**Waitākere Ranges Local Board**

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**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.
Governance Forward Work Programme

A. Governance Forward Work Programme April 2020

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Auckland Council

Standing Orders of the Waitākere Ranges Local Board

Updated DD MMMM YYYY
Resolution No. WTK/2020/XXX
Summary of most common standing orders referred to during a meeting

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

Meeting procedures (1)

Chairperson's role (1.2)
- Chair presides if present, unless vocates the chair
- Deputy presides in absence of chair
- If the chair is not present, the meeting elects a chair
- Chair decides all questions not covered by standing orders
- Chair decides all points of order
- Members to be silent when chair rises
- Chair decides speaking order but must give precedence to:
  o points of order
  o closure or deferral motions
  o points of explanation
  o requests for chair's indulgence
- Members may question staff, at chair's discretion

Members conduct (1.3)
- Members must not:
  o be disrespectful
  o use offensive or malicious language
  o impugn improper motives to other members or staff
- Chair may order a member to withdraw from the meeting if:
  o member refuses to obey the chair's instruction to stop speaking,
  o member refuses to obey the chair's instruction to withdraw or apologize for offensive or malicious expression or
  o member's conduct is disordered
- If disorder continues, chair may adjourn meeting, reconvened meeting to decide whether to proceed or adjourn
- Minutes record a resolution to hold a member in contempt
- A member may be physically removed

Conflicts of interest (1.37–1.38)
- Financial interest: member takes no part in discussion or voting, minutes record the declaration and abstention, member leaves the room, or all a minimum, the table
- Non-financial conflict of interest: member takes no part in discussion or voting, minutes record the declaration and abstention, member leaves the table but not required to leave the room

Qualified privilege (1.4)
- Defamatory matter in agenda or minutes is privileged unless publication motivated by ill will
- Similar to oral statements at meeting

Rules of debate (1.5)
- Member may second a motion or amendment and reserve right to speak later in debate
- No irrelevant matters or tedious repetition – chair's ruling final
- 3 consecutive speakers in support or opposition – chair may call for speaker to continue if no one speaks after right of reply
- If member immediately objects to words used, and requests minutes to record their objection, chair must order minutes to record objection
- Speeches not to be read, except with permission
- Time limits:
  o Movers speaking to motion 10 minutes
  o Movers right of reply 5 minutes
  o Others 5 minutes
- Only speak once to a motion
- Motion of original motion has right of reply but may not introduce new matter; then motion is put
- Only one right of reply – if used at end of amendment it is exhausted
- Members can only speak to:
  o A matter before the meeting
  o A motion or amendment they are proposing
  o A point of order

Motions and amendments (1.6)
- Terms:
  o Substitute motion: a motion is either procedural or substantive; a substantive motion deals with a matter of substance
  o Original motion: the substantive motion moved at the commencement of the debate, if it is amended it is no longer the original motion and is referred to as the substantive motion
  o Substituted motion: the meeting agrees to substitute the original motion with different wording with the agreement of the mover and seconder

Provisional motions to close or adjourn debate (1.7)
- Terms:
  o Procedural motion: A motion may be either procedural or substantive; a procedural motion deals with a matter of procedure; the standing orders provide for members to raise specific procedural motions
- Can be moved by member who has not spoken in debate but must not interrupt
- Types that may be raised by members:
  (a) motion being adjourned
  (b) item of business be adjourned
  (c) motion under debate be put (closest motion)
  (d) move directly to next item of business
  (e) item of business lies on the table with no further discussion at that meeting
- Motion of business is referred to relevant committee
- Are put immediately without debate if seconded
- Majority vote required for procedural motions to close or adjourn debate
- If lost no further procedural motion within 15 minutes
- Closure motion may be accepted by chair after two speakers for and two speakers against, or chair considers it reasonable
- Closure motion may relate to amendment
- If closure motion carried, mover of motion or amendment under debate has right of reply before it is put
- When debate resumes on an adjourned item, previous speakers cannot speak again (other than mover)
- Adjourned items are to be taken first at the subsequent meeting
Points of Order (1.8)
- Terms:
  - Point of order: relates to the proper conduct (order) of the meeting
- Speaker currently speaking to stop
- Member must state subject matter
- Types:
  - (a) where disorder is drawn to the attention of the chairperson, or
  - (b) use of disrespectful or malicious language, or
  - (c) discussion of a question not before the meeting, or
  - (d) misrepresentation of any statement made by a member or by Auckland Council staff, or
  - (e) the breach of any standing order, or
  - (f) a request that words objected to be recorded in the minutes.
- Completion is not a point of order
- Chair may hear further argument before deciding
- Ruling of chair is not open to discussion and is final
- During division needs chair's permission

Voting (1.9)
- Chair has casting vote
- All voting to be open
- Members may abstain
- Members may request minutes record their vote or abstention
- Voting methods:
  - (a) Voices or show of hands
  - (b) If questioned immediately then division
  - (c) Chair or member can call division at start or after voices/hands
- If confusion on division - second division taken
- The chair may request staff to restate the motion prior to a division

Meeting quorums and attendance (3)

Quorum (3.1)
- Quorum for local board or joint committee meetings are half of the members if number is even, or majority of members if number is odd
- Quorum for committee meetings is not fewer than two members, and must include one local board member (in the case of a committee other than a subcommittee)
- Quorum not present at commencement:
  - (a) meeting lapses after 30 minutes
  - (b) chair can adjourn this in specific circumstances
- Quorum lost during meeting:
  - (a) meeting lapses after 10 minutes
  - (b) business of lapsed meeting is adjourned to next meeting unless chair calls earlier meeting

Governing body (5)

Governing body input
- Governing body members may provide input at the discretion of the chair
- May speak for up to 5 minutes
- Chair may prohibit offensive, repetitious or vexatious speech. Or speech that breaches these Standing Orders
- Governing body members can also request to speak as a deputation (when supported by resolution)

Māori input (6)
- Representatives of Māori organisations may provide input at the discretion of the chair
- May speak for up to 10 minutes
- Chair may prohibit offensive, repetitious or vexatious speech. Or speech that breaches these Standing Orders

Public (7)

Exclusion of public (7.4)
- Resolution to exclude the public must be in the specified form
- Must be passed when public are present

Public order (7.5)
- Any member of public likely to prejudice orderly conduct of meeting may be required to leave
- If necessary, any constable or Auckland Council staff may physically remove such person
- Security contractors act under instruction from authorised staff
- See LGOIMA 1987 s50 for full legislation and separate guidance for chairs

Deputations (7.7)
- At the discretion of the chair
- Not more than two members may address meeting (unless have approval of local board for more)
- May speak for 10 minutes
- Chair may terminate presentation if disrespectful, offensive or where statements are made with malice

Public Forum (7.8)
- Time extension, from 30 minutes, can be obtained by vote to suspend standing orders
- Questions in order to obtain information or clarification may be asked with permission of chair
- Cannot be debated unless on the agenda or the process for extraordinary business is used
- Chair may prohibit a speaker from speaking if offensive, repetitious, vexatious or in breach of standing orders
- Where relevant to a committee a matter should be referred to that committee

General (9)

Alteration or suspension of standing orders (9.2.4 and 9.2.5)
- 75 per cent majority vote required
- Resolution to suspend must state reason
Motions and amendments – example of an amendment that is lost and an amendment that is carried

Original motion
Moved / seconded*

Debate on original motion
Each member may:
• speak once
• propose or second an amendment when speaking*

Amendment lost
Debate on original motion continues. Those who have not spoken to the original motion may:
• speak once
• propose or second a further amendment when speaking*

Original motion is amended

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

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

CARRIED

Mover of original motion – right of reply**

Vote

Notes
* A seconder may second a motion or amendment, and reserve the right to speak.
** The original mover’s right of reply may be used during a debate on an amendment, without a further right of reply.
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1. Meeting procedures

1.1 General

1.1.1 Precedence of business

The minutes of the previous meeting must be confirmed first. Then the chairperson, or the local board or committee on a motion passed without debate, may give precedence to any business in the agenda.

1.1.2 Languages

A member may address the chairperson in English, Māori or New Zealand Sign Language.

However, when the local board or a committee’s business is usually conducted in English, the member must give the chairperson at least two clear working days’ notice that they intend to make an address in New Zealand Sign Language or in Māori. Providing at least two clear working days’ notice to the chairperson also applies where normal business is conducted in Māori, and the member wishes to use New Zealand Sign Language or English.

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

1.1.3 Duration of meetings and time limits

A meeting must not continue for more than six hours from when it starts (including any meal breaks), or after 10.30pm, unless the meeting resolves to continue.

If there is no such resolution, any business on the agenda that has not been dealt with must be adjourned to the next meeting or to an extraordinary or emergency meeting.

1.1.4 Requests for reports

Requests for new reports must be made by a resolution of the local board or the appropriate committee.

The chief executive may delay commissioning any reports that would involve significant cost or are beyond the scope of the local board or committee. Instead, the chief executive will report back to the next meeting of the local board or committee with an estimate of the cost involved, and seek a direction on whether the report should still be prepared.

1.2 Chairperson’s role

1.2.1 Local board chairperson to preside

The chairperson of the local board must preside at each meeting of the local board, unless they vacate the chair for all or part of a particular meeting.

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

[c 25(1), (2) & (6), sch 7, LGA 2002]
1.2.2 Committees

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

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

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

1.2.3 Mode of address for chairperson

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

1.2.4 Chairperson to decide

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

Any member who refuses to obey a chairperson’s ruling or order must be held to be in contempt.

1.2.5 Chairperson rising

Whenever the chairperson rises during a debate, members must be seated and be silent so that they can hear the chairperson without interruption.

1.2.6 Members’ right to speak

The chairperson grants members the right to speak.

Members must address the chairperson when speaking. They may remain seated when speaking, and may not leave their place while speaking, unless they have the leave of the chairperson.

1.2.7 Chairperson prioritises speakers

When two or more members want to speak, the chairperson will name the member who may speak first, with the proviso that the other members who wanted to speak must have precedence when they intend to:

a) raise a point of order, including a request to obtain a time extension for the previous speaker (see Standing Order 1.8)

b) move a motion to close or adjourn the debate (see Standing Order 1.7)

c) make a point of explanation or request an indulgence of the chairperson (see standing orders 1.5.3 and 1.5.4).

1.2.8 Questions to staff during debate

During a debate at a local board or committee meeting, members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and are at their discretion.
1.3 Members’ conduct

1.3.1 Disrespect

No member of the local board or a committee may speak disrespectfully, or use offensive or malicious language at any meeting - including in reference to the local board or committee, any other member, or Auckland Council staff.

In addition, no member may imply that any other member or staff member has improper motives, or make offensive remarks about their private affairs.

