial forms of support would be highly valued.

- The council could also proactively notify marae of council employment and procurement opportunities in their area. This would honour the relationships, acknowledge existing skills and expertise, help to sustain the marae, and support the local economy.

2.3 Partnerships should be founded on Te Tiriti principles, shared values and a long-term vision

Genuine partnerships provide an opportunity for the council to honour its Treaty obligations, and give effect to commitments made to Māori. To be meaningful, a partnership must be founded in shared values and a long-term vision. Māori must have an active decision-making role if they are to exercise tino rangatiratanga.

What we heard:

- Experiences of ‘partnerships’ and other relationships with the council feel unbalanced, as “Council has all the control.” For Māori, the word ‘partnership’ implies shared power, and reciprocal relationships based on Te Tiriti. Shared power is about acknowledging the mana motuhake of Māori.

- Under Te Tiriti o Waitangi, mana whenua should not be considered one of many ‘stakeholders’. The relationship with, and responsibility for place that mana whenua have as kaitiaki in Tāmaki Makaurau is unique.

- Māori are their own experts who conceive of the world through a holistic lens. Social, cultural, environmental and economic dimensions are interconnected. This way of thinking cuts across council’s organisational boundaries, and extends before and beyond the council’s timelines – it is holistic and intergenerational.

“It’s not all about money, it’s about help. The council could use its power to make things easier for us... you have a massive team behind you, we don’t.”

“Marae have similar aspirations for the community, just how we get there is different.”

“Walk alongside us (don’t tell us what to do).”

“It’s not just about the marae for us, it’s about the environment, it’s everything – our thinking goes out like this, it goes out to the people, out to the land, out to the moana... We come as a whole, as opposed to a portion.”
• Shared values and aligned outcomes should always be the starting point for any partnership: alignment comes first, relationships second, working out the details third.

• To realise meaningful outcomes through a partnership, there needs to be a long-term vision and commitment. However, change on both sides is inevitable over longer timeframes, and neither side should be locked in forever.

How the Facility Partnerships Policy can respond:
• Partners need to be conceived of as equal and active participants, negotiating the way forward together. This aligns with the Treaty partnership and Treaty Principles.

• Facility partnership arrangements need to strongly align with the kaupapa and aspirations of the particular iwi and marae involved. In most cases iwi governance / post-settlement governance entities should be involved before detailed discussions with marae.

• Identifying shared values and outcomes should be the starting point for any partnership discussion, facility-based or otherwise.

• Opportunities to renegotiate a partnership should be planned in to allow for change over time.

• Skill and talent sharing between marae, and between marae and the council, would help to improve relationships and capability. This would enable both sides to move towards genuine partnerships.

2.4 Successful partnerships rely on enduring relationships

Māori think inter-generationally and value enduring relationships. Most marae want to establish / maintain long-term relationships with the council that go beyond any particular issue, project or activity. These relationships would provide the right basis for a facility partnership discussion. Too often relationships with the council are perceived as short-term, project-based and transactional.

“The most important thing is to have an aligned vision, aligned outcomes we want to achieve, aligned aspirations, a shared kaupapa.”

“We want to retain the right to be selective and take bookings that align with our values and kaupapa... it’s not just somewhere to run a birthday party.”

“No-one should be able to sign things away for long periods of time – we risk making others who come after us clean up our mess if we’ve got it wrong.”

“A marae is not a venue for hire. It comes with a relationship that should be nurtured.”
What we heard:

- Some longstanding relationships between Māori / marae and the council have been lost since amalgamation. Not all have been re-established, but there is a desire on both sides to do so.

- There is an uneven distribution of relationships across the council and across iwi. For example some iwi have relationships with senior leaders at the council, while others do not.

- Many marae – mana whenua and mataawaka – would like to establish closer relationships with their local board(s). Effort needs to be made to maintain these relationships through and between election cycles.

- Relationships can be lost due to turnover of key people on either side, or where the relationship has been formed around a specific project that comes to an end. These relationships aren’t always handed over well.

- Without a relationship agreement (or MOU, or other formal document) it can be more difficult to maintain the relationship when key people change.

How the Facility Partnerships Policy can respond:

- The council needs to take a long-term perspective, and build enduring relationships with marae and Māori organisations. This would provide the best basis for a facility partnership.

- Initial discussions need to occur at the right level (e.g. rangatira to rangatira / chief to chief).

- The complexity of the council’s structure and its size makes the organisation difficult to navigate. It would be helpful to have one central point of contact between each marae/iwi and the council.

- Written agreements / MOUs may help support [partnership] relationships between council and marae / Māori organisations, to provide a reference point and ensure the commitments made remain clear and will endure. This

---

“Mutual respect is critical to partnership, and building a deep and lasting relationship. People carry the information and knowledge between them... We don’t want tick-box, transactional relationships.”

“Council should be brokering introductions between local board leaders and marae, particularly mataawaka marae.”

“Local boards need to stick to scheduled meets with the community [and] make an effort to visit mataawaka marae.”

“Formal documents are paramount [to sustaining relationships; given there is likely to be change on both sides... enabling] succession is key.”
would reduce the impact of staff turnover and organisational change on both sides.

2.5 Navigating relationships with mana whenua and mataawaka

The relationship between mana whenua and mataawaka Māori in Tamaki Makaurau can be complicated. The Treaty creates different obligations to mana whenua and mataawaka. This space needs careful navigation, and is often not well understood by pākeha. Māori spoke of the need for the council to carefully consider how to adopt their approach to recognise and respect the differences, while fostering collaboration between the two.

What we heard:

- **Mana whenua and mataawaka engagement needs to be well thought through.** The council’s approach can sometimes conflate these two groups together when they should be treated separately. At other times, differentiating the two may lead to unnecessary divisions.

- **The complex relationship dynamics between mana whenua and mataawaka** can complicate engagement with Māori around something like facility partnerships, which are both place-based and outcome-focused.

- **Mana whenua and mataawaka need to be given sufficient opportunity** to discuss the right approach themselves, prior to engagement and decision-making.

How the Facility Partnerships Policy can respond:

- **Where appropriate, the council could resource marae, mataawaka and mana whenua** to create / design their own process for working together. This approach was used successfully by Te Ora o Manukau in 2012.

- **The council could look for other ways to broker opportunities for collaboration** [e.g. around engagement, facilities, services] between mana whenua and mataawaka, where this is desired by Māori.
Out of scope findings

2.6 Improving relationships between the council and Māori, starting with better consultation and engagement

Generally speaking, council consultation and engagement with Māori is perceived as too fragmented, transactional and ‘one-way’, and can end up feeling like a ‘tick box’ exercise. Before the council can enter into effective partnerships with Māori, a council-wide effort is needed to build stronger relationships beyond the scope of ‘consultation’.

Through recognising Te Ao Māori, developing robust and respectful consultation procedures and empowering Māori to take a more active role in decision making, Auckland Council has the opportunity to lead the way in this space.

