I hereby give notice that an ordinary meeting of the Auckland City Centre Advisory Board will be held on:

**Date:** Wednesday, 26 February 2020  
**Time:** 3.00pm  
**Meeting Room:** Room 1, Level 26  
**Venue:** 135 Albert Street  
Auckland

Ngā Hui a te Poari Kaitohutohu mō te Pokapū o Te Tāone Nui o Tāmaki Makaurau / Auckland City Centre Advisory Board

OPEN AGENDA

**MEMBERSHIP**

<table>
<thead>
<tr>
<th>Members</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Viv Beck</td>
<td>Business Improvement District</td>
</tr>
<tr>
<td>Mr Ngarimu Blair</td>
<td>Ngāti Whātua Īrākei</td>
</tr>
<tr>
<td>Ms Noelene Buckland</td>
<td>City Centre Residents Group</td>
</tr>
<tr>
<td>Mr Greg Cohen</td>
<td>Tourism/Travel</td>
</tr>
<tr>
<td>Cr Pippa Coom</td>
<td>Liaison Councillor, Auckland Council</td>
</tr>
<tr>
<td>Mr George Crawford</td>
<td>Property Council of NZ</td>
</tr>
<tr>
<td>Cr Chris Darby</td>
<td>Auckland Council (Mayor’s alternate)</td>
</tr>
<tr>
<td>Mr Andrew Gaukrodger</td>
<td>Corporate sector</td>
</tr>
<tr>
<td>Mayor Hon Phil Goff, CNZM, JP</td>
<td>Auckland Council</td>
</tr>
<tr>
<td>Mr Mark Kingsford</td>
<td>Corporate sector</td>
</tr>
<tr>
<td>Ms Amy Malcolm</td>
<td>Tertiary Education (University of Auckland &amp; Auckland University of Technology)</td>
</tr>
<tr>
<td>Mr James Mooney</td>
<td>Urban design/institute of architects</td>
</tr>
<tr>
<td>Mr Nigel Murphy</td>
<td>Tertiary Education (University of Auckland &amp; Auckland University of Technology)</td>
</tr>
<tr>
<td>Mr Richard Northey</td>
<td>Waitematā Local Board, Auckland Council</td>
</tr>
<tr>
<td>Mr Adam Parkinson</td>
<td>City Centre Residents Group</td>
</tr>
<tr>
<td>Mr Patrick Reynolds</td>
<td>Transport representative</td>
</tr>
<tr>
<td>Mr Michael Richardson</td>
<td>Business Improvement District</td>
</tr>
</tbody>
</table>

(Quorum 10 members)

Mike Giddey  
Kaitohutohu Mana Whakahaere / Governance Advisor  
21 February 2020  
Contact Telephone: +64 9 890 8143  
Email: mike.giddey@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.
Terms of Reference

(Excerpt – full terms of reference available as a separate document)

1. These terms of reference set out the roles, responsibilities and working arrangements for the Auckland City Centre Advisory Board.

2. The board is a key advisory body, with no decision-making or autonomous budgetary authority.

3. The board will assist the Auckland Council, specifically the Governing Body and the Waitāmatā Local Board and Auckland Council Controlled Organisations to oversee and be a key advisor to the Auckland Council on achieving the vision and strategic outcomes of the Auckland Plan, the City Centre Masterplan, the expenditure of the city centre targeted rate and city centre issues.

Membership:
Includes one councillor and one local board member.

The board should include members who can provide expert advice on many areas including transport, landscape, environment and youth sectors. The membership includes a position for Mana Whenua. Representatives from CCOs may be board members without voting rights. The number of the board members should be between 15 and 21 at any time.

The new panel’s term should end one month prior to the next local government elections in 2022. The membership of the panel may be rolled over for more than one electoral term of three years.

Purpose of City Centre Targeted Rate

(Excerpt – full information available in a separate document)

Background

The City Centre targeted rate is to help fund the development and revitalisation of the city centre. The rate applies to business and residential land in the City Centre area.

Activities to be funded

The City Centre redevelopment programme aims to enhance the city centre as a place to work, live, visit and do business. It achieves this by providing a high-quality urban environment, promoting the competitive advantages of the city centre as a business location, and promoting the city centre as a place for high-quality education, research and development. The programme intends to reinforce and promote the city centre as a centre for arts and culture, with a unique identity as the heart and soul of Auckland. The rate will fund expenditure within the following activities: Regional planning; Roads and footpaths; Local parks, sports and recreation.