1.3.2 Retractions and apologies

The chairperson may call upon a member or speaker to withdraw any offensive or malicious comments, and may require them to apologise. If the member refuses to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

1.3.3 Calling to order

When the chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

1.3.4 Disorderly conduct

The chairperson may require any member whose conduct is disorderly or who is creating a disturbance, to leave the meeting immediately for a specified time.

If the disorder continues, the chairperson may adjourn the meeting for a specified time. At the end of the time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

(Note: Also refer to Standing Order 1.3.6 Removal from meeting)

1.3.5 Contempt to be recorded in minutes

Where the meeting resolves to find a member in contempt, that resolution must be recorded in the minutes.

1.3.6 Removal from meeting

A member of the police, or staff of Auckland Council, may, at the request of the chairperson, remove or exclude a member from a meeting if that member is required to leave the meeting by a ruling made under the standing orders and that member:

a) refuses or fails to leave the meeting, or
b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.

[cf 16(2), sch 7, LGA 2002]

(Note: Also refer to Standing Order 1.3.4 Disorderly conduct)

1.3.7 Financial interests

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

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

[ss 6(1), Local Authorities (Members' Interests) Act 1968]

1.3.8 Non-financial interests

Where a member declares a non-financial interest in any matter, the member may decide whether that matter constitutes a conflict.

If the member considers that there is a conflict, they may not take part in the discussions about or vote on that matter. The member must leave the table when the matter is considered, but does not need to leave the room.

The minutes must record the declaration and member's subsequent abstention from discussion and voting.

1.4 Qualified privilege

1.4.1 Qualified privilege relating to agenda and minutes

Where all or part of a meeting of the local board or its committees is open to the public, and a member of the public is supplied with a copy of the agenda or any part of the minutes for that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged - unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

[ss 52, LGOIMA 1987]

1.4.2 Qualified privilege relating to oral statements

Any oral statement made at any meeting of the local board or its committees, in accordance with the rules that have been adopted by that local board for the guidance and order of its proceedings, is privileged - unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

[ss 53, LGOIMA 1987]

1.4.3 Qualified privilege additional to any other provisions

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

[ss 53, LGOIMA 1987]
1.5 Rules of debate

1.5.1 Time limits on speakers

The following time limits apply to members speaking at meetings:

a) movers of motions when speaking to the motion – 10 minutes
b) movers of motions when exercising their right of reply – five minutes
c) other members – not more than five minutes.

Time limits can be extended by a majority vote of the members present.

1.5.2 Member speaking more than once

A member may not speak more than once to a motion or amendment. This Standing Order does not apply to meetings of committees or subcommittees.

1.5.3 Personal explanation

Notwithstanding Standing Order 1.5.2 members may make a personal explanation with the permission of the chairperson, but such matters may not be debated.

1.5.4 Explanation of previous speech

Notwithstanding Standing Order 1.5.2, with the permission of the chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matters may not be debated.

1.5.5 Limitation on speakers

If three speakers have spoken consecutively in support of or in opposition to a motion or amendment, the chairperson may call for a speaker to the contrary.

If no such speaker is forthcoming, and after the mover has had the right of reply, the motion must be put.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of or against the motion or amendment being debated.

1.5.6 Reserving speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

1.5.7 Reading speeches

Members must not read speeches, except with the permission of the chairperson. They may, however, refresh their memory by referring to their notes.

1.5.8 Speaking only to relevant matters

Members may speak to any matter before the meeting, or on a motion or amendment they propose, or on a point of order arising out of debate, but not otherwise.

Members must confine their remarks strictly to the motion or amendment they are speaking to. They must not introduce irrelevant matters or repeat themselves needlessly.

The chairperson’s ruling on matters arising under this Standing Order is final and not open to challenge.
1.5.9 **Restating motion**

A member may ask the chairperson to restate the motion at any time during the debate, but may not interrupt a speaker.

1.5.10 **Reflections on resolutions**

In speaking in any debate, no member may unduly criticise the validity of any resolution of the local board or committee except by a notice of motion to amend or revoke the same.

1.5.11 **Objecting to words**

When a member objects to any words used by another member in speech, and requests the minutes record their objection, they must object when the words are used and not after any other member has spoken.

The chairperson must order the minutes to record the objection.

1.5.12 **Right of reply**

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not.

In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover’s right of reply can only be used once. It can be exercised either at the end of the debate on the original motion or at the end of the debate on a proposed amendment. The original mover’s right of reply is then exhausted, although they may still take part in the debate on any subsequent proposed amendments.

However, the original mover may reserve their right of reply and speak once to an original motion and once to each amendment without losing that right of reply.

In exercising a right of reply, no other member may speak:

a) after the mover has started their reply
b) after the mover has indicated that they want to forgo this right
c) where the mover has spoken to an amendment to the original motion, and the chairperson has indicated that they intend to put the motion.

1.6 **Motions and amendments**

1.6.1 **General procedure for speaking and moving motions**

In relation to a debate at a local board meeting, each member may:

a) move or second one motion or amendment only
b) speak once to the original motion or substituted motion
c) speak once to each amendment.

This section does not apply to committees or subcommittees.

[Ref: To diagram at front of these standing orders; and standing orders 1.6.7 Amendments to motions, 1.6.11 Lost amendments, 1.6.12 Where amendments carried]
1.6.2 **Requirement for a seconder**

All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the chairperson shall state the matter raised and propose it for discussion.

1.6.3 **Motions and amendments not seconded**

Motions and amendments which are proposed but not seconded are not in order and are not entered in the minutes.

1.6.4 **Motions in writing**

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

1.6.5 **Motions expressed in parts**

The chairperson or any member can require a motion that has been expressed in parts, to be decided part by part.

1.6.6 **Substituted motion by amendment**

Where a motion is subject to an amendment, the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal.

All members may speak to the substituted motion.

1.6.7 **Amendments to motions**

Only members who have not moved or seconded or spoken to the original (or substituted) motion may move or second an amendment to it. All members may speak to the amendment.

The exception is where the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In these circumstances, the original mover or seconder may also propose or second the suggested amendment.

1.6.8 **Amendments relevant**

Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

1.6.9 **Direct negatives not allowed**

Any amendment which amounts to a direct negative is not allowed. Direct negatives are amendments which, if carried, would have the same effect as negating the motion.

1.6.10 **Further amendments**

The meeting must dispose of an amendment before any further amendments can be proposed. However, members may notify the chairperson that they intend to move further amendments and the nature of their content.

1.6.11 **Lost amendments**

Where an amendment is lost, the meeting will resume the debate on the original (or substituted) motion. Any member who has not spoken to that motion may speak to it and may move or second a further amendment [Also note requirements in Standing Order 1.6.7 Amendments to motions].

Movers and seconders of previous amendments are regarded as having spoken to the motion only
and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

1.6.12 Where amendment carried

Where an amendment is carried, the motion as amended becomes the substantive motion. Any member, other than previous movers or seconds in the debate and members who have spoken to the original (or substituted) motion, may then propose a further amendment. [Also note requirements in Standing Order 1.6.7 Amendments to motions]

1.6.13 Procedure until resolution

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

1.6.14 Withdrawal of motions and amendments

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

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

1.6.15 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

1.7 Procedural motions

1.7.1 Procedural motions to close or adjourn a debate

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

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

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

1.7.2 Procedural motions take precedence

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

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

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

1.7.4 Debate on adjourned items

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

1.7.5 Remaining business at adjourned meetings

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

1.7.6 Referral or referred back to committee

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

1.7.7 Chairperson may accept closure motions

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

1.7.8 Closure motion to be put if no further speaker

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

1.7.9 Closure motion on amendment

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

1.7.10 Right of reply following closure

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

1.7.11 Suspension of standing orders

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

1.7.12 Other types of procedural motions

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

1.8.1 **Members may raise points of order**

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

1.8.2 **Subjects for points of order**

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

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

1.8.3 **Contradictions**

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

1.8.4 **Point of order during division**

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

1.8.5 **Decision of chairperson final**

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

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

1.9 **Voting**

1.9.1 **Decisions by majority vote**

Unless the Local Government Act 2002 or these standing orders provide otherwise, any act or questions coming before the local board or its committees must be done or decided on by an open vote by the majority of the members who are present and voting.

*SLA 2002(4) & (3), sch 7, LGA 2002*

1.9.2 **Chairperson has casting vote**

The chairperson or other person who is presiding at the meeting has a deliberative vote and, in cases where the votes are equal, has the casting vote.

*SLA 2002(4), sch 7, LGA 2002*

1.9.3 **Members may abstain**

Any member may abstain from voting.
1.9.4 Method of voting

The method of voting must be one of the following:

a) the chairperson, in putting the motion, will call for an expression of opinion on the voices or take a show of hands. The chairperson then announces the result, which is conclusive, unless a member immediately questions the announcement, in which case the chairperson will call a division.

b) the chairperson or any member will call for a division instead of, or immediately after, receiving an opinion on the voices or taking a show of hands.

c) an electronic voting system, if available, will be used and the chairperson must declare the result displayed.

1.9.5 Divisions

When a division is called, the chief executive or their nominee must take down the names of the members voting for and against the motion and of those abstaining, and will hand the list to the chairperson to declare the result. The minutes must record the result of the division.

Where there is confusion or error in the original division, the chairperson may call a second division.

1.9.6 Restating the motion

The chairperson may, immediately prior to any division being taken, request staff supporting the meeting to restate the motion upon which the division is to be taken.

1.9.7 Members may have their votes recorded

If a member requests it, immediately following a vote, the minutes must record the member’s vote or abstention.

1.10 Revocation or alteration of resolutions

1.10.1 Revocation or alteration of resolutions

A notice of motion for the revocation or alteration of all or part of a previous resolution of the local board or a committee is to be given to the chief executive by the member intending to move such a motion.

a) Such notice must set out:
   i. the resolution or part thereof which is proposed to be revoked or altered
   ii. the meeting date when it was passed
   iii. the motion (if any) that is intended to be moved in substitution thereof.

b) Such notice is to be given to the chief executive at least seven clear working days before the meeting at which it is proposed to consider such a motion, and must be signed by not less than one third of the members of the local board or the committee who made the previous resolution, including vacancies.

c) The chief executive or their nominee must then give members at least two clear working days’ notice in writing of the intended motion, and of the meeting at which it is proposed to move such motions.

1.10.2 Restrictions on actions under the affected resolution

Where a member has given a notice of motion to revoke or alter a previous resolution, no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.
Exceptions are where, in the opinion of the chairperson:
  a) the practical effect of delaying actions under the resolution would be the same as if the
     resolution had been revoked
  b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate
     the will of the local board or the committee or sub-committee that made the previous
     resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion
had been given to the chief executive.

1.10.3 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the
course of the meeting, it receives fresh facts or information concerning the resolution. In this
situation, 75 per cent of the members present and voting must agree to the revocation or alteration.