What we heard:

- Consultation processes appear disconnected and do not always involve the right people. Sometimes the council say they have consulted with Māori, but they have only engaged with some mana whenua groups (and not others, or mataawaka). Some groups seem to have more privileged access to the council than others.

- The council needs to get better at closing the loop after consultation: sharing how people’s feedback was used and how the council has responded to it. This ensures Māori are kept involved and their time and effort is respected.

- When marae (and Māori generally) are asked to consult again on topics they’ve previously been consulted on, this worsens the perception that their relationships with council are disconnected and transactional. This also creates frustration that previous feedback has not been properly recorded or actioned.

- Recording all interactions with marae would allow other areas of council to consult this information prior to planning engagement with Māori. This would allow other...
teams to have the required context and understanding of any previous issues, and enable them to be better prepared.

- **Marae** are well placed to disseminate information about council consultation and engagement opportunities, and coordinate participation by their iwi and hapu. Council could better capitalise on these networks in planning and delivering engagement.

### 2.7 Working with Māori to develop future policy

Some marae would welcome the chance to be more actively involved in strategic conversation and policy development related to issues that particularly interest or impact Māori.

**What we heard:**

- **Many marae** have skilled people with the right capabilities to participate in strategy and policy discussions. Marae tend to be very well networked and can more easily discuss issues and agree collective positions with their own people than the council can.
- **Collaborative policy-making** could provide an opportunity for the council to work with Māori directly about issues that affect them. There may be a cost associated with this, in terms of supporting Māori capacity to engage.

“Local people are in the best position to know what is missing and what is needed and how to build off what’s already there, so meaningful open-minded engagement is important. These may not be quick conversations.”

“Marae development cannot and should not be dictated by council, but rather supported and led by marae.”
3 Next steps / Ngā koringa ā-muri

The insights from this work have been able to feed into the main policy development process, which has continued to run alongside the research.

The Facility Partnerships Policy responds to the findings in the following ways:

A dedicated ‘Facility partnerships and Te Ao Māori’ section:
- Outlines the relationship between this policy and the Treaty of Waitangi
- Acknowledges the special significance and role of marae for Māori
- Signals how facility partnerships with Māori, and especially marae, may need to differ from other partnerships.

Quality relationships are fundamental to the new approach, and one of the ‘six dimensions of partnership’ that shape the policy. For example:
- The policy’s emphasis on enduring, two-way relationships founded on shared goals and values.
- The need to allocate sufficient resources to support relationships and a commitment to factor this into future facility partnership decisions.

Other key ways that the policy approach addresses the findings:
- Partnerships with Māori-led organisations are an investment priority.
- A commitment to invest in existing spaces in preference to building new facilities.
- A commitment to capacity building for less experienced or lower capacity partners, for example volunteer-led organisations.
- Acknowledging that non-financial support – for example access to council expertise – is highly valuable to partners, and an important way that the council can invest.

Further detail is included as Appendix A.

This report will be provided to the Environment and Community Committee alongside the draft Facility Partnerships Policy. The findings report will also be shared with our research participants.

The out-of-scope findings will be shared with the relevant parts of the council organisation. Work is already underway to address some of these findings, for example:
- Development of a new Māori engagement portal
- Further clarification of the funding process and criteria for Marae Development grants
- Additional relationship-building activities with mataawaka marae.
## Appendix A: Summary of findings and responses

<table>
<thead>
<tr>
<th>FINDINGS What we heard from Māori</th>
<th>POLICY RESPONSE: How the policy addresses this</th>
<th>Potential responses: that are beyond the policy scope</th>
</tr>
</thead>
</table>
| Marae are more than just ‘facilities’. Marae are taonga and inseparable from their whenua, tupuna, people and history. Marae play a more holistic role for Māori than community facilities do for pākeha. Marae are diverse, not a homogenous group. A marae’s primary responsibility is to Māori. Tikanga needs to be observed on marae. It is traditional for marae to manaaki visitors and although this has a cost, it tends not to be reflected in venue hire fees. | The policy speaks directly to this finding, in order to:  
- Demonstrate our understanding of the special significance and role of marae for Māori  
- Increase staff and elected member understanding of this special significance and role  
- Outline how facility partnerships with marae may need to differ from other partnerships  
- Encourage marae and Māori-led organisations to seek facility partnerships with the council. | The council could provide / improve access to guidance for staff relating to:  
- the special significance and role of marae for Māori  
- the tikanga that may apply on marae  
- where staff can access support or advice when dealing with specific marae. The council could provide more opportunities for staff to attend marae:  
- in the course of their work (to increase Māori responsiveness and to build relationships with marae)  
- to build individual cultural competency. Council could proactively work with marae to provide opportunities for staff that are culturally safe for both sides. |
<p>| Marae and Māori-led facilities are already delivering outcomes in their communities. Many marae have a broader focus already and welcome the whole community. Marae do work in the community that the council and other agencies do not do. Most marae are run by volunteers with limited capacity. Marae’s existing role should be supported, like other community infrastructure. | The policy states we will invest in spaces that people already use and value, in preference to building new facilities. Partnerships with Māori-led organisations are an investment priority. The policy encourages facility partnerships with marae in recognition of their existing and potential role. The policy acknowledges that non-financial support – e.g. access to council expertise – is highly valuable to partners and an important way that the council can invest in facility partnerships. | The council could better recognise the wider role played by marae and support them in this, e.g. work by the Civil Defence and Emergency Management team to explore the role of marae in building community resilience. The council could also support marae in practical ways, e.g. access to training, or notification of local procurement opportunities. |</p>
<table>
<thead>
<tr>
<th>FINDINGS What we heard from Māori</th>
<th>POLICY RESPONSE: How the policy addresses this</th>
<th>Potential responses that are beyond the policy scope</th>
</tr>
</thead>
</table>
| Partnerships should be founded on Te Tiriti, shared values and long-term vision.  
‘Partnership’ implies shared power, with partners as equal and active participants. 
The kaitiaki role of mana whenua is unique in Tāmaki Makaurau. 
Te Ao Māori is holistic and intergenerational, which doesn’t align well with council’s organisational boundaries and timelines. 
Shared values and aligned outcomes should be the starting point for partnership. 
Long term commitment and vision is needed, but with flexibility to adapt. | The policy states that Auckland Council is committed to engaging and working with Māori in ways that are consistent with a Treaty-based relationship. 
A focus on long-term outcomes is also fundamental to the new approach. In future, all facility partnerships will be founded on shared goals and values, and this will be the focus for early discussions. | The Auckland Plan and Māori Responsiveness Plans set out principles and expectations relating to the council’s relationship with Māori under Te Tiriti. 
This includes supporting delivery of services by Māori for Māori, based on Te Ao Māori values and practices. |
| Relationships are the foundation for partnership.  
Marae see deeper, enduring relationships as the basis for facility partnerships. 
Some marae feel relationships have been lost post-amalgamation. 
There is an uneven distribution of relationships across the council and across iwi. Māori want more engagement Rangatira to Rangatira, and with local boards. 
Council has high staff turnover, and its large size makes it difficult to navigate. 
Written agreements may help support relationships by providing a reference point. 
Generally, relationships with Māori need to improve, starting with better consultation and engagement. | Relationships are fundamental to the new policy approach, and one of the ‘six dimensions of partnership’ that shape the policy. 
Resources to support enduring relationships will be factored into future facility partnership decisions, e.g. dedicated relationship holders. 
Written agreements will be prepared for all future facility partnerships. | The council could improve ‘BAU’ relationships with marae and Māori-led organisations by: 
- Nominating staff to hold and manage relationships 
- Establishing stronger relationships between marae and elected members, especially local boards 
- Supporting closer collaboration between marae Council could improve consultation and engagement with Māori / marae by: 
- Improving coordination of Māori engagement 
- Examining how marae could support Māori engagement 
- Ensuring we ‘close the loop’ with Māori following consultation and engagement. |
### FINDINGS What we heard from Māori

