I hereby give notice that an ordinary meeting of the Waiheke Transport Forum will be held on:

**Date:** Thursday, 3 October 2019  
**Time:** 5:00pm  
**Meeting Room:** Waiheke Local Board Office  
**Venue:** 10 Belgium Street  
Ostend  
Waiheke

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**Waiheke Transport Forum**  
**OPEN AGENDA**

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**MEMBERSHIP**

- **Chairperson**  
  Chris Howard  

- **Deputy Chairperson**  
  Michael Cox  
  Jonathan Anyon  
  James Bailey  
  Shirin Brown  
  Grant Crawford  
  Martin Felton  
  Cath Handley  
  Tony King Turner  
  Don McKenzie  
  Linda Simpson

(Quorum 5 members)

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Dileeka Senewiratne  
Democracy Advisor

27 September 2019

Contact Telephone: 021 840 914  
Email: dileeka.senewiratne@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
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1 Welcome

2 Apologies

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

3 Declaration of Interest

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

4 Confirmation of Minutes

That the Waiheke Transport Forum:

a) confirm the ordinary minutes of its meeting, held on Thursday, 1 August 2019 as a true and correct record.

5 Petitions

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

6 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 input had been received.

7 Deputations

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

8 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.”

9 Forum Member Reports

10 Consideration of Extraordinary Items
Waiheke Transport Forum actions completed since commencement

File No.: CP2019/18040

Te take mō te pūrongo
Purpose of the report
1. The purpose of the report is to track the outcome of Waiheke Transport Forum resolutions and actions since it commenced in December 2018.

Whakarāpopototanga matua
Executive summary
2. The Waiheke Transport Forum commenced on 6 December 2018 and will have its last meeting during the current board’s term on 3 October 2019.
3. The forum has requested a tracked list of actions completed over the 11 months since commencement.
4. The list of actions is included in the agenda report as Attachment A.
5. Of the 14 resolutions and actions on the tracking sheet; five were completed, seven are in progress and two are not current AT projects.

Ngā tūtohunga
Recommendation
That the Waiheke Transport Forum:
a) note the report on the outcome of resolutions and actions of the Transport Forum.

Ngā tāpirihanga
Attachments

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<tr>
<td>A</td>
<td>Waiheke Transport Forum Action Tracker</td>
<td>9</td>
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Ngā kaihaina
Signatories

<table>
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<tr>
<th>Author</th>
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<td>Helgard Wagener – Relationship Manager – Aotea/Great Barrier and Waiheke</td>
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<td>2/9/2019</td>
<td>Workshop</td>
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Te take mō te pūrongo
Purpose of the report
1. The Waiheke Transport Forum has requested a report on future options for the structure of the forum, should the new Waiheke Local Board approve its continuation into the new term.

Whakarāpopototanga matua
Executive summary
2. The Waiheke Transport Forum’s last meeting during the term of the 2016/19 Waiheke Local Board, will take place on 3 October 2019.
3. The forum has requested an agenda report on future options for the forum, to inform the new local board on the optimal structure for the forum, should it wish to reconvene the meetings after the election.
4. Feedback from members of the forum to date has been that the formal Standing Orders used has reduced the opportunity for public input and limited open discussion. Members have suggested that new meeting procedures allowing free and open two-way discussions might address these concerns. The following options have been proposed for consideration.
6. Option Two would see the forum remain as a sub committee of the local board, but which had its own Standing Orders designed to allow a greater degree of informality, and to better foster open discussion between members and the public. According to Waiheke Local Board Standing Orders, the local board may amend Standing Orders or adopt new ones if at least 75 per cent of the members present vote in favour of the amendment or adoption. This option would retain the association with the local board which would impart greater authority and ensure that board resourcing continued.

Option Three is where the forum retains its current status as a sub committee of the local board but adopts a new meeting structure with alternating business meetings and workshops. The forum would meet every month with a business meeting on the first month of the term followed by a workshop on the next month. This option would give the accountability of the formal meetings for half of the time and permit the open and flexible discussions during the workshops for half of the time. Note however, that workshops are not usually open to the public.

Ngā tūtohunga
Recommendation
That the Waiheke Transport Forum:
a) recommends its preferred option for the future of the Waiheke Transport Forum to the new Waiheke Local Board at its first meeting.
Ngā tāpirihanga
Attachments

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<tr>
<td>A1</td>
<td>Waiheke Transport Forum Terms of Reference</td>
<td>13</td>
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<td>Helgward Wagener - Relationship Manager – Aotea/Great Barrier and Waiheke</td>
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Terms of Reference – Waiheke Transport Forum

Purpose

To form an advisory group which considers proposals on transport matters and provides local input on transport initiatives.