1.10.4 Revocation or alteration by recommendation in report

The local board or one of its committees may, on a recommendation in a report by the chairperson or
chief executive, or the report of any committee or subcommittee, revoke or alter all or part of a
resolution passed by a previous meeting.

The chief executive must give at least two clear working days' notice of any meeting that will consider
such a proposal, accompanied by details of the proposal.

1.11 Voting systems for appointments

1.11.1 Provisions for election or appointment of chairperson and deputy chairperson of
the local board and committees and representatives of the local board

In the case of elections or appointments to positions, the local board (or a committee, if so directed
by the local board) must determine by resolution that a person be elected or appointed by using one
of the following systems of voting:

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

System B
a) requires that a person is elected or appointed if they receive more votes than any other
   candidate
b) has the following characteristics:
   i. there is only one round of voting
   ii. if two or more candidates tie for the most votes, the tie is resolved by lot.
2. Holding meetings

2.1 Legal requirement to hold meetings and inaugural meeting

2.1.1 Legal requirement to hold meetings

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

Meetings must be called and conducted in accordance with:

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

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

2.1.2 Inaugural meeting called by chief executive

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

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

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

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

2.1.3 Business to be conducted at inaugural meeting

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

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

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

2.2.1 Notice for members

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

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

[ref 19(5), sch 7, LGA 2002]

2.2.2 Members’ addresses

Local board members must give the chief executive a residential, business or other address within the Auckland Council area (and, if they wish, a fax number or email address), where notices and other materials relating to meetings and local board business can be sent.

2.2.3 Meeting schedules

Where the local board adopts a meeting schedule:

a) the schedule may cover any period that Auckland Council considers appropriate
b) the schedule may be amended
c) notification of the schedule, or an amendment to it, will constitute notification of every meeting on the schedule or the amendment.

[ref 19(6), sch 7, LGA 2002]

2.2.4 Meetings not invalid because notice not received

Where a member did not receive notice of a meeting, or did not receive it in good time, the meeting is not invalid - unless the person responsible for giving notice is proved to have acted in bad faith or without reasonable care and the member concerned did not attend the meeting.

A member may waive the need to be given notice of a meeting.

[ref 20, sch 7, LGA 2002]

2.2.5 Cancellation of scheduled meetings

If it is necessary to cancel a scheduled meeting, all reasonable effort shall be taken to notify members and the public as soon as practicable of the cancellation and of the reasons for the cancellation.

A scheduled meeting shall be cancelled by the chairperson of the local board or committee in consultation with the chief executive or their nominee.

2.3 Extraordinary and emergency meetings

2.3.1 Extraordinary or emergency meetings may be called

An extraordinary meeting may be called by:

a) a resolution of the local board or committee of the local board; or
b) a requisition in writing delivered to the chief executive and signed by:
   i. the chairperson; or
   ii. not less than one third of the total membership of the local board (including vacancies) or the appropriate committee.
The resolution or requisition must specify the time and place at which the meeting is to be held and the general nature of the business to be brought before the meeting.

[c1 22(1), sch 7, LGA 2002]

2.3.2 Notification of extraordinary or emergency meetings to members

The chief executive must give members at least three clear working days' written notice of the time, place and general nature of the business of an extraordinary meeting. The notice period may be reduced where a resolution is made to this effect but may not be less than 24 hours.

[c1 22(3), sch 7, LGA 2002]

2.3.3 Calling an emergency meeting

The mayor or chairperson, or if they are unavailable, the chief executive, may call an emergency meeting for an earlier time than is provided in Standing Order 2.3.2 if this is necessary to deal with the business.

The person calling such a meeting must give each member and the chief executive notice of the time and place of the meeting and the matters in respect of which the meeting is being called, by whatever means is reasonable in the circumstances, at least 24 hours before the meeting.

[c1 22(2) & (4), sch 7, LGA 2002]

2.4 Agendas and meeting materials

2.4.1 Agenda to be sent to members

The chief executive must prepare an agenda for each meeting setting out the items the meeting will consider.

The chief executive must send the agenda to every member at least two clear working days before the day of the meeting, except where the meeting is an extraordinary or emergency meeting.

The chief executive may send the agenda, and other materials relating to the meeting or other Auckland Council business, to members by electronic means.

See Appendix D for further information about how business is placed on an agenda.

2.4.2 Order of business

A meeting will deal with business in the order given on the agenda, unless the meeting or the chairperson decides to give precedence to any business.

Committees and subcommittees do not have a default order of business. The usual order of business for ordinary meetings of the local board is as set out below:

Open section
1) Welcome
2) Apologies
3) Declarations of interest
4) Confirmation of minutes
5) Leave of absence
6) Acknowledgements
7) Petitions
8) Deputations
9) Public forum
10) Extraordinary business
11) Notices of motion
12) Reports
13) Governing body input
14) Chairpersons report
15) Members reports
16) Consideration of extraordinary business items

Public excluded section
17) Reports

Where there are no items of business for a particular category given in the order, it does not need to appear on the agenda.

The order of business for an inaugural or extraordinary or emergency meeting should be limited to items that are relevant to the purpose of the meeting. The chairperson may allow governing body, Māori and public input that is relevant to the purpose of the meeting.

2.4.3 Status of agenda

No one may take any matter on a meeting agenda to be Auckland Council policy until it has been adopted by the relevant decision-maker/decision-making body at Auckland Council.

2.4.4 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that they reasonably expect the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

[44A and 48, LGOMA 1987]

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

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

a) the local board or committee by resolution so decides; and

b) the presiding member explains at the meeting at a time when it is open to the public:
   i) the reason why the item is not on the agenda; and
   ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

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

[44A(7), LGOMA 1987]

2.4.6 Discussion on minor matters not on the agenda

A meeting may discuss an item that is not on the agenda, if it is a minor matter relating to the general business of Auckland Council and the chairperson (or presiding member) explains at the beginning of the public part of the meeting that the item will be discussed.
The meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

Whether or not a minor matter of extraordinary business may be discussed at a meeting is at the discretion of the chairperson.

[46A(7) & (7A), LGOIMA 1987]

2.4.7 Chairperson’s report

The chairperson may, by way of report, bring any matter to the attention of a meeting of the local board or its committees that is within their role or function to consider.

2.5 Notices of motion

2.5.1 Notices of motion to be in writing

Notices of motion must:

a) be in writing signed by the mover
b) state the meeting at which it is proposed that the notice of motion be considered
c) be delivered to the chief executive or their nominee at least seven clear working days before such meeting.

[See also Standing Order 1.10.1]

2.5.2 Notice to be seconded

The notice of motion delivered to the chief executive must be signed by another member of the meeting as a seconder, unless Standing Order 1.10.1 applies.

2.5.3 Referral of notices of motion to committees

Any notice of motion referring to any matter ordinarily dealt with by a committee of the local board may be referred to that committee by the chief executive. Where such notices are so referred, the mover of the motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

2.5.4 Refusal of notice

The chairperson may direct the chief executive to refuse the notice if it is:

a) disrespectful, or contains offensive language or malicious statements
b) not related to the role or functions of the local board or the relevant committee
c) ambiguous, or states fact or opinion that cannot form part of an effective resolution, and the mover has declined to comply with requirements of the chief executive
d) concerned with matters that are already on the agenda.

The chief executive must let the member who is proposing the motion know the reason it has been refused.

[See also Standing Order 2.5.8 for rejections of repeat notices.]

2.5.5 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover, unless moved by another member authorised in writing by the mover to do so.

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

2.5.7 When notices of motion lapse

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

2.5.8 Repeat notices

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

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

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

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

3.1 **Quorums**

3.1.1 **Definition of quorum for local board or joint committee meetings**

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

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

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

[c/l 23(3)(a) & 30A(6), sch 7, LGA 2002]

3.1.2 **Definition of quorum for local board committee meetings**

The quorum at a meeting of a committee or subcommittee:

a) is not fewer than two members of that committee or subcommittee (as determined by the local board that appoints the committee or the committee that appoints the subcommittee); and

b) in the case of a committee other than a subcommittee, must include at least one member of the local board.

[c/l 23(3)(b), sch 7, LGA 2002]

3.1.3 **Requirement for a quorum**

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

[c/l 23(1) & (2), sch 7, LGA 2002]

3.1.4 **Meeting lapses where no quorum**

A meeting must lapse and the chairperson vacate the chair if a quorum is not present within 30 minutes of the start of the meeting.

The chairperson may extend the time that the meeting will wait for a quorum by up to 10 minutes in situations where members are known to be travelling to the meeting, but are delayed due to unusual weather or traffic congestion.

Where a meeting lapses because there is no quorum, this will be recorded in the minutes, along with the names of the members who attended.

3.1.5 **Business from lapsed meetings**

Where a meeting lapses, the remaining business will be adjourned until the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

3.1.6 **Lapses after meeting starts**

The business of the meeting will be suspended where, after a meeting starts, a member or members leave and there is no longer a quorum. If the quorum is not made up within 10 minutes, the rest of the meeting must lapse and the chairperson vacates the chair.

Any remaining business on the agenda that has not been dealt with must be adjourned to the next meeting or to an extraordinary meeting.
3.2 **Attendance**

3.2.1 **Right to attend meetings**

Any member of the local board or its committees has the right to attend any local board or committee meeting, unless they are lawfully excluded.

[*cl 19(2), sch 7, LGA 2002]*

3.2.2 **Granting leave of absence**

The local board may grant leave of absence to a member from its meetings or those of its committees, upon application by the member.

The granting of a leave of absence may be delegated to the chairperson of the local board to protect the privacy of the member applying.

Meeting minutes will record that a member has leave of absence for that meeting, but not the length of the leave.

3.2.3 **Apologies at meetings**

If a member has not obtained leave of absence, an apology may be tendered on behalf of the member and the apology may be accepted or declined by the local board or the relevant committee.

Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.

3.2.4 **Recording apologies**

The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. These shall be recorded in the minutes, including whether they were accepted or declined and the time of arrival and departure of all members.

3.2.5 **Absence without leave**

An extraordinary vacancy is created where any member is absent without leave of the local board from four consecutive meetings other than extraordinary meetings of the local board.

[*cl 6, sch 7, LGA 2002]*

3.3 **Electronic attendance**

3.3.1 **Attendance by electronic link**

Provided the conditions in these standing orders are met, members of the local board or its committees have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

[*cl 25A(1) & 27(5)(a), sch 7, LGA 2002]*

3.3.2 **Member’s status – quorum and vote**

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

However, if the meeting otherwise has a quorum, then the member attending by electronic link can vote on any matters raised at the meeting.