The relationship between mana whenua and mataawaka and council is complex and needs careful navigation. The two groups shouldn’t be conflated, or unnecessarily divided.

Mana whenua and mataawaka want the opportunity to agree their own approach.

Māori want to take a more active role in policy-making around issues of particular significance to them.

Many marae are eager and capable to participate in strategy/policy discussions.

There may be a cost associated with supporting Māori capacity to engage.

### POLICY RESPONSE: How the policy addresses this

The policy outlines the distinction between mana whenua and mataawaka.

Mana whenua, mataawaka and tioruhare marae/organisations are invited to consider facility partnerships.

The proposed decision-making process provides flexibility to umbrella facility partnerships with a broad range of Māori organisations. If needed, an alternative process taking specific account of the needs and interests of marae could be developed during implementation, in partnership with Māori.

### Potential responses that are beyond the policy scope

The council could provide/improve access to guidance for staff relating to the differences between mana whenua and mataawaka and the implications of this.

Prior to engagement and decision-making, the council should provide sufficient opportunity for mana whenua and mataawaka to discuss the right approach and convey this to council.

The council could explore future opportunities for a collaborative policy-making with Māori. Māori are interested in supporting iwi and hapu to engage in strategic conversations.
Appendix B: Treaty Principles

Treaty principles have been recognised and expressed by the Waitangi Tribunal and a range of courts – the Privy Council, Supreme Court and High Court. The principles bridge the two texts of the Treaty, focusing on the intent of the Treaty and the future.

The Treaty Principles will help guide how the council and Māori work together to establish, shape and manage facility partnership arrangements.

Relevant principles for facility partnerships include:

- **Rangatiratanga** – the duty to recognise Māori rights of independence, autonomy and self-determination, including the capacity of hapū, mana whenua and mataawaka to exercise authority over their own affairs. This principle enables the empowerment of Māori to determine and manage matters of significance to them.

- **Partnership** – the duty to interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner must take account of the needs and interests of the other.

- **Active protection** – the duty to proactively protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

- **Ōritetanga / mutual benefit** – to recognise that benefits should accrue to both Māori and non-Māori, both would participate in the prosperity of Aotearoa giving rise to mutual obligations and benefits. Each needs to retain and obtain sufficient resources to prosper, and each requires the help of its Treaty partner to do so. This includes the notion of equality (for example, in education, health and other socio-economic considerations).

- **Options** – recognising the authority of Māori to choose their own direction, to continue their own tikanga (customary practice) as it was or to combine elements of both and walk in both worlds. This principle includes recognition of Māori self-regulation.

- **The right of development** – the Treaty right is not confined to customary use or the state of knowledge as at 1840, but includes an active duty to assist Māori in the development of their properties and taonga (treasured items).
Appendix C: Research methodology

1. Research and advisory group formed
The research was designed, overseen and delivered by a cross-council project team with representatives from the following departments:
- Community and Social Policy
- The Southern Initiative
- Operations Māori Responsiveness Hub (Nga Waka Angamua)
- Maori Strategy and Relations (Te Waka Angamua)

2. Collated information about marae and Māori organisations, to inform sample
The team collated and reviewed information about marae in Tamaki Makaurau.
Additionally, we identified a small number of Māori organisations that have a facility-based component to their work and some form of relationship with council, comparable to the facility partnerships we researched during our first research phase.

3. Criteria developed and sample selected
A comprehensive set of criteria were developed and applied to help us select as ‘representative’ a sample as possible, acknowledging all marae and organisations would have a different experience and aspirations.
We selected a sample of eight marae and four Māori organisations to provide a range of unique perspectives (refer Appendix D).

4. Representatives from selected marae / organisations and council counterparts identified
The team approached the marae / organisations to explain the research and request an interview. Seven marae and three organisations agreed to participate.

5. 11 key informant interviews held to discuss:
- The current role of the marae / organisation in the community
- Their aspirations for the future development of their marae / organisation
- Their past and present relationships with the council (or its predecessors)
- Perceptions of the strengths / advantages and challenges / disadvantages of working with the council
- Conceptions of ‘partnership’
- What marae / organisations would need or expect from council, if they were to enter into a ‘facility partnership’ with us.
(Refer Appendix C for a full list of questions.)

6. Interviews analysed, common themes identified and summarised
The team analysed the interviews, and collectively identified common themes, issues and challenges, opportunities and benefits. These were summarised in draft findings.

7. Draft findings taken to hui for validation

The team held findings hui at four of the participating marae to test the insights we had identified from the interviews with a broader roopu. We contracted specialist Kaupapa Māori designers from the Nga Aho collective to help design and facilitate the hui.

The hui were shaped partly in response to what we had learned through the informant interviews. For example, we:

- Participated in formal powhiri / mihi whakatau, and observed proper tikonga on the marae (including having kaikorero and kaikaranga to represent us)
- Laid down koha for our hosts in addition to venue hire fees, and offered native seedlings and kai to manaaki (show hospitality to) all attendees
- Invited staff from other council teams with a facility-related kaupapa that might have information or resources of interest to attendees (e.g. resource consents, civil defence and community grants). The intention was that they could learn from discussions, establish kanohi-te-kanohi (face-to-face) relationships and provide advice to attendees as a further form of koha for attendees’ time. A total of 20 council staff attended marae (in addition to policy staff, project team and facilitators).

Each hui was guided by our hosts and followed a different format.

A total of 39 people attended hui on behalf of marae, Māori organisations and agencies.

Although our findings were validated by the feedback we received from participants, additional issues were also raised and are captured in this report.