The targeted rate will continue until 2024/2025 to cover capital and operating expenditure generated by the projects in the City Centre redevelopment programme. From 2016/2017, unspent funds from the targeted rate have been used to transition the depreciation and consequential operating costs of capital works to the general rate so that from 2019/2020 these costs will be entirely funded from general rates.
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<td>2</td>
<td>Declaration of Interest</td>
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<td>6</td>
<td>Consideration of Extraordinary Items</td>
<td></td>
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</tbody>
</table>
1 **Apologies**

An apology from Mayor P Goff has been received.

2 **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.

3 **Confirmation of Minutes**

There are no minutes to confirm.

4 **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.”
Election of chairperson and deputy chairperson

File No.: CP2020/00931

Te take mō te pūrongo
Purpose of the report
1. To elect a chairperson and deputy chairperson for the Auckland City Centre Advisory Board (the board).

Whakarāpopototanga matua
Executive summary
2. With the new term of the Auckland City Centre Advisory Board, members are required to elect a new chairperson and deputy chairperson. These positions need to be confirmed annually.
3. The board must decide whether the election will be conducted by open or closed ballot.
4. The board must also choose a voting system. Staff recommend that the board adopt one of the two voting systems outlined in the Local Government Act 2002 (refer to paragraphs 12 and 13 of this report).
5. Once the board has made these choices, the lead officer will lead the process for the election of the chairperson. The chairperson will then lead the process for the deputy chairperson.

Ngā tūtohunga
Recommendation/s
That the Auckland City Centre Advisory Board:

a) decide whether the chairperson and deputy chairperson will be elected by open or closed ballot
b) decide whether the chairperson will be elected using voting system A or voting system B (as described in Schedule 7, Clause 25 of the Local Government Act 2002)
c) elect a chairperson
d) elect a deputy chairperson.

Horopaki
Context
6. The board is required to elect a chairperson and deputy chairperson at the start of each term. These positions need to be confirmed annually.
7. Once the chairperson has been elected the same process for the deputy chair will follow.
8. There is no provision for proxy voting. Only members present may nominate and vote for the chairperson. Candidates can vote for themselves.
9. The board’s terms of reference state that the three elected members are ineligible to be elected as chair or deputy chair to the board.

Open or closed ballot
10. The board can choose to elect the chairperson by show of hands, which is an open ballot, or by writing their preference on a ballot paper, which is a closed ballot.
Voting system

11. The board needs to decide what voting system it wants to use.

12. Staff recommend to undertake the election in accordance with Schedule 7, Clause 25 of the Local Government Act 2002, and to choose one of the two systems that can be used to elect chairpersons and deputy chairpersons of regional councils and other committees. The two systems are described below.

   a) System A requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting, and has the following characteristics:
      - there is a first round of voting for all candidates
      - if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded
      - if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded
      - in any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

   b) System B requires that a person is elected or appointed if he or she receives more votes than any other candidate, and has the following characteristics:
      - there is only one round of voting
      - if two or more candidates tie for the most votes, the tie is resolved by lot.

Voting procedure at the meeting

13. The meeting will proceed as follows:
   - the lead officer will call the meeting to order and deal with apologies and the initial procedural items
   - the first item of substantive business will be the election of chairperson and the meeting will be chaired by the lead officer, assisted by the governance advisor
   - the lead officer will call for a decision on whether the ballot will be open or closed. This will be by simple voice or show of hands vote
   - the lead officer will then call for a decision on the voting system. Once a member moves one of the systems and is seconded, it will be put to the vote. Again, a decision will be by voice or show of hands
   - the lead officer will call for nominations for chairperson. Each candidate must be nominated and seconded by a board member who is present
   - if there is only one nomination that person will be declared elected and will assume the chair
   - if there is more than one candidate, an election will take place using the voting system agreed earlier
   - if it is closed voting, the governance advisor will undertake the vote, scrutineered by the liaison councillor
   - once the chairperson is elected, they will assume the chair and carry out the process for electing the deputy chairperson.
   - The meeting will then continue with the next item of business.
### Ngā tāpirihanga

**Attachments**

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<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
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<tbody>
<tr>
<td>A1</td>
<td>Terms of Reference</td>
<td>11</td>
</tr>
</tbody>
</table>

### Ngā kaihaina

**Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Hayward - Principal Advisor Panels</td>
<td>Rose Leonard – General Manager Democracy Services (Acting)</td>
</tr>
<tr>
<td></td>
<td>John Dunshea - General Manager Development Programmes Office</td>
</tr>
</tbody>
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Terms of Reference

Auckland Council

Auckland City Centre Advisory Board
2019 - 2022
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Terms of Reference

The terms of reference sets out the purpose, role and protocols of the Auckland Council Auckland City Centre Advisory Board for the 2019-2022 term of the council. Board members must abide by the Code of Conduct for members of Auckland Council advisory boards (Appendix A).