[*cl 25A(4), sch 7, LGA 2002]*
3.3.3 Conditions for attending by electronic link

The local board or its committees may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Situations where approval can be given are:

a) where the member is at a place that makes their physical presence at the meeting impossible or impracticable

b) to accommodate the member’s illness or infirmity

c) in emergencies.

The member who is seeking to attend by electronic link may not take part in the vote to give approval. The only exception is where there is an emergency, in which case the member seeking to attend by electronic link can take part in the vote.

[cl 26A(1) & 27(5)(b), sch 7, LGA 2002]

3.3.4 Request to attend by electronic link

Where possible, a member will give the chairperson of the local board or its committees and the chief executive at least two clear working days’ written notice, where they want to attend a meeting by electronic link. Where, because of illness or emergency, this is not possible, the member may give less notice.

Where such a request is made, the chief executive must take reasonable steps to enable the member to attend by electronic link. However, Auckland Council has no obligation to make the technology for an electronic link available.

If the member’s request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local board or its committees.

[cl 25A(1), (5) & 27(5), sch 7, LGA 2002]

3.3.5 Chairperson’s duties

Where a member is attending a meeting by electronic link, the chairperson must ensure that:

a) the technology for the link is available and of suitable quality

b) procedures for using the technology in the meeting will ensure that:

   i. everyone participating in the meeting can hear each other

   ii. the member’s attendance by electronic link does not reduce their accountability or accessibility in relation to the meeting

   iii. the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met

   iv. the requirements in these standing orders are met.

[cl 25A(1) & (3), sch 7, LGA 2002]

3.3.6 Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where:

a) use of the link is increasing, or may unreasonably increase, the length of the meeting

b) the behaviour of the members using the link warrants it, including the style, degree and extent of interaction between them

c) it is distracting to the members who are physically present at the meeting

d) the quality of the link is no longer suitable.
3.3.7 Giving or showing a document

A person attending a meeting by electronic link may give or show a document by:

a) transmitting it electronically
b) using the electronic link
c) any other manner that the chairperson thinks fit.

[cl 25A(6), sch 7, LGA 2002]

3.3.8 Link failure

Where an electronic link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

[cl 25A(1), sch 7, LGA 2002]

3.3.9 Confidentiality

A member who is attending a meeting by electronic link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

3.3.10 Attendance of non-members by electronic link

A person other than a member of the local board may participate in a meeting of the local board by means of audio link or audio-visual link if the person is otherwise approved to participate in accordance with Standing Orders Sections 6 and 7.
4. Committees and subcommittees

4.1 General

4.1.1 Appointment of committees and subcommittees

The local board may appoint committees that it considers appropriate.

A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the local board.

[cl 30 (1) & (2), sch 7, LGA 2002]

4.1.2 Committees subject to direction of the local board

A committee is subject in all things to the control of the local board, and must carry out all general and special directions of the local board that relate to the committee or other body or its affairs.

A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee that relate to the subcommittee or its affairs.

Nothing in this standing order entitles the local board or committee to rescind or amend a decision made under a delegation, which authorises the making of a decision by a committee, or a subcommittee.

[cl 30(3), (4) & (6), sch 7, LGA 2002]

4.1.3 Discharge or reconstitution of committees or subcommittees

Unless expressly provided otherwise in an Act:

a) the local board may discharge or reconstitute a committee or subcommittee
b) a committee may discharge or reconstitute a subcommittee.

At the end of each term, a committee or subcommittee is (unless the local board resolves otherwise) deemed to be discharged on the coming into office of the members of the local board elected or appointed at or following the triennial general election.

[cl 30(5)&(7), sch 7, LGA 2002]

4.1.4 Proceedings not invalidated by vacancies or irregularities

An act or proceeding of the local board or committee, or of a person acting as a member of the local board or committee, is not invalidated by:

a) a vacancy in the membership of the local board or committee at the time of that act or proceeding, or
b) the subsequent discovery of:
   i. some defect in the election or appointment of the person acting as a member of the local board or committee; or
   ii. that that person was or is incapable of being a member.

[cl 29, sch 7, LGA 2002]

4.2 Membership of committees and subcommittees

4.2.1 Appointment or discharge of committee members and subcommittee members
The local board may appoint or discharge any member of a committee or a subcommittee. Unless directed otherwise by the local board, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

[cl 31(1) & (2), sch 7, LGA 2002]

4.2.2 Appointed members on committees and subcommittees

The members of a committee or subcommittee may, but need not be, elected members of the local board. The local board or committee may appoint to a committee or subcommittee a person who is not a member of the local board if, in the opinion of the local board or the committee, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee.

At least one member of a committee must be an elected member of the local board. Auckland Council staff acting in the course of their employment may not act as a member of any committee unless that committee is a subcommittee.

The Independent Māori Statutory Board must appoint a maximum of two people to sit as members of committees that deal with the management and stewardship of natural and physical resources.

[cl 31(3) & (4), sch 7, LGA 2002]
[ss85, Local Government (Auckland Council) Act 2009]

4.2.3 Minimum numbers on committees and subcommittees

The minimum number of members is three for a committee, and is two for a subcommittee.

[cl 31(6), sch 7, LGA 2002]

4.2.4 Chairperson ex-officio committee member

The chairperson of the local board may be appointed an ex-officio member of any committee other than a quasi-judicial committee.

4.2.5 Members attendance at all committee meetings

Except when a committee is performing a judicial or quasi-judicial function, any member of the local board may:

a) attend any meeting of any committee
b) put a question to the chairperson to elicit information
c) take part in the discussion of the committee meeting.

A member of the local board, who is not a member of the committee, may not vote on any matter before the committee.

When a committee is performing any judicial or quasi-judicial function, a member of the local board who is not a member of the committee shall not be entitled to take any part in the proceedings by virtue of their office.

While a committee is deliberating its decision on any matter in the performance of any judicial or quasi-judicial function, no member of the local board shall be entitled to be present unless:

a) they are a member of the committee; and
b) where the committee is conducting an oral hearing of the matter on which it is deliberating, the member was present throughout the course of that hearing.

[cl 15(2), sch 7, LGA 2002]
4.3 Joint committees

4.3.1 Appointment of joint committee

The local board may appoint a joint committee with another local board, the governing body, another local authority, or other public body.

[cl 30(1) & 30A, sch 7, LGA 2002]

4.3.2 Status of joint committees

A joint committee is deemed to be both a committee of the local board and a committee of the other local board, governing body, local authority or other public body.

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

4.3.3 Powers and responsibilities of joint committees

Part 1 of Schedule 7 of the Local Government Act 2002 applies to a joint committee except that:

a) the powers to discharge any individual member and appoint another in their stead must be exercised by the local board or public body that made the appointment

b) the meeting quorum is as stated in Standing Order 3.1.1

c) the committee may appoint and remove its own chairperson or deputy chairperson.

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

4.4 Powers of delegation

4.4.1 Delegations to committees, members and staff

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

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

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

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

d) the power to propose the revocation of a bylaw

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

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

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

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

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

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

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

[el 36D, sch 7, LGA 2002]

4.4.2 Onward delegation of Auckland Transport matters

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

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

[s 64 (4) Local Government (Auckland Council) Act 2009]

4.4.3 Use of delegated powers

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

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

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

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

5.1.1 **Governing body speaking rights**

A member of the governing body may provide input to the local board and its committees via speaking rights at items on the agenda, at the discretion of the chairperson.

5.1.2 **Governing body members update**

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

5.1.3 **Chairperson’s discretion**

The chairperson may:

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

5.1.4 **Subjects**

A speaker may not speak about a matter that:

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

5.1.5 **Notice**

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

5.1.6 **Language for speeches**

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

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

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

6.1.1 Māori speaking rights

Representatives of Māori organisations or their nominees may provide input to the local board and its committees on items on the agenda at the time the item is being considered.

With the permission of the chairperson, members may ask questions of Māori representatives. Such questions are to be confined to obtaining information or clarification on matters raised by the speaker.

6.1.2 Chairperson’s discretion

The chairperson may:

a) decline a request to speak where the request does not comply with these standing orders
b) refuse a request to speak if in their opinion there will be insufficient time to hear the representative because of the amount of business to be conducted at the meeting

c) waive requirements in these standing orders where they consider there are exceptional circumstances. In particular, the chairperson may accept an application to speak that is made less than seven clear working days before the meeting, where they consider the matter is urgent and of major public interest

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

e) prohibit a representative from speaking if they are offensive, repetitious or vexatious, or otherwise breach these standing orders.

6.1.3 Subjects

A speaker may not speak about a matter that:

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

6.1.4 Notice

Representatives of Māori organisations or their nominees must give the chief executive at least seven clear working days’ notice, before the date of the meeting, of their wish to speak at the meeting.

6.1.5 Language for speeches

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

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

6.1.6 Time allocated for input

Representatives of Māori organisations or their nominees may speak for up to ten minutes.

Note: the provisions in this section are separate from, and in addition to, provisions regarding deputations, public forum and petitions.
7. Public attendance

7.1 Public access to meetings

7.1.1 Meetings normally to be open to the public

Except as otherwise provided by Part VII of the Local Government Official Information and Meetings Act 1987, every meeting of the local board or its committees shall be open to the public.

For the purposes of Part VII of the Local Government Official Information and Meetings Act 1987, bona fide members of the news media shall be treated as members of the public and shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.

[s 47 & 49(a), LGOIMA 1987]

7.2 Public notice

7.2.1 Public notification about meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of every month, together with the relevant dates, times and places of the meetings.

However, meetings to be held on or after the 21st day of the month may instead be publicly notified not more than 10 nor less than five clear working days before the day on which the meeting is to be held.

[s 49(4)&(2), LGOIMA 1987]

7.2.2 Public notification additional requirements

The chief executive is to make any other arrangement for the notification of meetings, including extraordinary meetings, as the local board or the relevant committee may from time to time determine.

7.2.3 Notification of extraordinary or emergency meetings

Where the council calls an extraordinary or emergency meeting but cannot give public notice to the extent required in Standing Order 7.2.1, the council must publicly notify the meeting, and the general nature of business to be considered at it, as soon as reasonably practicable before the meeting. If it is not practicable to publish a notice in newspapers before the meeting, the council must publicly notify the meeting as soon as practicable on the council’s website and in any other manner that is reasonable in the circumstances.

[s 46(3) & (4), LGOIMA 1987]

7.2.4 Public notice of resolutions of extraordinary or emergency meetings

Auckland Council must publicly notify, as soon as practicable, any resolution passed at an extraordinary meeting, unless:

a) the meeting passed the resolution while the public was excluded; or
b) Auckland Council publicly notified the extraordinary meeting at least five clear working days before the day of the meeting.