8. Insights from discussions and hui used to shape the Facility Partnerships Policy

9. Findings shared through this report

10. Draft Facility Partnerships Policy shared at consultation hui

Hui will be convened as part of our consultation and engagement phase, to close the loop on the research and seek feedback on the draft. Participants in this research and those who attended our insights hui will be encouraged to attend.
Appendix D: Research sample and selection criteria

There are a diverse mix of mana whenua, mataawaka and taurahere marae\(^1\) in Tamaki Makaurau, which range from small rural marae to large urban marae. Some are primarily gathering places for their iwi or hapu, or are situated within school, church and institutional settings. Others play a broader community role, for example hosting organisations, services and activities onsite.

Although every marae is unique, we worked with a cross-council team to identify a research sample that would include marae with as wide a range of characteristics as possible.

The variables we considered in selecting the sample were:

- Location – across the Auckland region, and mix of urban and rural
- Iwi affiliation – mana whenua, mataawaka and taurahere
- Use of the marae – whether the marae primarily serves the needs of iwi and hapu, or plays a wider role in the community
- Land ownership – Māori, council or privately owned
- Size of the marae (property and number of buildings / onsite facilities)
- Financial support from council (current and past)
- Age – from ancestral marae to newly established / emerging marae

Marae in our research sample

- **Hoani Waititi Marae**, Pan-tribal / Ngāti Whatua Kawerau a Maki, Glen Eden
- **Mataatua Marae**, Ngati Awa ki Tamaki Makaurau te Hapu, Mangere
- **Puatahi Marae**, Ngati Whatua, Kaipara Coast
- **Paca Whanake Marae (in development)**, Ngāti Paoa, Point England
- **Ruapotaka Marae**, Pan-tribal / Ngā Hau E Wha, Glen Innes
- **Tahuna Pa**, Waiohau Taihe, Awhitu

---

\(^1\) *Mana whenua*: Māori with territorial rights in Tamaki Makaurau, who belong to and derive power from the whenua (land), and who have authority and jurisdiction over the whenua or rohe (territory).

*Matawaka*: Māori who are not mana whenua in Tamaki Makaurau and have not retained their identity and links back to their tribal homelands. Mataawaka or ‘urban’ marae are pan-tribal, and welcome Māori of all affiliations, or none.

*Taurahere*: Māori in urban areas who retain their identity and links back to their tribal homelands. Some taurahere groups have whakapapa or historical links to particular sites in Tamaki Makaurau, and have received the blessing of mana whenua to develop a marae for their Auckland-based members.
• Umupuia Marae, Ngāi Tai ki Tāmaki, Maraetai

* Hosted findings hui

Māori organisations in our research sample

• Te Roopu Waiora*, Manukau
  
  Te Roopu Waiora Trust is a unique kaupapa Māori organisation founded in 2001 and governed by whanau with physical, sensory and intellectual disabilities.

• Te Whare Wananga O Wairoa, Howick
  
  Te Whare Wananga O Wairoa is a whare built in the Emilia Maud Nixon Garden of Memories which hosts Māori education programmes.

• Tāmaki Herenga Waka Trust, Auckland-wide
  
  The Tāmaki Herenga Waka Trust is a charitable trust established to support the revitalisation of a visible and vibrant ‘culture’ of waka for the benefit of all Aucklanders.

* Hosted findings hui

Additional marae and organisations that attended hui

• Manurewa Marae
• Papakura Marae
• Te Atatu Marae
• Te Herenga Waka o Crewa Marae
• Papatuanuku Kokiri Marae
• Te Aroha Pā marae
• Ngāi Tai ki Tamaki
• Ngā Kaitiaki Trust
• Healthy Families
• Te Puni Kōkiri
• Whanau Community Native Tree Nursery
Appendix E: Informant interview discussion guide

Questions that guided our discussions with marae and Māori organisation representatives:

1. Role
   - Role in relation to this marae / organisation
   - Role in the community that marae / organisation currently plays
   - Current experience / relationships with Auckland Council [or other large organisations if no relationship with council]

2. Collaborative relationships / partnerships
   - Describe what ‘partnership’ means to you?
   - What makes a good relationship?
   - Support [your marae/org] would want to receive from council if entering a ‘facility partnership’?

3. Positives
   - What do you see as the strengths or opportunities of working with Auckland Council?
   - How can we build on / maximise these strengths?
   - What would make [your marae/org] more likely to enter into a ‘facility partnership’?
   - What strengths do you think marae offer as community facilities?

4. Challenges
   - What do you see as the challenges of working with Council? How might these be mitigated?
   - What would make [your marae/org] less likely to enter into a relationship like this?
   - What would be non-negotiable for you in entering into a ‘facility partnership’?
   - What concerns would you have in entering this kind of relationship?
   - Are there any specific things about marae that we need to consider if entering into this kind of arrangement? (i.e. Tangi getting priority, maintaining the tikanga and mana of the marae etc.).

5. How could Auckland Council play a role in supporting you in these aspirations?
   - What are the specific aspirations for [your marae/org]?
   - What would an ideal ‘facility partnership’ look like to you?
Facility Partnerships Policy

Public feedback summary
This paper provides a summary of public feedback on the draft Facility Partnerships Policy, and an overview of the activities undertaken during the consultation period.

Key messages

- During July and August 2018 the public had the opportunity to provide feedback on the draft Facility Partnerships Policy.

- Seventy-one responses were received online, by email and at a series of public drop-in sessions run at community venues across Auckland.

- 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.

- Concerns mainly focused on how the policy will be applied and how the new approach will work in practice, rather than the content of the policy itself.

Background


2. During July and August 2018, Community and Social Policy staff undertook a series of engagement activities on the draft policy. The intention was to gauge support for the proposed approach, and enable the draft to be refined before final adoption.

3. Staff engaged with local boards, advisory panels, members of the public and existing and prospective facility partners to outline the proposed approach and invite feedback on the draft.

4. A total of 71 public submissions were received on the draft policy during the consultation period. Anonymised comments from survey respondents have been included in the document.

Consultation questions

5. Public feedback was welcomed on any aspect of the policy, but respondents were invited to answer eight specific questions that tested key aspects of the policy:

a) Do you think the draft policy clearly outlines the purpose and benefits of facility partnership?

b) Do you think the Treaty Principles is an appropriate way to guide facility partnerships with Māori?

c) Do you think the combination of Track, Type and Scale is a useful way to differentiate partnerships and ensure our processes and requirements are appropriate?

d) Do you think these are the right principles to guide our investment in facility partnerships?

e) Do you agree with the council's position on commercial activities as part of facility partnerships, as outlined on pp. 31-32? Are there any commercial activities that you think should not be allowed?
f) Do you think the **Lead Relationship Broker** is the best approach to ensuring the council can support quality partnership relationships?

g) Do you think the **Agreement** and **Facility sections** provide a helpful overview of the technical aspects of facility partnerships? What else should be in these sections?

h) Did you find the policy document **easy to read and navigate**? Do you have any comments on how to improve it?

**Key findings**

6. Public feedback was highly supportive of the draft Facility Partnerships Policy overall. The responses to all of the specific questions asked were strongly affirmative, and the majority of respondents were positive about the intent and proposed approach of the draft policy.