Proposed Scope:

To provide:
- a forum to consider presentations on transport issues and proposed projects on Waiheke.
- input into a 10 Year Transport Plan.
- community input on design and planning of roads, cycle-ways and footpaths.
- advice on community engagement on local transport projects.

Persons able to make presentations to the forum include:

- members of the community.
- members of transport organisations.
- officers of council family organisations.
- elected members.

Meeting Frequency

Meetings will be held on a two monthly basis subject to a recommendation by members at the first meeting of the forum.

Structure

An advisory group constituted as a subcommittee of the Waiheke Local Board made up of the following members:

- two local board members including the chair of the Waiheke Local Board
- one Auckland Transport Elected Member Relationship Manager
- one ex-officio position for the Waiheke Officer in Charge, New Zealand Police
- one accessibility representative
- up to six community members to be selected from public applications and invitations to community organisations including the following:
  - Cycle Action Waiheke
  - Transport Operators
  - Walking Groups
  - School representatives
  - Residents Associations.

- other council or Auckland Transport officers may be invited as necessary
- subject matter experts may be co-opted as necessary depending upon expertise required for each agenda
Terms of Reference – Waiheke Transport Forum

Officer Support

Officer Support will be provided by the following staff:

- Relationship Manager, Actea Great Barrier and Waiheke Local Boards
- Programme Manager, Waiheke and Gulf Islands
- Local Board Advisor, Waiheke Local Board
- Democracy Advisor, Waiheke Local Board

Administration

1. As a subcommittee of the Waiheke Local Board, standing orders will apply and subcommittee administration will be undertaken using the council’s Infocouncil application.
2. Written proposals must be submitted by the agenda closing date to the Waiheke Local Board email address using the prescribed format and documentation.
3. Recommendations for proposed actions will be put forward to the Waiheke Local Board business meeting by means of formal resolution.
4. Agenda, prior notification of meetings, public forum and deputations are to be undertaken as per Waiheke Local Board standing orders.

Quorum

- A quorum is made up of five committee members.

Budget and Delegated Authority

- There is no allocated budget for the Waiheke Transport Forum.
- Delegated Authority – nil (advisory only).
- Waiheke Local Board Office facilities, staff and catering may be available as necessary to support the activities of the forum.

Mana Whenua Involvement

- Mana Whenua Organisations and Piritahi Marae Committee to be sent the minutes of each meeting and invited on a case-by-case basis when the agenda holds matters of interest to iwi.

Review

- The operations of the forum will be reviewed one year after commencement.
Te take mō te pūrongo
Purpose of the report
1. Attached is a copy of the record of proceedings of the Waiheke Transport Forum workshops held on 5 and 19 September 2019.

Ngā tūtohunga
Recommendation
That the Waiheke Transport Forum:
   a) note the record of proceedings of the Waiheke Transport Forum workshops held on 5 and 19 September 2019.

Ngā tāpirihanga
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<tr>
<td>A</td>
<td>20190905 Waiheke Transport Forum Workshop proceedings</td>
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<tr>
<td>B</td>
<td>20190919 Waiheke Transport Forum Workshop proceedings</td>
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Waiheke Transport Forum Workshop proceedings

Workshop record of the Waiheke Transport Forum held in the Waiheke Local Board Office, 10 Belgium Street, Ostend on Thursday 5 September 2019, commencing at 5 pm.

PRESENT
Acting Chairperson: Cath Handley
Members: Shirin Brown
Bob Upchurch
James Bailey
Jonathan Anyon
Don McKenzie
Martin Felton
Mike Cox
Linda Simpson
Raymond Matthews

Guests: Wayne Eggleton, Becks Goodenough, Rob Griffin
Apologies: Paul Walden, Chris Howard, Grant Crawford
Also present: Mark Inglis, Dileeka Senewiratne, John Nash

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
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| Purpose               | **Items for discussion:**
|                       | - discuss and look for solutions to the congestion and health and safety issues which could present at Matiatia over the summer period 2019/20     |
|                       | - discuss information circulated about the 2017/18 trial                                                                                               |
|                       | - discuss Jonathan Anyon’s new proposal for keyhole and carpark trial                                                                                  |
|                       | - decide if a formal recommendation is required                                                                                                         |

Appointment of acting chair
Cath offered to chair the meeting which was approved by members.