Purpose

The board advises Auckland Council on the alignment of the city centre targeted rate investment portfolio to the needs of the city centre, provides advice on council’s strategies, policies, plans, bylaws and programmes in relation to city centre development, as well as key issues and opportunities to support city centre outcomes.

Auckland Council includes:

- the governing body and its relevant committees
- Waitematā Local Board
- the wider council group.

Outcome

The Auckland City Centre Advisory Board will contribute to growing and consolidating the city centre’s international reputation as:

- one of the largest generators of Gross Domestic Product (GDP) in New Zealand
- a high quality living urban environment
- one of the most popular destinations for Aucklanders and visitors to the region
- a world class centre for education, research, innovation and development.

Role of the Auckland City Centre Advisory Board

The role of the Auckland City Centre Advisory Board is to:

- advise on council strategies and plans that impact on Auckland city centre
- advise on the priorities of the City Centre Targeted Rate investment portfolio
- recommend any proposed changes to the Auckland City Centre Targeted Rate policy.
- advise on issues and opportunities to support city centre outcomes and its success
- as appropriate, members may participate on behalf of the board, as part of stakeholder reference groups to provide feedback to city centre projects and initiatives
- work with the council group staff to achieve shared outcomes for the city centre.

Membership

The board will include the following sectors:
<table>
<thead>
<tr>
<th>City Stakeholders</th>
<th>Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate sector including financial and other professional services</td>
<td>3</td>
</tr>
<tr>
<td>Design (NZ Institute of Architects)</td>
<td>1</td>
</tr>
<tr>
<td>Tourism and travel sector</td>
<td>1</td>
</tr>
<tr>
<td>Business associations (Heart of the City and Karangahape Road Business Association)</td>
<td>2</td>
</tr>
<tr>
<td>Retail sector</td>
<td>1</td>
</tr>
<tr>
<td>Tertiary education (one from each of the University of Auckland and Auckland University of Technology)</td>
<td>2</td>
</tr>
<tr>
<td>Ngati Whatua representative</td>
<td>1</td>
</tr>
<tr>
<td>Additional Māori representative</td>
<td>1</td>
</tr>
<tr>
<td>Residents association/organisation</td>
<td>2</td>
</tr>
<tr>
<td>Property Council New Zealand</td>
<td>1</td>
</tr>
<tr>
<td>Arts and culture nominated by the Advisory Panel for Art in Public Places</td>
<td>1</td>
</tr>
<tr>
<td>Transport sector</td>
<td>1</td>
</tr>
<tr>
<td>His Worship Mayor Phil Goff (and Chair of an appropriate committee as an alternate)</td>
<td>1</td>
</tr>
<tr>
<td>Waitomata and Gulf Ward Councillor</td>
<td>1</td>
</tr>
<tr>
<td>Waitomata Local Board Member</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total number</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

The board will have between 15 and 21 members at all time including three elected members.

The board must have at least two members with lived experience in Te Ao Māori and knowledge of the contemporary issues facing the Auckland city centre.

The board will have one member from the City Centre Resident Group and one member from another residents’ association in the Auckland city centre.

The Waitomata Local Board will select its representative to the Auckland City Centre Advisory Board.

The board’s term ends one month prior to the next local government elections in 2022. The council will review the membership of the board before or after the end of the current term.

The membership of a board member will lapse if one or more of the disqualifying matters set out in Appendix B applies to the board member.

If a member fails to attend a significant number of meetings, breaches the code of conduct or otherwise underperforms in his/her duty as a member, the chair must raise the issue of expectations about performance with the member and, if necessary, with the lead officer. If under-performance continues, the chair can recommend to the Mayor that the member be removed from the board.
Selection process

The Mayor invites members of the city centre community to participate on the board having considered their:

- association with an Auckland city centre group or organisation
- ability to provide expert advice on Auckland city centre issues
- understanding of Auckland city centre issues
- commitment to the board.