7. Those providing feedback generally saw the value of having a policy for this activity. Some expressed frustrations with the process of initiating or maintaining a facility partnership in the past. They hoped that the new policy would lead to better investment decisions, and ensure that partnerships work for both partners and council. People also hoped the new approach would make it easier for partners to navigate council, get good support from council staff, and cut down on bureaucracy.

8. Respondents were positive about many specific aspects of the policy, particularly the investment principles, the proposal to enable appropriate commercial activities in facilities, and the establishment of Lead Relationship Brokers. The Track, Type and Scale model was welcomed for its ability to encompass a wide range of facility partnerships, and the intention to ensure processes and expectations are proportionate to the circumstances.

9. Where some respondents expressed criticism or concerns about the policy, it was more often about how it would be applied in practice than about the policy content itself. Some people were uncertain that the policy would be implemented as intended across the council, in a supportive and empowering way. Others questioned if the policy adequately allowed for the messy reality of facility partnerships.

10. Using the Treaty principles to guide partnerships with Māori was welcomed by most, but this was acknowledged as a complex area. Other concerns identified included how the investment principles will be applied and ‘traded off’, and whether some communities will be advantaged by the new approach.

11. Respondents appreciated the effort to make the policy document visually appealing and more accessible. While a number noted the complexity of the document, respondents generally found it easy to navigate and understandable.
Analysis of feedback by question

Do you think the draft policy clearly outlines the purpose and benefits of facility partnerships?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don’t know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>15</td>
<td>3</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

12. Public feedback on this question was strongly positive. Of the 71 respondents 46 thought the policy clearly outlined the purpose and benefits of facility partnerships.

13. Respondents were positive about the clarity of the policy document and felt that it provided clear direction.

14. Three respondents did not agree that the policy clearly outlined purpose and benefits, and 15 thought it did so partially, while five were unsure. Comments included that facility partnerships need to work for both council and partners, but the policy tends to focus mostly on the council’s role.

15. Others recommended that evaluation of success should go both ways, with partners able to evaluate the council’s performance and hold staff accountable, as well as the other way around.

Do you think the Treaty Principles is an appropriate way to guide facility partnerships with Māori?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don’t know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>11</td>
<td>12</td>
<td>9</td>
<td>1</td>
</tr>
</tbody>
</table>

16. A majority of the respondents (38) agreed that using the principles of the Treaty of Waitangi was an appropriate way to guide facility partnerships with Māori.

17. Some noted that the Treaty is central to New Zealand and that the principles had the capacity to empower everyone, not just Māori. One noted that the use of these principles ought to extend wider than facility partnerships, and across all council’s relationships with Māori.

18. Twelve respondents disagreed that the principles were an appropriate guide, while 11 had mixed feelings. A number of these respondents objected to what they saw as they prioritisation of one ethnic group over others, and felt all communities in Auckland should be treated the same.
19. One noted that partnerships with Māori will not always be marae or iwi-based. Another pointed out that a Treaty-based partnership would not begin or end with a facility, and that council will need to be responsive to non-facility issues to uphold the relationship.

Do you think the combination of Track, Type and Scale is a useful way to differentiate partnerships and ensure our processes and requirements are appropriate?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don’t know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>13</td>
<td>5</td>
<td>8</td>
<td>2</td>
</tr>
</tbody>
</table>

20. A significant majority of respondents (43) agreed that the Track, Type and Scale model was a useful way to differentiate partnerships and ensure that our processes and requirements are appropriate.

21. Among the reasons given for their agreement, respondents cited the model’s ability to cover a range of partnerships, the potential flexibility to move between categories over time, and the importance of having processes and expectations that are proportionate to the circumstances.

22. Five respondents disagreed that the dimensions were useful, while 13 considered them partially useful. A typical concern was that partnership arrangements are inherently complex and changeable, and this model may not be practical to implement.

Do you think these are the right principles to guide our investment in facility partnerships?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don’t know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>13</td>
<td>7</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

23. A significant majority of respondents (48) considered that the principles set out in the draft policy were the right ones to guide our investment. The sustainability and equity principles were particularly popular among respondents.

24. Seven respondents disagreed about the appropriateness of the principles, almost all because they considered that the principles would favour particular groups, e.g. areas with higher populations, more established sports or more affluent communities.

25. Thirteen respondents had mixed views on the principles. These included concerns about whether or how the principles would be traded off against each other, whether all parts of the council (including CCDs) would be equally committed to the principles, and how equity would be defined in practice.
Do you agree with the council’s position on commercial activities as part of facility partnerships, as outlined on pp. 31-32? Are there any commercial activities that you think should not be allowed?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don’t know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>17</td>
<td>6</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

26. Forty-one respondents agreed with the council’s position that some appropriate commercial activity is reasonable in facilities.

27. Some noted that commercial activity could be complementary to the purpose of the facility, and in some cases those revenue streams would be necessary for a facility to be sustainable over time.

28. A number of respondents were not supportive of commercial activities that are potentially harmful to healthy living. Alcohol sales, gambling activities, loan sharks and sex work were specifically mentioned as activities that should not be supported in our facilities.

29. Some respondents pointed out that commercial operators would need to be willing to align their activities with the principles set out in the policy.

30. Six respondents disagreed with commercial activities in facilities. Some felt businesses had no place in community settings, and felt facilities ought to stick to ‘core services’. Others saw the proposal as council shifting responsibility for funding facilities to their partners and the community, or privatising community assets.

31. Seventeen respondents were in partial agreement, reinforcing the need for controls around the types of commercial activities to ensure that they would enhance and sustain the community purpose of the facility, and noting the importance of council doing proper due diligence in these cases. Some respondents felt community facilities shouldn’t be competing with the private sector.

32. A number of respondents pointed out the complexity of the planning rules affecting some sites, which may work against commercial activities in these facilities.

Do you think a Lead Relationship Broker is the best approach to ensuring the council can support quality partnership relationships?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don’t know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>16</td>
<td>9</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

33. The idea of appointing a lead relationship broker for each partnership was popular, with 41 respondents expressing agreement.
34. Many respondents agreed that establishing a broker position would make the council much easier for partners to navigate, given its size and complexity. Many saw the role as critical to the success of ongoing partnership relationships, helping to ensure consistency of advice across departments, and streamlining communications and paperwork.

35. Nine respondents didn’t feel that the role would be useful. The most commonly expressed concern was that creating these roles meant more council staff would need to be hired, which was a waste of money, and/or that it would create additional layers of bureaucracy.

36. Sixteen respondents saw the potential of the role, but had some reservations. The most common reservation was uncertainty that the role would work in practice, and in particular if it would be properly resourced. Some respondents expressed a lack of trust in the council and questioned whether it could deliver on the intent of the role, and work in a way that genuinely supports community.