Introduction of guests
Cath introduced Rob Griffin, Wayne Eggleton and Becks Goodenough, guests representing Waiheke transport operators. All agreed to maintain the confidentiality of the meeting.

Jonathan gave rundown of the new proposed plan as displayed on the smartboard – Stage One is a new bus standing area proposed in the carpark in front of the Harbormasters, which would be used as a waiting area for public buses, double-deckers
and other large buses which allow some breathing space in the keyhole. (not public). Buses enter the rear sealed carpark, do a loop around and exit at the rear carpark exit. Stage One will, can and must happen and would be at negligible cost. This would give metrobuses room to park freely with health and safety problems eliminated. Double-deckers would wait on the cliffside of the keyhole.

Stage Two turns lower asphalt carpark into tour bus, taxi and shuttle area. Taxis relocated out of the keyhole to a new stand. Jonathan stated that there was as yet no commitment or budget from AT to deliver this plan.

| Suggestion was made from members that small passenger service vehicles old queue along the seaward side of the outer keyhole, public pick-up and drop-off could happen in the main carpark. Leaving the seaward keyhole free for public buses and other large passenger service vehicles. Need to make better provision for disabled pick-up and drop-off |
|Jonathan said AT would take these suggestions into consideration and come back with a proposal at the next workshop. |

**Need for formal meeting**
The meeting decided that there was no need for a formal meeting since there was no recommendation. AT to prepare a resolution for the next business meeting of the Waiheke Local Board on 26 September 2019.

**Next meeting**
Next meeting Thursday 19 September 5pm Local Board Office.

The workshop concluded at 6.30pm.
Waiheke Transport Forum workshop proceedings

Workshop record of the Waiheke Transport Forum held in the Waiheke Local Board Office, 10 Belgium Street, Ostend on Thursday 19 September 2019, commencing at 5 pm.

PRESENT
Acting Chairperson: Mike Cox
Members: Cath Handley
Shirin Brown
Bob Upchurch
James Bailey
Jonathan Anyon
Don McKenzie
Martin Felton
Mike Cox
Grant Crawford

Guests: Wayne Eagleton, Becks Goodenough, Rob Griffin

Apologies: Paul Walden, Chris Howard, Linda Simpson

Also present: Mark Inglis, John Nash

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<td><strong>Items for discussion:</strong></td>
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<tr>
<td></td>
<td>- discuss and look for solutions to the congestion and health and safety issues which</td>
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<td>could present at Matiatia over the summer period 2019/20</td>
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<td>- discuss Auckland Transport’s new proposal for keyhole and carpark trial</td>
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<tr>
<td>Appointment of</td>
<td>Mike Cox chaired the meeting</td>
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<tr>
<td>acting chair</td>
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<td></td>
<td>Jonathan talked to the proposed plan:</td>
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<tr>
<td></td>
<td>- Second row of main carpark to become pickup or drop off area.</td>
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<td></td>
<td>- Widen entrance to main carpark.</td>
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<td></td>
<td>- Harbormasters carpark to be used for bus layby.</td>
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<td>- Seaward keyhole buses only (large passenger service vehicles).</td>
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<td></td>
<td>- Metro buses in the spaces on the left of the seaward keyhole.</td>
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<tr>
<td></td>
<td>- Double-deckers and other large PSVs on the cliffside.</td>
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<tr>
<td></td>
<td>- Crib the cliffside carpark back as far as possible.</td>
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<td>- 20 seaters could still use the seaward keyhole island parks.</td>
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Attachment B

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<tr>
<th>Item 12</th>
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| **• Taxi rank to queue on seaward side of the outer keyhole.**  
• Must leave the gap open for access to boat ramp.  
• Outer keyhole disabled park ineffective as too short and curved, considering using the other side of the road.  
• 6-hour angle parks retained.  
• Parking at head of seaward keyhole to go as blocking bus turning.  
• Disabled parks on mooring ramp can stay.  
• There would also be speed table when accessing the exit.  
• Trial period must be for a very specific period of consultation and review.  
• Proposal for Oct 13 bus layby carpark to open  
• The rest completed by 1st week in Dec |

Members and visitors gave feedback on the proposal and a majority of members supported the proposal.

Jonathan AT funding for the project not fully approved yet. Proposal to be submitted to the local board for TCF funding at the next business meeting on 26 Sept 2019.

**Next meeting**  
Next meeting Transport Forum Thursday Oct 3rd 5pm Local Board Office.

The workshop concluded at 6.30pm.