Resolution in this context means any resolution on the matters for which the extraordinary meeting was held.
7.2.5 **Meetings not publicly notified**

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

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

\[\text{[a 46 (5) & (6), LGOIMA 1987]}\]

7.3 **Public access to information**

7.3.1 **Information to be available to public**

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

\[\text{[a 5 & 49, LGOIMA 1987]}\]

7.3.2 **Availability of agendas and reports**

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

The agendas:
- a) shall be available for inspection at the public offices of Auckland Council (including service delivery centres) and the public libraries under Auckland Council's control in the local board area
- b) shall be accompanied by either:
  - i. the associated reports, or
  - ii. a notice specifying the places at which the associated reports may be inspected.

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

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

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

\[\text{[a 46A(1)-(6), LGOIMA 1987]}\]

7.3.3 **List of committee members publicly available**

7.3.4 **The members of the local board and each committee are to be named on the relevant agenda.**
Matters discussed with public excluded

The chief executive may exclude, from the information that is made available to the public, any reports (or items from reports) that they reasonably expect the meeting to discuss while the public is excluded. The chief executive will indicate such excluded reports on the agenda.

[ss 46A(8), 5 & 49(d), LGOIMA1987]

7.3.5 Agenda made available at meetings

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

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

[ss 49, LGOIMA 1987]

7.3.6 Public entitled to inspect minutes

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

The public may be given a copy of such minutes.

[ss 51, LGOIMA1987]

7.3.7 Minutes for public excluded sessions

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

[ss 51(3), LGOIMA1987]

7.3.8 Reporting and recording meetings

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

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

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

[ss 49(a), LGOIMA1987]

7.4 Public exclusion

7.4.1 Motions and resolutions to exclude the public

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

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

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

[as 48 & schedule 2A, LGOIMA1987]

7.4.2 Specified people may remain

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

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

[as 48 (5) & (6), LGOIMA1987]

7.4.3 Public excluded business not to be disclosed

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

This restriction does not apply where:
   a) a meeting has resolved to make the information publicly available
   b) there are no grounds under the Local Government Official Information and Meetings Act 1987 for withholding the information when requested
   c) the information is no longer confidential.

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

7.4.4 Standing orders

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

7.5 Public order

7.5.1 Chairperson may require members of the public to leave meeting

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

[as 50, LGOIMA1987]
7.5.2 **Removal of members of public**

Any police officer or Auckland Council staff may, at the request of the chairperson, remove or exclude a member of the public from a meeting if they have been required to leave in accordance with Standing Order 7.5.1 and

a) refuses or fails to leave the meeting, or

b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.

[as 50, LGOMA1987]

7.6 **Petitions**

7.6.1 **Petition in English, Māori or New Zealand Sign Language**

A written petition provided to the local board or any of its committees may be in English or Māori. Any presentation of the petition may be in English, Māori or New Zealand Sign Language.

Prior arrangement with the chairperson should be sought at least two clear working days before the meeting if the written and/or presentation of the petition is not in English. Where practical, Auckland Council will arrange for a translator to be present at the meeting. The chairperson may also order the speech and any accompanying documents to be translated and printed in English or Māori or another language.

7.6.2 **Form of petitions**

Every written petition presented to the local board or to any of its committees must comprise fewer than 50 words (not including signatories), and not be disrespectful nor use offensive language or include statements made with malice (see Standing Orders 1.4 regarding qualified privilege).

7.6.3 **Petition presented by petitioner**

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

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

7.6.4 **Petition presented by member**

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

a) the petition

b) the petitioners’ statement

c) the number of signatures.
7.7 **Deputations**

7.7.1 **Notice**

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

[Note: Standing Order 7.7.1 Deputations from the governing body or another local board]

7.7.2 **Chairperson’s discretion**

The chairperson may:

a) decline a request for a deputation where the request does not comply with these standing orders

b) refuse a request for a deputation if in their opinion there will be insufficient time to receive the deputation because of the amount of business to be conducted at the meeting or the number of other deputations

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

d) refuse a request for a deputation where it is offensive, repetitious or vexatious.

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

7.7.3 **Subjects**

A speaker may not speak about a matter that:

a) has already been considered and decided

b) has a separate public hearings or consultation process attached to it

c) is subject to a quasi-judicial process

d) is outside of the scope or functions of that local board or committee.

7.7.4 **Urgency or major public interest**

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

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

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

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

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

7.7.6 **Procedures for deputations**

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

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

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

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

7.7.7 Deputations from the governing body or other local board

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

7.7.8 Termination of presentation if disrespectful

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

7.7.9 Time limit on presentation

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

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

7.8 Public Forum

7.8.1 Time

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

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

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

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

7.8.2 Subjects of public forum

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

7.8.3 Questions of speakers during public forum

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

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

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

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

7.8.4 Language for speeches

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

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

7.8.5 Chairperson’s discretion

The chairperson may:

a) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter
b) decline Public Forum requests via audio link or audio-visual link

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

8.1 Minutes

8.1.1 Minutes to be evidence of proceedings

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

[as 26 sch 7, LGA 2002]

8.1.2 Matters recorded in minutes

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

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

[as 28, sch 7, LGA 2002; See Standing Orders 7.4.1, 1.3.5, 1.3.8, 3.1.4, 3.2.2, 3.2.4, 1.5.11, 1.9.5, 1.9.7, 1.3.7]

8.1.3 No discussion on minutes

No discussion may arise on the substance of minutes at any succeeding meeting, except as to their correctness.

8.1.4 Minutes of last meeting before election

The chief executive and the relevant chairpersons must authenticate the minutes of the last meeting of the local board and its committees before the next election of members.

8.2 Minute books

8.2.1 Inspection of minute books

The minute books of the local board and its committees must be kept by the chief executive and be
open to inspection in accordance with the Local Government Official Information and Meetings Act 1987 and the Local Government Act 2002 (see Standing Order 7.3.6 and 7.3.7).

[§ 51, LGOMA 1987]
9. General

9.1 Members must obey standing orders

9.1.1 Members must obey standing orders

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

[cl 16(1), sch 7, LGA 2002]

9.2 Application of standing orders

9.2.1 Local board and committee meetings

These standing orders apply to all meetings of the local board and its committees, unless stated otherwise. This includes meetings and sessions that the public are excluded from.

9.2.2 Governing body meetings

These standing orders do not apply to governing body meetings. The governing body has its own standing orders.

9.2.3 Additional to or substitution of standing orders for quasi-judicial proceedings

For quasi-judicial proceedings, the local board or a committee may adopt meeting procedures and practices additional to, or in substitution of, these standing orders for the conduct of the business to be transacted.

For example, committees appointed to hear applications under the Resource Management Act 1991 have powers under the Commissions of Inquiry Act 1908.

[ss 41, Resource Management Act 1991]

9.2.4 Temporary suspension of standing orders

The local board or its committees may temporarily suspend one or more standing orders during a meeting by a vote of not less than 75 per cent of the members present and voting. The reason for the suspension and the specific order(s) suspended must be stated in the resolution of suspension. (Also see 1.7.11 regarding members moving a motion to suspend standing orders as a procedural motion.)

[cl 27(4), sch 7, LGA 2002]

9.2.5 Alteration of standing orders

The local board may amend these standing orders or adopt new ones. At least 75 per cent of the members present must vote in favour of the amendment or adoption.

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

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

9.3 Interpretation

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

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

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

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

9.4 Definitions

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

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

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

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

Chairperson means the person who presides at a meeting.

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

Clear working days means the number of working days prescribed in these standing orders for giving notice. It excludes the date of service of that notice and the date of the meeting itself.

Committee includes, in relation to the local board:
   a) a committee comprising all the members of the local board
   b) a standing committee or special committee appointed by the local board
   c) a joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
   d) any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition

Contempt means being disobedient to, or disrespectful of, the chairperson of a meeting, or disrespectful to any members, officers or the public.

Deliberative vote means the ordinary vote of member (as compared to the casting vote of a chairperson).

Deputation means a request from any person or interested group in the community to make a presentation to the local board or any committee.

Elected Representative refers to elected members of the local board.
Electronic Link means an audio link or an audio-visual link.

Emergency meeting has the meaning defined in clause 22A of Schedule 7 of the Local Government Act 2002.

Extraordinary meeting has the meaning defined in clause 22 of Schedule 7 of the Local Government Act 2002.

Governing body means the mayor and councillors of Auckland Council.

Leave of absence means leave granted to a member to be absent from a meeting or series of meetings of the local board or its committees upon application by the member.


Lie on the table, when used in a procedural motion, means the discussion on the motion under debate is closed but may be continued at an unspecified later time.

Local board means the Local Board of Auckland Council.

Mayor means the mayor of Auckland.

Meeting means:
  a) any first or ordinary or extraordinary or emergency meeting of the local board
  b) any meeting of any committee, standing committee, joint committee, special committee or subcommittee of the local board.

The provisions of these standing orders regarding public access and notification need not apply at any meeting of the local board, or committee of the local board, at which no resolutions or decisions are made.

Member means any person elected to the local board and/or appointed to any committee of the local board.

Minutes means the record of the proceedings of any meeting of the local board or one of its committees.

Motion means a formal proposal to a meeting, expressing a proposed decision. Once passed it becomes a resolution.

New Zealand Sign Language means the main language of the deaf community in New Zealand.

Order Paper means the agenda listing items for consideration at a meeting together with reports and other attachments relating to those items.

Point of order relates to the proper conduct (order) of the meeting.

Procedural motion means a motion relating to meeting procedure. Standing Order 1.7 provides for members to propose specific types of procedural motions.

Public in the case of the local board or a committee of the local board includes any person who is not a member of the local board or the relevant committee, or Auckland Council staff providing advice or support to the local board.
Public excluded information means any information that can be excluded from the public for reasons meeting the provisions of the Local Government Official Information and Meetings Act 1987 and includes:

a) information that is currently before a public excluded session, is proposed to be considered at a public excluded session, or has previously been considered at a public excluded session (other than information subsequently released by Auckland Council as publicly available information); and

b) any minutes or portions of minutes of public excluded sessions, other than those subsequently released by Auckland Council as publicly available information.

Public excluded session refers to those meetings or parts of meetings from which the public is excluded as provided for in the Local Government Official Information and Meetings Act 1987.

Public forum means a time set aside at the start of a meeting where members of the public may address the local board or its committees.

Publicly notified means made known to members of the public by a notice on the council’s website, until any opportunity for review or appeal has lapsed, and by a notice printed in appropriate newspapers circulating in the Auckland region.

Quasi-judicial function or proceedings means a function or proceedings similar to those exercised by a court, involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument or the application of legal principles.

Quorum means the minimum number of members who need to be present to constitute a valid meeting.

Resolution is a motion that has been passed.

Scheduled or ordinary meeting means any meeting publicly notified by Auckland Council in accordance with sections 46(1) and (2) of the Local Government Official Information and Meetings Act 1987.

Staff includes all Auckland Council employees, contractors and officers.