37. A number of respondents emphasised that the broker would need to have particular skills to be useful to partners, and ideally supported by a wider team to ensure a partnership wasn’t reliant on the support and abilities of a single person. This would also help to manage transitions if council staff leave, maintaining relationship continuity.

**Do you think the ‘Agreement’ and ‘Facility’ sections provide a helpful overview of the technical aspects of facility partnerships? What else should be in these sections?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
<th>Don't know</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>15</td>
<td>6</td>
<td>9</td>
<td>2</td>
</tr>
</tbody>
</table>

38. These sections of the policy were intended to provide an overview of some of the considerations relating to the partnership agreement or the facility itself that will have to be considered as part of a partnership.

39. Thirty-nine of the respondents agreed that it succeeded in doing this, while six disagreed.

40. Fifteen respondents partially agreed but had some reservations. Comments included that although these sections were an improvement they still failed to reflect the messy reality that they were too complicated, and that council decisions always took too long.

41. One respondent felt the policy ought to further clarify the difference between owning and operating a facility, and give further attention to professionalising facility management.

---

“[A lead broker is an] absolutely fantastic idea. We find that staff changes and a lack of knowledge of who to go to for help a HUGE CHALLENGE.”

“[The proposed broker role] needs to be resourced to do it well. Depending on the type and scale of the partnership [this] could be a significant amount of work. There WILL be a temptation to just add the workload on top of existing staff responsibilities.”

“Community groups have to go to extraordinary lengths to demonstrate a need for a facility. This process is resource-intensive. Most groups do not have access to such resources, even those that appear well-funded.”
Do you find the policy easy to navigate? Do you have any comments on how to improve it?

<table>
<thead>
<tr>
<th>Very easy</th>
<th>Quite easy</th>
<th>Neither easy nor difficult</th>
<th>Quite difficult</th>
<th>Very difficult</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>23</td>
<td>19</td>
<td>9</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

42. A majority of respondents (35) who expressed an opinion on the ease of the policy found it either easy or very easy to navigate.

43. For a significant number of respondents (19) the policy was neither easy nor difficult to navigate.

44. Those who found the policy difficult noted its complexity, and suggested there were areas where language could be simplified. While some specifically commended the font size and style, others found the size of the font too small.

45. There was a suggestion that more examples of current partnerships could make the policy easier to navigate and understand.

“We appreciate the efforts to make the document visually appealing, less intense and more accessible. The frequent use of images and tables rather than plain text aids understanding.”
Outline of public consultation activities

46. Information about the policy and the public consultation activities were distributed through the council’s email databases of existing and prospective facility partners, community group networks and other interested parties, with encouragement to disseminate more widely.

47. The regional sports body Aktive Auckland distributed the consultation information to sports organisations and clubs on our behalf.

48. Staff attended meetings with the Ethnic People’s, Rainbow Communities and Pacific Peoples advisory panels at their request, to provide a briefing on the policy and answer questions. Panels were also provided with the consultation information to circulate to their networks.

49. A story about the policy and the public consultation was published in Our Auckland in July.

Online submissions invited via ‘Have Your Say’

50. Online submissions were invited on the draft policy on Auckland Council’s Have Your Say website between 29 June and 17 August 2018.

51. We also received a small number of submissions via email.

Public drop-in sessions for face-to-face enquiries

52. The team offered six public drop-in sessions during July and August in community venues across south, central west, and north Auckland.

53. The public drop-in sessions provided people with an opportunity to come and view the policy in large format, take printed copies away and fill in feedback forms by hand if they wished.

54. Public consultation sessions were held as drop-ins rather than presentations to make it easier for people to get across the large amount of information, while zeroing in on the parts of the policy most of interest to them.

55. More importantly, the walkthroughs gave community organisations the chance to speak to one of the team about their individual situations, and what the policy might mean for them. This was definitely the main reason most attendees chose to come and visit, and people really valued the chance to have a chat with us in person.

56. Public drop-in sessions were held in:

- Manukau
- Puket ake
- Three Kings
- Central Auckland
- Kelston
- Takapuna
- Warkworth

57. Staff also ran a stall at the Diversity Forum in Manukau on July 24.
Characteristics of online respondents

58. Feedback was received from the majority of local board areas and was fairly evenly distributed across the city. The most responses were received from the Rodney (9), Franklin (8), Devonport-Takapuna (7), Waitakaruru (5) and Albert Eden (5) local board areas. No responses were received from the Great Barrier, Papakura, Pukekāpapa and Whau local board areas.

59. We received 32 responses to the policy from men, 28 from women and two from gender diverse people. Nine respondents declined to give their gender.

60. Respondents to the draft policy were largely European. 50 of the 71 total responses were from people who identified as European. The next largest ethnic group who provided responses was Māori, at seven responses.

61. As a result, this feedback may not fully express the views of Māori, who the policy acknowledges have particular views and needs when it comes to partnering with the council, and it may also not give a complete picture of the views of other ethnic groups.

62. Feedback was received from a wide range of age groups (see table below). Those between the ages of 35 and 74 were the most likely to submit on the draft policy.

<table>
<thead>
<tr>
<th>Age group</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;15</td>
<td>0</td>
</tr>
<tr>
<td>15-24</td>
<td>2</td>
</tr>
<tr>
<td>25-34</td>
<td>7</td>
</tr>
<tr>
<td>35-44</td>
<td>13</td>
</tr>
<tr>
<td>45-54</td>
<td>11</td>
</tr>
<tr>
<td>55-64</td>
<td>14</td>
</tr>
<tr>
<td>65-74</td>
<td>15</td>
</tr>
<tr>
<td>75+</td>
<td>3</td>
</tr>
<tr>
<td>Blanks</td>
<td>6</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo / Purpose of the report
1. To present the updated governance forward work calendar.

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

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

a) receive the Upper Harbour Local Board governance forward work calendar for the period November 2018 to October 2019, as set out in Attachment A to this agenda report.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Governance forward work calendar - November 2018 to October 2019</td>
<td>349</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Cindy Lynch - Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
## GOVERNANCE FORWARD WORK CALENDAR