All board members are representatives of sector groups or organisations and have a city centre focus. Board members may send a proxy if they are unavailable to attend a meeting.

Qualification of members is set out in Appendix B.

Resignation

When a member wishes to resign from the Auckland City Centre Advisory Board, the member is asked to:

- offer the chair written resignation by way of letter or email
- offer one month's notice so that a suitable replacement may be appointed.

The lead officer will then commence a process to assist the Mayor to select a replacement member in accordance with the criteria set out in these Terms of Reference.

Chair and Deputy Chair

The chair and deputy chair will be elected by the members of the board at a board meeting for a term of 12 months and thereafter annually at a meeting determined by the Auckland City Centre Advisory Board.

The chair and deputy chair may be re-elected.

The three elected members on the board are ineligible to be appointed as chair and deputy chair.

Meetings

The board will meet monthly, alternating between meetings and workshops, at a time deemed convenient to the majority of members.

Scheduled meetings are open to the public and any elected members of Auckland Council. Workshops are used for discussion between board members, governing body members and relevant council group staff.

Meetings will generally be of two hours duration unless an alternative duration is agreed beforehand.
Sub-groups may be formed to further advise on city centre issues, with board members taking responsibility for advising on particular projects or outcomes.

The resolutions in each meeting should clearly be shown in meeting minutes.

**Quorum**

The quorum required for the board meeting will be half the members if the number of members is even, and a majority if the number of members is odd.

**Submissions**

The board will advise on council strategies, policies and plans prior to any submission process, and will not make formal submissions to Auckland Council.

These terms of reference provide for the board to have its views incorporated into the development of Auckland Council proposals affecting the city centre. For this reason, the board is expected not to submit through parallel public consultation processes.

This does not prevent individual members being party to submissions outside their role as board members.

**Engagement with Auckland Council**

The Auckland City Centre Advisory Board may make recommendations to:

- governing body and its committees
- Waiheke Island Local Board
- Council Controlled Organisations including Auckland Transport, Panuku Development Auckland, the Regional Facilities Auckland and Auckland Tourism, Events and Economic Development

depending on which of these bodies has decision making authority over the matter(s) being reported on.

Where the board believes a direct communication needs to be provided to the council, its committees, or the chief executive, the chair should do so in writing and provide a copy of that communication for inclusion on the next agenda of the board.

**Agendas**

Board meeting agendas will be distributed three working days prior to the meeting date.

Meeting agendas will be set by the chair and/or the deputy chair in consultation with the lead officer.

A proposed agenda item may be submitted by a board member to the Governance Advisor 15 days prior to a board meeting. If the item is not accepted by the chair and/or deputy chair, the member will be advised of the reason prior to the agenda being circulated.
Minutes of the board meetings will be distributed to members and public no later than five working days after the board meeting.

Staff support

The Auckland City Centre Advisory Board is supported by the following council staff.

Lead Officer Support

The Lead Officer Support is the Auckland Council Development Programme Office General Manager who:

- facilitates development of the board’s work programme
- follows up on meeting actions and resolutions
- acts as a conduit with relevant parts of the organisation for the board
- attends pre-meeting briefings with the chair if scheduled
- highlights potential issues and risks
- sits next to the chair in meetings to provide advice as appropriate
- ensures guidance and advice from the board is clearly captured
- provides subject matter expertise.

Deputy Lead Officer Support (if required)

The Deputy Lead Officer Support:

- supports the lead officer to develop the board’s work programme
- updates board agendas and writes reports as necessary for board meetings
- performs delegated tasks from the Lead Officer Support.

Principal Advisor Panels

The Principal Advisor Panels:

- ensures appropriate processes and policies are in place for the board
- arranges the appointment process and induction of members.

Governance Advisor

The Governance Advisor:

- prepares for meeting agendas and schedule
- arranges board meetings
- takes meeting minutes and publishes them online
- acts as a first point of contact for board issues and refers inquiries or information to relevant council staff.

Additional support

To effectively deliver on the board's role of providing advice on Auckland city centre matters, representatives from the Auckland Council group are expected to attend whenever an item relevant to their operations is on the Board agenda for that meeting.

Resourcing

Auckland Council Democracy Services will support catering and administrative support for board meetings through the Governance Advisor.

Members will not be paid meeting fees as representatives of their respective organisations. However, the council will reimburse personal expenditure incurred in conducting board business, in line with the Auckland Council Expenses Policy.