Substantive motion means a motion of substance (as compared to procedure).

Working day means any day of the week other than:

(a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the sovereign’s birthday and Labour Day

(b) Where Waitangi Day or ANZAC Day falls on a weekend, the following Monday

(c) Auckland Anniversary Day

(d) a day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Workshop means an informal forum held primarily for information or discussion purposes, as the case may be, and at which no resolutions or decisions are made.
10. Appendix A

10.1 Grounds to exclude the public from meetings under the Local Government Official Information and Meetings Act 1987

A local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds.

A1 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely.

(a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
(b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

(a) Protect the privacy of natural persons, including that of deceased natural persons; or
(b) Protect information where the making available of the information:

(i) Would disclose a trade secret; or
(ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or

(c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori or to avoid the disclosure of the location of wahi tapu, or

(d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:

(i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
(ii) Would be likely otherwise to damage the public interest; or

(e) Avoid prejudice to measures protecting the health or safety of members of the public; or

(f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

(g) Maintain the effective conduct of public affairs through the protection of members, officers or employees of any local authority from improper pressure or harassment; or

(h) Maintain legal professional privilege; or

(i) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(j) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

(k) Prevent the disclosure or use of official information for improper gain or improper advantage.

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

(b) Constitute contempt of Court or of the House of Representatives.

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of the local authority named or specified in the First Schedule to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in

(a) Any proceedings before a local authority where

(i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings; or

(ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

(b) Any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.
11. Appendix B

11.1 Exclusion of the public – who needs to leave the meeting

11.1.1 Members of the public

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

11.1.2 Those who are not members of the public

General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the chairperson is final.

Members of the meeting

- The members of the meeting remain (all local board members if the meeting is a local board meeting; all members of the committee if the meeting is a committee meeting).
- However, standing orders advise that a local board member who has a financial conflict of interest should leave the room.
- All local board members have the right to attend any meeting of a committee and local board members who are not members of a committee may remain, subject to any limitations in standing orders.

Staff

- All staff supporting the meeting (administrative, senior management) remain.
- Other staff who need to because of their role may remain.

Other elected members

- Elected members from other local boards or the governing body who need to hear the matter being discussed in order to perform their role may remain. This will usually be if the matter affects, or is relevant to, a particular local board area or the region as a whole.

Council Controlled Organisations

- Representatives of a Council Controlled Organisation (CCO) can remain only if required to for discussion of a matter relevant to the CCO.
12. Appendix C

12.1 Workshops

12.1.1 Workshops exempt from provisions of Part VII (Local Government Meetings) of the Local Government Official Information and Meetings Act 1987

Only this part of the standing orders apply to workshops of the local board or its committees as these are held solely for information and discussion purposes with no ability for any resolutions or decisions to be made.

Section 45(2) of LGOIMA 1987 (which is included in Part VII of that Act) provides that, for the avoidance of doubt, any meeting of the local board or of any committee or sub-committee of the local board, at which no resolutions or decisions are made is not a meeting for the purposes of this Part of this Act.

Given that workshops will not make any resolutions or decisions they are not subject to the requirements contained in Part VII of LGOIMA 1987 (e.g. public access to the meetings, availability of agenda material to the public and notification of meetings etc.).

12.1.2 Authority to call a workshop

Workshops of the local board or its committees may only be called by:

a) the chairperson or by a resolution of the local board or committee, in the case of either a workshop of a local board or a committee

b) the relevant committee chairperson in the event of a workshop of a committee

c) the chief executive or their nominee.

12.1.3 Notice of workshop to members

Notice of the time and place of the workshop and of the matters in respect of which the workshop is being called shall be given, by whatever means is reasonable in the circumstances, to every member by the person responsible for calling the workshop at least 24 hours before the time appointed for the workshop.

12.1.4 Record of workshop

The proceedings of every workshop shall be recorded, including the following:

a) the names of the members attending

b) the general nature of the matters discussed during the workshop

c) the proceedings of the workshop.

The proceedings of every workshop shall be circulated to members of the local board or committee.

12.1.5 Chairing of workshops

Each workshop shall have a chairperson as follows:

a) in the event of a workshop of the local board the chairperson shall preside

b) in the event of a workshop of a committee, the relevant committee chairperson shall preside.

If the chairperson is absent from a workshop, the deputy chairperson must act as chairperson. If a deputy chairperson has not been appointed, or if the deputy chairperson is also absent, the members of the local board who are present must elect a member to be chairperson at that workshop. That person may exercise the responsibilities, duties, and powers of the chairperson.

The presiding member will decide how the workshop will be conducted.
13. Appendix D

13.1 How is business brought before a meeting?

Business may be brought before a meeting for decision through placing the following on an agenda:

- report of chief executive (Standing Order 2.4.2)
- report of chairperson (Standing Orders 2.4.2, 2.4.7)
- report of a committee (Standing Order 2.4.2)
- notice of motion from a member (Standing Order 2.5)

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as “extraordinary business” (Standing Order 2.4.5) by:

- report of chief executive
- report of chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.
<table>
<thead>
<tr>
<th>ID</th>
<th>Activity Name</th>
<th>Activity Description</th>
<th>Lead D/Dr / Unit or CCQD</th>
<th>Budget Source</th>
<th>Budget</th>
<th>Activity Status</th>
<th>RAG</th>
<th>Q1 Commentary</th>
<th>Q2 Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>171</td>
<td>Build capacity - time and leadership skills training delivered by Community Waitakere</td>
<td>Partner with Community Waitakere to deliver leadership skills training in the Waitakere Ranges Local Board area. These courses aim to give people confidence to plan and lead projects in their communities (for example, place-making or environmental projects).</td>
<td>CS: ACE; Community Empowerment</td>
<td>Ltd: Opex</td>
<td>$6,000</td>
<td>In progress</td>
<td>Green</td>
<td>In Q1, staff worked with Community Waitakere to develop their annual work plan. In addition to usual planning processes, staff have worked with Community Waitakere to review the annual leadership development programmes taking into account participant feedback and current community needs, with some adjustments expected this year. Staff received the finalised work schedule for 2019/2020. The funding agreement will be completed in Q2. Planning for the leadership development programme will continue in Q2, for delivery in Q3 and Q4.</td>
<td>Staff progressed the planning for the delivery of the Leading in Communities training. The training will be delivered in Q3 and Q4 by Community Waitakere. It is important for staff to respond to feedback from stakeholders.</td>
</tr>
<tr>
<td>172</td>
<td>Building capacity - funding for core activities of Community Waitakere Resource Centre</td>
<td>Funding contribution to the Community Waitakere Resource Centre’s core activities. This enables community groups to access networking events and Open Door Days (including with Heiwa Waitangi and other Māori organisations), social well-being campaigns (including White Ribbon Day event at Hainui Waitangi marae), training opportunities, online board, resource materials, meeting rooms and administration/management support.</td>
<td>CS: ACE; Community Empowerment</td>
<td>Ltd: Opex</td>
<td>$12,000</td>
<td>In progress</td>
<td>Green</td>
<td>In Q1, three Open Door Days were held at Te Manawa, the Waitakere Women’s Centre, and at Te Whanau o Wairua. The Community Waitakere Resource Centre provided opportunities for organisations to network and learn about West Auckland Service providers. Community Waitakere provides an online board, resource materials, and administration/management support to community groups and non-profit organisations at the Resource Centre. The bi-weekly digital newsletter for community events and features continues. Three training sessions were provided on “Understanding Budgeting in the Workplace,” “Conflict Resolution,” and “Putting Together a Funding Strategy,” for a total of 63 attenders.</td>
<td>In Q2, staff completed the funding agreement with Community Waitakere. Two Open Door Days were hosted that focused on “Myth Busting the Lending Trust,” a Kaitaori Connect Open Door Day was also hosted at the Kaitakiri Community Hub. Capacity-building workshops continued in and October 2019. “Understanding and Embracing the Treaty of Waitangi in Your Organisation” training was delivered. The digital information hub sent out weekly newsletters to over 1,100 subscribers. Community Waitakere continues to support previous tenants such as the Waitakere Ethics Board, WHAVE’s Henderson Budgeting and Pacific Migrant Services.</td>
</tr>
<tr>
<td>173</td>
<td>Build capacity - Taki’s Pasifika Youth Leadership Programme - Waitakere Ranges</td>
<td>Fund West Auckland Pasifika Forum to deliver a leadership training programme for Pasifika youth over the 2019 academic year. Support activities that build the capacity of the West Auckland Pasifika Forum.</td>
<td>CS: ACE; Community Empowerment</td>
<td>Ltd: Opex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Green</td>
<td>Seven-year students completed the 2019 Taki’s programme and celebrated their graduation on 28 July 2019. Staff undertook a review of the programme, which was reviewed by the programme governance group in Q1. Lessons learned are noted which will help support improvements for the 2020 programme. Members from West Auckland Pasifika Forum (WAPF) and Youth Horizons presented to the three western cluster local boards highlighting positive delivery outcomes. Staff will provide support towards the leadership and governance programme modules in 2020 and continue to support the governance capacity building for WAPF. The registration of the WAPF as a legal entity is planned to be completed by Q2. The funding agreement for the 2020 programme will be completed in Q2.</td>
<td>Planning and preparation is underway for the 2020 academic year delivery of the Taki’s programme by the West Auckland Pasifika Forum (WAPF). Staff are working to provide advice and support towards the leadership and governance modules for the 2020 programme. Staff have supported WAPF to become a legal entity and build on effective governance, and WAPF received their registration as a charitable trust on 3 December 2019. This is a significant milestone for WAPF, the local boards and for the Taki’s programme going forward. Staff continue to work with WAPF in building capacity for programme delivery and governance, and ensuring other relevant stakeholders are engaged in the programme for 2020.</td>
</tr>
<tr>
<td>174</td>
<td>Build capacity – Young People Waitakere Ranges</td>
<td>Fund youth providers, including Te Kura Kaupapa Māori o Hoani Waititi Marae, to facilitate youth leadership development activities, and placemaking, place activation or environmental projects that are led and delivered by young people. Support activities that build the capacity of the Glen Eden Youth Providers Network</td>
<td>CS: ACE; Community Empowerment</td>
<td>Ltd: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>The Glen Eden Youth Providers Network met in September 2019. Two organisations shared the work they are doing in Glen Eden. Collaboration on future projects such as youth events and holiday programmes are planned. Staff will meet with Te Kura o Hoani Waititi in Q2 to plan projects for 2019/2020 and complete the funding agreement.</td>
<td>Te Kura Kaupapa Māori o Hoani Waititi Marae progressed their stream reactivation project and development of a nursery on the kura grounds. This will be reported in more detail in Q3 as the project progresses. Staff will work with the kura staff in Q2 to scope the work to be supported in the 2020 school year. Staff will also work with Glen Eden Youth providers to organise events for Youth Week in May 2020.</td>
</tr>
<tr>
<td>ID</td>
<td>Activity Code</td>
<td>Activity Description</td>
<td>Lead Dept / Sector</td>
<td>Budget Source</td>
<td>Budget</td>
<td>Activity</td>
<td>RAG</td>
<td>Q1 Commentary</td>
<td>Q2 Commentary</td>
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<tr>
<td>175</td>
<td>Community-led place making - Glen Eden Hub</td>
<td>Fund the lease and outgoings for the community and business service providers hub in Glen Eden. The hub provides a co-location space for the local community constable, safety volunteer patrol groups and other community providers.</td>
<td>CS: ACE</td>
<td>Community</td>
<td>Opex</td>
<td>$21,000</td>
<td>In progress</td>
<td>Green</td>
<td>In Q1, mana whenua Te Kāwerau a Moko gifted the Hub the Mōmō name of He Waahi Mahātua which means a collaborative space. This will be incorporated into the new signage planned and installed in Q2. Staff from ‘There’s A Better Way Foundation’ are operating from the hub, a base which supports the foundation’s development and delivery of youth programmes locally. Police have newly appointed a Community Constable in Glen Eden. On a weekly basis the Pacific Wardens and Community Patrols provide ongoing visibility across the area. Ongoing collaboration continues, with a focus on information and resource sharing. The work on re-branding and façade improvements to the hub will now be completed in Q2. The front window decares were changed, however new signage has been donated to align with new branding for the village currently being developed by the business association. Two new Police constables are confirmed to take over the community roles for Glen Eden and Titirangi. Both constables will operate regular ‘clinical hours’ from the Glen Eden hub which will increase police presence and visibility within the town centre. Pacific Wardens and community patrols continue to provide ongoing presence and visibility across the town centre and surrounding areas including supporting local events. Ongoing collaboration around information sharing, leverage of resources and networks amongst agencies and stakeholders continues.</td>
</tr>
<tr>
<td>176</td>
<td>Community-led place making - neighbourhood planning -- Parrs Park/Alibonville/Seymour neighbourhood development</td>
<td>Community-led place making - neighbourhood planning</td>
<td>CS: ACE</td>
<td>Community</td>
<td>Opex</td>
<td>$54,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff met with Community Waitakere to determine where the focus for neighbourhood development would be for 2019/2020. It was agreed that the focus areas will be Parrs Park, Hoani Watiti Marine, and Prospect Park. This will be reflected in the funding agreement which will be completed in Q2. Staff completed a funding agreement with Community Waitakere reflecting the focus of the 2019/2020 work programme. Community Waitakere co-facilitated with staff the initial possible landscape designs for Sumsie Park and supported the presentation to the local board. Community Waitakere approached the Kura for design ideas for their local park. Te Manawa fitness group were enabled to deliver activities for young people after school at resident homes while the Glendale Boys and Girls Club delivered activities for young people at Prospect Park. Community Waitakere supported the group and assisted with making the appropriate connections to the Glen Eden Community House and Sport Waitakere. In Q3 priority include the next steps for the Community Plan in the 'astrology area', further steps for the community/landscape designs from Te Kura Koapapa Mo'oi Hoani Watiti Marine and planning local events with residents and working with the Glen Eden community house.</td>
</tr>
<tr>
<td>177</td>
<td>Community-led placemaking - Waitakere Ranges</td>
<td>Partner with Community Waitakere to deliver Neighbours Day activities.</td>
<td>CS: ACE</td>
<td>Community</td>
<td>Opex</td>
<td>$6,500</td>
<td>In progress</td>
<td>Green</td>
<td>Staff will complete the funding agreement for Community Waitakere in Q2. The funding will support local community groups to become better connected, improve the resilience and community pride for their neighbourhoods through community events. Neighbours Day delivery will occur in Q3 and Q4. In Q2, staff and Community Waitakere agreed on the work programme to deliver community-led placemaking. Community Waitakere will lead the Neighbours Day campaign 2020. Neighbours Day 2020 will run from 27 March to 5 April. Activities will be reported in Q3. Staff completed the Community Waitakere funding agreement.</td>
</tr>
<tr>
<td>178</td>
<td>Community capacity building and placemaking - Waitakere Ranges</td>
<td>Support community led activities that strengthen community resilience across the local board area. Support activities that increase engagement of the diverse groups that reside in a local area in community-led or council-led projects. Build community capacity to lead their place-making projects, engage with the Local Board and Council units, and collaborate with others (for example to develop park amenities, organise local activities, or improve their local environment).</td>
<td>CS: ACE</td>
<td>Community</td>
<td>Opex</td>
<td>$8,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff contributed to several community resilience and place-making initiatives in Q1, including facilitating a community engagement workshop on the draft Rakaia and Kānekeri Community Resilience Plans. These plans are expected to be finalised and distributed to the community in Q2. - facilitating discussions between the Glen Eden community panels (paritiks) and council’s Auckland Council’s Waste Management services to find a solution to the management of recyclable waste from the paritiks. Additional recycling bins were provided and the situation will be monitored and reviewed during the year. The final draft of the Resilient Pāka Plan was calculated to interested parties for final comments; a meeting has been set up in February 2020 to review any changes. Staff will work with Auckland Emergency Management and the community towards finalising the plan. The Resilient Kānekeri Plan is being edited by the local working group for publishing. Staff, in collaboration with the Communications and North West Planning team, are supporting the South Titirangi Neighbourhood Network with advice and funding support to grow their outreach and impact across the community in an inclusive and engaging way.</td>
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### Work Programme 2019/2020 Q2 Report