**November 2018 - October 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Purpose</th>
<th>Governance Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oct/Nov 18</strong> Regional Pest Management Plan</td>
<td>Input to regional decision-making</td>
<td>Define board position and feedback</td>
<td></td>
</tr>
<tr>
<td><strong>Oct/Nov 18</strong> Natural Environment</td>
<td>Input to regional decision-making</td>
<td>Define board position and feedback</td>
<td></td>
</tr>
<tr>
<td><strong>Oct/Nov 18</strong> Auckland Waters Strategy</td>
<td>Input to regional decision-making</td>
<td>Define board position and feedback</td>
<td></td>
</tr>
<tr>
<td><strong>Nov-18</strong> APST fund</td>
<td>Define opportunities / potential</td>
<td>Provide direction on preferred</td>
<td></td>
</tr>
<tr>
<td></td>
<td>approach</td>
<td>approach</td>
<td></td>
</tr>
<tr>
<td><strong>Nov-18</strong> Online voting trial</td>
<td>Define board position and feedback</td>
<td>Input into regional decision making</td>
<td></td>
</tr>
<tr>
<td><strong>Nov-18</strong> Q1 Reporting: July to September 2018</td>
<td>Oversight and monitoring</td>
<td>Check is on performance / inform future direction</td>
<td></td>
</tr>
<tr>
<td><strong>Nov-18</strong> Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
<td></td>
</tr>
<tr>
<td><strong>Nov-18</strong> Development contribution policies</td>
<td>Input to regional decision-making</td>
<td>Define board position and feedback</td>
<td></td>
</tr>
<tr>
<td><strong>Dec-18</strong> Agree LBA consultation document</td>
<td>Engagement</td>
<td>Formal adoption</td>
<td></td>
</tr>
<tr>
<td><strong>Dec-18</strong> Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
<td></td>
</tr>
<tr>
<td><strong>Dec-18</strong> Draft Resilience Recovery Strategy</td>
<td>Input to regional decision-making</td>
<td>Provide direction on preferred approach</td>
<td></td>
</tr>
<tr>
<td><strong>Feb-19</strong> Sports Facility Investment Plan</td>
<td>Input to regional decision-making</td>
<td>Provide direction on preferred approach</td>
<td></td>
</tr>
<tr>
<td><strong>Feb-19</strong> Auckland climate action plan</td>
<td>Input to regional decision-making</td>
<td>Provide direction on preferred approach</td>
<td></td>
</tr>
<tr>
<td><strong>Feb-19</strong> RFA quarterly report</td>
<td>Check in on performance</td>
<td>Keeping informed</td>
<td></td>
</tr>
<tr>
<td><strong>Feb-19</strong> Q2 Reporting: October to December 2018</td>
<td>Oversight and monitoring</td>
<td>Check is on performance / inform future direction</td>
<td></td>
</tr>
<tr>
<td><strong>Feb-19</strong> Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Action 1</td>
<td>Action 2</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Feb/Mar 19</td>
<td>Open Space Management Framework</td>
<td>Input to regional decision making</td>
<td>Provided direction on preferred approach</td>
</tr>
<tr>
<td>Mar-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Mar-19</td>
<td>Draft Golf Facilities Investment Plan</td>
<td>Input to regional decision making</td>
<td>Define board position and feedback</td>
</tr>
<tr>
<td>Mar/Apr 19</td>
<td>Homelessness review (tbc)</td>
<td>Input to regional decision making</td>
<td>Provided direction on preferred approach</td>
</tr>
<tr>
<td>Apr-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>May-19</td>
<td>Q3 Reporting: January to March 2019</td>
<td>Oversight and monitoring</td>
<td>Check is on performance / inform future direction</td>
</tr>
<tr>
<td>May-19</td>
<td>RFA quarterly report</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>May-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Jun-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Jun-19</td>
<td>Adopt local board work programmes FY20</td>
<td>Setting direction / priorities / budget</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Jul-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Aug-19</td>
<td>Q4 Reporting: April to June 2018</td>
<td>Oversight and monitoring</td>
<td>Check is on performance / inform future direction</td>
</tr>
<tr>
<td>Aug-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Sep-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
<tr>
<td>Oct-19</td>
<td>Auckland Transport monthly update</td>
<td>Receive update on progress</td>
<td>Oversight and monitoring</td>
</tr>
</tbody>
</table>
Record of the Upper Harbour Local Board workshops held on Thursday 13 and 27 September, and 4 October 2018

File No.: CP2018/18827

Whakarāpopototanga matua / Executive summary
1. The Upper Harbour Local Board workshops were held on Thursday 13 and 27 September, and 4 October 2018. Copies of the workshop records are attached (refer to Attachments A, B, and C).

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

a) receive the record of the Upper Harbour Local Board workshops held on Thursday 13 and 27 September, and 4 October 2018 (refer to Attachments A, B, and C of the agenda report).

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Upper Harbour Local Board record of workshop - 13 September 2018</td>
<td>353</td>
</tr>
<tr>
<td>B</td>
<td>Upper Harbour Local Board record of workshop - 27 September 2018</td>
<td>355</td>
</tr>
<tr>
<td>C</td>
<td>Upper Harbour Local Board record of workshop - 4 October 2018</td>
<td>357</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Cindy Lynch - Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
Upper Harbour Local Board Workshop Record

Workshop record of the Upper Harbour Local Board held in the Upper Harbour Local Board office, Kell Drive, Albany Village, on 13 September 2018, commencing at 10.00am

Chairperson: Margaret Miles
Deputy Chairperson: Lisa Whyte
Members: Uzra Casuri Balouch, Nicholas Mayne, John McLean, Brian Neeson

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure agreement: Open space provision shortfall</td>
<td>Setting direction / priorities / budget</td>
<td>The Senior Parks Planner and Senior Policy Manager were in attendance to update the Board concerning the infrastructure funding agreement with council and HLC and current issues with respect to reserve provision.</td>
</tr>
</tbody>
</table>
| **Maylene Barrett**  
Seniors Parks Planner | | |
| **Paul Marriott-Lloyd**  
Senior Policy Manager | | |
| ATEED (Auckland Tourism, Events & Economic Development) report **Presenters:**  
Chris Lock  
Senior Strategic Advisor, ATEED | Information only | The Senior Strategic Advisor from ATEED was in attendance to discuss findings from the Auckland Tourism, Events & Economic Development six monthly report and potential opportunities to bring more business and youth employment to the area. |
| Supporting Growth Alliance update – North-West project **Presenters:**  
Michelle Seymour  
Supporting Growth Alliance Owner Interface Manager  
Laura Christian  
Supporting Growth Alliance Engagement Lead | To update the board on recent northern area public engagement  
To introduce the North-West area and planned upcoming engagement | The Supporting Growth Alliance Interface Manager and Engagement Lead were in attendance to discuss findings from the recent northern area public engagement. An update was provided around the engagement activities planned for the forthcoming North-West area public engagement. |

The workshop concluded at 11.20am
### Upper Harbour Local Board Workshop Record

**Record of the Upper Harbour Local Board workshops held on Thursday 13 and 27 September, and 4 October 2018**

---

**Upper Harbour Local Board Workshop Record**

Workshop record of the Upper Harbour Local Board held in the Upper Harbour Local Board office, Kell Drive, Albany Village, on Thursday 27 September 2018, commencing at 9.30am

**Chairperson:** Margaret Miles  
**Members:** Lizra Casuri Balouch, Nicholas Mayne, John McLean, Brian Neeson  
**Apologies:** Lisa Whyte