Review

The form and functioning of the board may be reviewed prior to or after, the end of the year 2022.
Appendix A: Code of Conduct for members appointed to Auckland City Centre Advisory Board

1 Purpose
The Code of Conduct sets out expectations for the general conduct of members of Auckland City Centre Advisory Board of Auckland Council.

2 Principles
The principles underlying the expected conduct of members include:

2.1 Honesty and integrity
Members have a duty to act honestly and with integrity at all times.

2.2 Impartiality and accountability
Members should consider issues on their merits, taking into account the views of others. This means co-operating fully and honestly to ensure the best advice is provided to the council.

2.3 Openness
Members should be as open as possible about their actions and advice. This includes having an open mind and a willingness to listen to differing points of view. This means giving reasons for advice given; communicating clearly; not being close-minded and taking personal ownership of comments made publicly.

2.4 Respect
Members should treat others, including staff, with respect at all times. This means not using derogatory terms towards others, or about others, including in public-facing media; not misrepresenting the statements or actions of others (whether they be other individual members, the governing body, local boards, committees or staff); observing the rights of other people; treating people with courtesy, and recognising the different roles others play in local government decision-making.

2.5 Duty to uphold the law
Members should uphold the law and, on all occasions, act in accordance with the trust the public places in them.

2.6 Stewardship
Members should ensure that they and the council use resources prudently and for lawful purposes.

2.7 Leadership
Members should promote and support these principles by example.
3 Relationships

3.1 Chair
The chair is the presiding member at the meetings and is the spokesperson for the board.

3.2 All members
Members will conduct their dealings with each other in ways that:
- maintain public confidence in the board to which they have been appointed
- are open and honest
- focus on issues rather than personalities.

3.3 Employees of Auckland Council
Members will:
- recognise that employees of Auckland Council or any other organisation providing advice or services to the panel
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way
- raise concerns about an employee only through the employee’s employer.

4 Media

4.1 Spokesperson
The chair is the first point of contact for the official view of the board on any issue. Where the chair is absent, any matters will be referred to the deputy chair when applicable.

No other member may comment on behalf of the board without having first obtained the approval of the chair.

4.2 Response to media enquiries
In the event that a board member receives a request for board comment directly from a journalist or media outlet, the member will forward the request immediately to the board chair. Board members must not respond directly to media without prior agreement.

Where a journalist or media outlet seeks an individual board member’s views, the board member will:
- make clear that the views presented represent the personal views of the individual member
- ensure that information presented is consistent with information provided to the board
- maintain the integrity of the board and Auckland Council at all times.
4.3 Personal views
Members are free to express a personal view in public or in the media, at any time. When doing so, they should observe the following:

- comments must make clear that they represent a personal view and must not state or imply that they represent the views of the board
- where a member is making a statement that is contrary to a board policy, the member must not state or imply that his or her statements represent a majority view
- comments to the media must observe the other expectations of general conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

5 Confidential information
If members receive information that is confidential they must ensure it remains confidential. Confidential information is normally deemed to be such because its public release will cause some harm, either to the council or to other parties.

6 Ethics
Members will:
- claim only for legitimate expenses
- not influence, or attempt to influence, any officer or employee to take actions that may benefit the member, or the member’s family or business interests
- not use the resources of the board for personal business
- not solicit, demand, or request any gift, reward or benefit by virtue of the member’s position.

7 Members’ interests
Members act in the interests of the board and not in their own interests.

Members must declare any private interests or personal benefits relating to their public duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. This means fully disclosing actual or potential conflicts of interest; avoiding any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

8 Complaints
A complaint about a member’s conduct will be made to the chair of the board in the first instance, who will counsel the member concerned. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Lead Officer Support, who will give advice on options available to resolve the concerns.
Appendix B: Qualifications of Members

To be a member of the Board, a person must

a. be a natural person, and
b. consent to being appointed to the board, and
c. not be disqualified under sub clause (2).

The following persons are disqualified from being members:

a. a person who is an undischarged bankrupt
b. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993

c. a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988

d. a person in respect of whom a personal order has been made under that Act that reflects adversely on the person’s
   i. competence to manage his or her own affairs in relation to his or her property;
   or
   ii. capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare

e. a person who has been convicted of an offence punishable by imprisonment for a term of two years or more, or who has been sentenced to imprisonment for any other offence

f. a current member of Parliament

g. a person who is disqualified under another Act.