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<tr>
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<tr>
<td>179</td>
<td>Māori responsiveness – Waitākere Ranges</td>
<td>Partner with mana whenua and mataawaka organisations to support collaborative projects that respond to Māori aspirations. This includes providing funding to support: - engagement with mana whenua ($30,000) - the implementation of Waitākere Ki Tua - Māori Responsiveness Guide for Local Boards ($15,000) Note: the 2019/2020 budget figure shown for this activity includes the $28,000 originally approved plus $11,000 carried forward from 2018/2019.</td>
<td>CS: ACE; Community Empowerment</td>
<td>DLI: Opak</td>
<td>$31,000</td>
<td>In progress</td>
<td>Green</td>
<td>A Kāingaokawa (Māori Broker) based at Hoani Waititi Marae is expected to be appointed early in Q2. This rate has been established to progress the relationship and programme aspirations of Hoani Waititi Marae, the wānanga local boards and Māori communities as identified in Waitākere ki Tua Action Plan. Te Kaeaua a Māori, at their quarterly hui, have expressed their aspirations to be engaged at an early stage in the development of the next Local Board Plan. The students at Te Kura Kaupapa Māori o Hoani Waititi Marae presented their ideas for cultural design of Sunniva Park, for consideration by the local board. This was the result of a 10-week learning programme with professional landscape designers, and a collaboration between Te Kura, Auckland Council, Boffa Miskell, UNITEC and Community Waitākere. The Kāingaokawa (Māori Broker) based at Hoani Waititi Marae was appointed and started liaising with staff to identify shared work opportunities and priorities for the next few months. A hui of local community and iwi leaders with the West Local Board members is planned for early February 2020 at Hoani Waititi Marae. Te Kaeaua a Māori Tribal Authority, at their quarterly, hui, confirmed their interest in being involved in the design and content of an information and interpretation kete at Te Henga (Bullwhit Beach) led by Te Henga Swimming Waterways. Staff, supported by the Auckland Design Office, received the report from Boffa Miskell on the cultural park design process with rangatiratanga of Te Kura Kaupapa O Hoani Waititi marae. During Q3, the staff will work with Te Kura, Auckland Council, Community Waitākere to review and extend the design process for Sunniva Park.</td>
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<td>181</td>
<td>Apply the empowered communities approach – connecting communities (WTK)</td>
<td>Broker strategic collaborative relationships and resources within the community. This includes five key activity areas: 1. Engaging communities: • reaching out to less accessible and diverse groups, focusing on capacity building and inclusion • supporting existing community groups and relationships. 2. Strengthen community-led placemaking and planning initiatives: empowering communities to: • provide input into placemaking initiatives • influence decision making on place-based planning and implementation. This includes urban revitalisation activities, collaborating with relevant council departments and council-controlled organisations.</td>
<td>CS: ACE; Community Empowerment</td>
<td>DLI: Opak</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Staff contributed to the progress of several initiatives with capacity and capability building outcomes, including: - South Titirangi Neighbourhood network completing their strategic plan, presenting to the local board and identifying areas of focus and alignment with staff - Post Free Waitakere completing their strategic plan and creating the Post Free Waitakere Ranges Alliance - Project Twin Stream Strategic Review - Auckland Council's Implementation Plan to address homelessness Staff have focused on identifying opportunities for collaborations to support community outcomes in Glen Eden, particularly for young people with organisations such as MPFS, the Crescent Trust of Awarua, Sports Waitakere and There’s a Better Way Foundation. Future initiatives will be scoped in Q2. In Q2, Staff contributed to: - advising Te Henga Swimming Waterways and connecting the group to staff and external expertise for the design of an information and interpretation book - advising Te Henga Park interest group to relevant staff and resources to reduce the occurrence of cat break-ins and activities that damage native vegetation; - breaking discussions for the potential establishment of a service hub for Vision West housing and social services in Glen Eden; - supporting hui of Healthy Walks and Communication and Engagement teams with Te Kura Kaupapa Māori o Hoani Waititi marae; to scope opportunities for Auckland Council to support environmental outcomes on the kura sites and employment pathways for the students; - supporting the North West Planning team’s visitor impact assessment of issues at Plutus and Te Henga.</td>
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<td>312</td>
<td>Citizenship Ceremonies - Waitākere Ranges</td>
<td>Delivery of an annual programme of citizenship ceremonies in partnership with the Department of Internal Affairs.</td>
<td>CS: ACE; Events</td>
<td>ABS; Opak</td>
<td>$10,994</td>
<td>In progress</td>
<td>Green</td>
<td>The CivC events team delivered nine citizenship ceremonies on three different occasions during Q1 with 155 people from the local board area becoming new citizens. The CivC events team delivered six citizenship ceremonies on two different occasions during Q2 with 118 people from the local board area becoming new citizens.</td>
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<tr>
<td>313</td>
<td>Local Civic Events - Waitakere Ranges</td>
<td>Delivering and supporting civic events within the local board area.</td>
<td>CS: ACE Events</td>
<td>Df: Opex</td>
<td>$3,000</td>
<td>In progress</td>
<td>Green</td>
<td>Two events were delivered by the Civic events team. In Q1, the WW1 Centenary Peace Concert took place on 18 August 2019 at Swanson RSA. The Band of the Royal Regiment of New Zealand Artillery played celebratory music and marched commemorating the return of soldiers from WW1 and peace celebrations during '18. 65 attended and afternoon tea was provided. Pihong pump track opening (Les Waqara Reserve) was held on 21 September 2019. It was attended by Greg Preland and Sandra Conej, Approximately 60 people, including many children, attended.</td>
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<tr>
<td>314</td>
<td>Anzac Services - Waitakere Ranges</td>
<td>Supporting and delivering Anzac services and parades within the local board area.</td>
<td>CS: ACE Events</td>
<td>Df: Opex</td>
<td>$41,000</td>
<td>Approved</td>
<td>Green</td>
<td>Scheduled for Q4, planning will commence in Q2.</td>
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<tr>
<td>315</td>
<td>Local Events Fund - Waitakere Ranges</td>
<td>Funding to support community events through a non-contestable process. This provides an opportunity for the local board to work in partnership with local event organisers by providing core funding for up to three years to selected events: - Glen Eden Christmas Parade (Glen Eden Protection Society) $20,000 - Titirangi Festival of Music (Titirangi Music Festival Trust) $20,000 - Waitangi Day (Te Whareau O’Watapere Trust) $10,000 - Te Henga Community Day (Te Henga Community Group) $2,500 - Karekore Beach Races (Kone Kauri Community School Trust) $2,500 - Outlook for Someday Youth Development (Connected Media) $5,000 - Titirangi Glow Festival (Bright Lights Little Village) $5,000 - Sea Week Festival (NZ Association of Environmental Education) $3,000 - Wheels out West (Glen Eden Business Association) $10,000 - Metakiki at Arataki (Regional Parks) $8,000 - Arataki Kids Day (Friends of Arataki) $3,000 - Light Show (Glen Eden Baptist Church) $1,500 - Lulu Tipene Day (Glen Eden Rugby League Club) $4,000 - Day of Older People (Greater Glen Eden) $2,500 Total = $100,000</td>
<td>The local board approved a top-up grant of $2,500 from the 2019/2020 Community Responsible Fund for Connected Media Trust to provide youth training in the local board area and the subsequent challenge - The Outlook for Someday (resolution number W10/2019/109). This is to be paid out with their $5,000 Partnership Fund grant. Two grants with a value of $32,000 have been paid out to recipients. Confirmed dates for funded events are: - Glen Eden Christmas Parade (Glen Eden Protection Society) on 30 November 2019 - Waitangi Day (Te Whareau O’Watapere Trust) on 5 February 2020 - Outlook for Someday Youth Development (Connected Media) on 22 November 2019 - Arataki Kids Day (Friends of Arataki) on 22 November 2019 - Light Show (Glen Eden Baptist Church) on 31 October 2019 - Day of Older People (Greater Glen Eden) on 1 October 2019</td>
<td>Two grants with a value of $30,000 have been paid out to recipients. Seven grants are still to be uplifted by the recipients. Events that occurred in Q2 were: - Glen Eden Christmas Parade - Outlook for Someday Youth Development - Arataki Kids Day - Light Show - Day of Older People</td>
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Work Programme 2019/2020 Q2 Report