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Facilities work programme update</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Presenters:**  
- Kris Bird  
  Manager Sports Parks Design & Programme  
- Geoff Pitman  
  Contracts Manager  
- Grant Muir  
  Ventia  
- Andrew Steele  
  Jacobs  
- Paul Cliffe  
  Community Facilities |  
- Update and inform (Scott Pt Sustainable Sports Park)  
- Discuss performance on SMART procurement objectives for year one of the maintenance contracts | Staff from Community Facilities and Jacobs (contractors awarded the Scott Point tender), were in attendance to give members an update on the staged approach to the Scott Point Sustainable Sports Park development.  
The Council’s Contract Manager and Ventia Manager provided members with an update on the results from year one of Ventia’s Smart procurement contract against targets.  
The Senior Maintenance Coordinator was in attendance to provide members with an update on parks and reserves in the area.

| Tennis Centre master planning update |  
**Presenters:**  
- Neil Coventry  
  PSR Lead Team Leader  
- Jo Wiggins  
  Mercom Group  
- John Smith  
  Ideas to Projects  
- Chris Casey  
  Tennis Northern |  
- Recap project objectives  
- Update project timeline (following delayed start)  
- Discuss highlights from current state review  
- Research results  
- Next steps | Staff from Perks Sports and Recreation, Tennis Northern and two consultants were in attendance to update the Board on the Tennis Centre masterplan and discuss the options around making the Albany Tennis Park more sustainable.  
A further update will be presented to the Board early November.
### Auckland Transport Update
- Capital projects (Dairy Flat Highway / Gilles Road link)
- Local Board Engagement Plan

**Presenters:**
- Andria D’Souza
  Senior Engineer
- Owena Schuster
  Elected Member
  Relationship Manager

### Update on Design Options (Dairy Flat Highway)
- Socialise engagement plan

**Auckland Transport staff were in attendance to update the Board on the objectives, design options and recommendations for Dairy Flat Highway based on growth, safety and deliverability.**

Public consultation seeking feedback on preferred options is expected to commence in November.

### Local Board Transport Capital Fund
**Presenters:**
- Andy Roche
  Senior Local Board Advisor
- Owena Schuster
  Elected Member
  Relationship Manager

- Local initiatives / specific decisions
- Setting direction / priorities / budget

**The Local Board Advisor and Auckland Transport’s Elected Member Relationship Manager were in attendance to present and discuss a number of requested projects for investment of the Local Board Transport Capital Fund.**

The Board requested that Auckland Transport provide a rough order of costs for those projects appearing to deliver the greatest overall benefits.

---

The workshop concluded at 1.43pm
# Upper Harbour Local Board Workshop Record

Workshop record of the Upper Harbour Local Board held in the Upper Harbour Local Board office, Kell Drive, Albany Village, on Thursday 4 October, commencing at 9.30am

**Chairperson:** Margaret Miles  
**Deputy Chairperson:** Lisa Whyte  
**Members:** Uzra Casuri Balouch, Nicholas Mayne, John McLean, Brian Neeson

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
</table>
| **Work programme – ACE**  
**Presenters:**  
- Zella Morrison  
  Strategic Broker - Arts, Community & Events  
- **Natural Environment briefing**  
  **Presenters:**  
  - Theresa Pearce  
    Relationship Adviser, Infrastructure & Environmental Services  
  - Gael Ogilvie  
    General Manager Environmental Services  
  - Kristen Spooner  
    Innovation & Partnership Specialist  
  - Mary Stewart  
    Senior Biosecurity Advisor  
  - Richard Balm  
    Biosecurity Team Manager  
| Oversight and monitoring  
  Information only  
| The new Strategic Broker from Arts, Community and Events was in attendance to introduce herself and update the Board on the work programme.  
| Input into regional decision making  
  Information only  
| Staff from Infrastructure and Environmental Services were in attendance to provide an introduction to the targeted rate including an outline of the kauri dieback management programme together with feedback received from the community consultation on the proposed Regional Pest Management Plan. Local and regional work programmes were being further aligned to support environmental and community outcomes.  
| Formal feedback will be sought at the November business meeting. |
### NCI Quarterly update

**Presenters:**
- Keelin Flynn  
  Communications & Engagement Team Manager, Northern Corridor Improvements
- Brian Robertson  
  Civil Manager, Northern Corridor Improvements

- **Information only**  
  Staff from Northern Corridor improvements were in attendance to update the board on construction progress over last few months and what’s coming up towards the end of the year.

### ARST discussion on potential local initiatives

**Presenters:**
- Eric Perry  
  Relationship Manager, Local Boards
- Zella Morrison  
  Strategic Broker, Arts, Community & Events

- **Local initiatives / specific decisions**  
  The Relationship Manager led a discussion around opportunities resulting from the ARST fund.  
  A report will be brought to the board for a formal decision in November.

- **Setting direction / priorities / budget**

The workshop concluded at 1.28pm
Board Members' reports - October 2018

File No.: CP2018/18828

Whakarāpopototanga matua / Executive summary
1. An opportunity is provided for members to update the Upper Harbour Local Board on projects and issues they have been involved with since the last meeting.

[Note: This is an information item and if the board wishes any action to be taken under this item, a written report must be provided for inclusion on the agenda.]

Ngā tūtohunga / Recommendation/s
That the Upper Harbour Local Board:

a) receive the verbal board members' reports.

b) receive the written memo from Chairperson M Miles regarding Halloween prize funding.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A8</td>
<td>Board member's report - Chairperson M Miles re Halloween prize funding</td>
<td>361</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Cindy Lynch - Democracy Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Eric Perry - Relationship Manager</td>
</tr>
</tbody>
</table>
To: Upper Harbour Local Board members  
From: Margaret Miles – Chair Upper Harbour Local Board  
Subject: Halloween Prize Funding  
Date: 9 October 2018

Dear Board Members,

There has been an approach made to the Board by Mr Jeff Polegate, the organiser of the community ‘Halloween at the Point’ event, seeking funding for the Halloween competition to be held at Hobsonville Point.

I believe funding was provided privately by some board members for the Halloween competition last year.

It is my understanding that this will be a small sum to provide an incentive for entries and foster the growth of community events in the Hobsonville area.

I wish to recommend to the board that we consider funding this out of our grants budget.

Margaret Miles QSM JP  
Chairperson  
Upper Harbour Local Board
Exclusion of the Public: Local Government Official Information and Meetings Act 1987

That the Upper Harbour Local Board

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

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

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Sites and places of significance to mana whenua – Tranche 1: Plan changes to the Auckland Unitary Plan (Operative in Part) and Auckland Council District Plan - Hauraki Gulf Islands Section 2018

<table>
<thead>
<tr>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Particular interest(s) protected (where applicable)</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
<td>s7(2)(ba) - The item relates to an application for a resource consent or water conservation order or a requirement for a designation or heritage order under the Resource Management Act 1991 and the withholding of the information is necessary to avoid serious offence to tikanga Maori or to avoid the disclosure of the location of waahi tapu. In particular, the report contains information on nominated sites and places of significance to mana whenua that has been provided to council on a confidential basis until the plan change has been approved for public notification.</td>
<td>s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
</tr>
</tbody>
</table>