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<td>316</td>
<td>Movies in Parks</td>
<td>Programme and deliver one regional Movies in Parks series event</td>
<td>CS: ACE Events</td>
<td>LDI: Opex</td>
<td>$13,500</td>
<td>In progress</td>
<td>Green</td>
<td>Programming and delivery planning for one Regional Movies in Parks series event is underway.</td>
<td>Planning for Movies in Parks is on track with pre-entertainment booked and event permit issued for the Duck Park screening on 28 February 2020. Public screening licences for “Logan Movie 2” have been approved.</td>
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<tr>
<td>317</td>
<td>Social and Historic Heritage Events - Waitakere Ranges</td>
<td>Funding to support community led programmes and events with a social and heritage based - Heritage Conference $18,000. New event to be scoped $5,000 total $23,000</td>
<td>CS: ACE Events</td>
<td>LDI: Opex</td>
<td>$20,000</td>
<td>In progress</td>
<td>Green</td>
<td>A contractor has been engaged for the Heritage Conference and planning has commenced. Delivery of the Heritage Conference is planned for Q3.</td>
<td>The Heritage Conference was held on 26 October 2019. The topic was “Destination West.” The event was at full capacity with 150 people attending.</td>
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<td>318</td>
<td>Kauri Carnival</td>
<td>A free family event that celebrates the Kauri and raises awareness of Kauri die-back disease and encourages young people to develop an interest in conservation.</td>
<td>CS: ACE Events</td>
<td>LDI: Opex</td>
<td>$30,000</td>
<td>In progress</td>
<td>Green</td>
<td>Event planning is underway, with the date scheduled for delivery on Sunday 15 March 2020 in Q3.</td>
<td>Event specific marketing starts three weeks prior to each event.</td>
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<td>350</td>
<td>Community Grants (WTK)</td>
<td>Community Grants to support local community groups through a controllable grants process. Note: the 2019/2020 budget figure shown for this activity includes the $75,000 originally approved plus $44,430 carried forward from 2018/2019.</td>
<td>CS: ACE Community Empowerment</td>
<td>LDI: Opex</td>
<td>$110,435</td>
<td>In progress</td>
<td>Green</td>
<td>The local board had one local grant round, allocating a total of $49,350.67. This leaves an amount of $70,084.33 to allocate.</td>
<td>The local board had one quick response round, allocating a total of $29,824.96. This leaves an amount of $49,459.07 to allocate to one local grant and one quick response round.</td>
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567 Operational Expenditure - Lopodah Projects (Council Family)  
Fund the Lopodah Trust to provide gallery and office space for community arts partners ($136,000) and to deliver an ongoing programme of community arts activities and events at the Precinct ($69,000).  
CS: ACE: Arts & Culture  
AED: Opex  
$153,166  
In progress  
Q1 saw 5,206 visitors to the Lopodah Precinct. July 2019 was a highlight due to the annual four-day film festival attracting 729 participants. Collaborating with the Upstarts Gallery and the Lopodah Trust, the precinct delivered four school holiday craft classes. The theatre was the hub for this year’s China West festival. Films, panel discussions, open rehearsals and Whaikia workshops were programmed in the hub. Tāneatua Theatres presented, “Acts of Kindness,” a series of six short plays performed by youth and adults. All three performances sold out.  
Q2 saw 4,114 visitors to the precinct. Highlights in October included the theatre hosting community film fundraisers for environmental groups and local schools. The Tāneatua Pōhēhē held a two-day film and film and events which showcased ceramic works from local and international artists and an accompanying film programme. Venue hire was busy in the busy room with new customers using the venue and re-booking for 2020. December 2019 saw the annual Twilight Christmas Market receive 1,558 visitors over four hours, and on 20 December there were 2 free screenings of Aladdin. 

568 Operational Grant - McCahon House  
Fund the McCahon House Trust to operate the McCahon House as an artist’s residence, providing residencies and exhibitions.  
CS: ACE: Arts & Culture  
AED: Opex  
$21,723  
In progress  
Highlights for Q1 included the Centenary Open House weekend with 407 visitors through McCahon House. During the two days, McCahon’s original paintings were exhibited inside the museum and guests were housed inside the residency. A new residency began in September 2019. Wayne Youle, who will stay for four months in the artist quarters. In partnership with Te Uru Gallery, the trust held a talk, “McCahon: Signs and Symbols to live by.” A panel discussion led by Tom Brownson with Ralph Payne, Beppe Siana and Emily Koraka with 30 people in attendance. McCahon House saw 103 visitors through the site in Q2. Wayne Youle, the artist in residence from September to December 2019, did an artist studio visit and talk in partnership with Auckland Art Week, with 40 attendees. The Gita Studio Dinner was a collaboration between Wayne Youle and Black Estate. Wayne interviewed Māori kūranka throughout the event. 

572 Operational Grant - Te Uru Waitakere Contemporary Gallery  
Fund Te Uru Waitakere Contemporary Gallery Inc. to operate Te Uru, a destination arts facility that develops and attracts visual arts exhibitions of local and regional significance.  
CS: ACE: Arts & Culture  
AED: Opex  
$645,054  
In progress  
Q1 saw 11,279 visitors. Highlights included the biannual Tāneatua Primary exhibition in the Learning Centre, featuring work by all 368 students at the school. The first of the Walking About series was presented at dawn by Pita Tikau on the summit of Pukenatawainui with 49 attendees. Additional programming saw Pacifica Marama, Tautau First Friday event, McCahon panel discussion, two films for the Lopodah Film Festival, and a China West Writers Festival session with Peter Simpson and Wallace Chapman.  
In Q2, Te Uru had 8,639 participants in 72 programmes. Highlights included Te Uru celebrating its fifth birthday. Other highlights included 277 people attending the Porirua Ceramic Awards opening and associated programmes took place at Objectspace as well as Christchurch Art Gallery and The Dowse in Lower Hutt. Te Uru was proud to host the Waitakere Ranges Local Board’s inaugural meeting. The current exhibit, The Future of Our Kids, presents Australian, Fiji and Hawaiian artists looking at the wellbeing of the Pacific with nuclear testing and climate change.
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<td>577</td>
<td>Operational Grant - Uptairs Art Gallery</td>
<td>Fund Tiritiri Community Arts Council to operate the Uptairs Art Gallery, providing exhibition opportunities, workshops, talks and resources to the community.</td>
<td>CS: ACE &amp; Culture</td>
<td>AIBS: Opex</td>
<td>$46,614</td>
<td>In progress</td>
<td>Green</td>
<td>In Q1, The Uptairs Gallery had 2,234 visitors and held 3 exhibitions. Highlights included the annual, ‘R1 PROGRAMME’, an Emerging Artists Award with a continuing theme of ‘mental health’. The exhibit was noticed by the Big Idea website and the gallery was invited to write a story about what they were trying to achieve by aligning the award with mental health.</td>
<td>In Q2, The Uptairs Gallery had 2,634 visitors and held 5 exhibitions. Highlights included an emerging ceramics show in support of the Portage Ceramic awards. The purpose of the show is to act as an intermediary opportunity to upcoming ceramists and encourages them to apply for the Portage awards the following year. A gallery volunteer who began volunteering to improve his anxiety held his first solo exhibition. The community have come to know his friendly face behind the desk and were wonderfully supportive of his work and exhibition.</td>
</tr>
<tr>
<td>579</td>
<td>Operational Grant - West Coast Gallery</td>
<td>Fund West Coast Community Arts Trust to operate the West Coast Gallery, providing exhibitions and public programmes.</td>
<td>CS: ACE &amp; Culture</td>
<td>ADS: Opex</td>
<td>$15,041</td>
<td>In progress</td>
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<tr>
<td>581</td>
<td>Community Arts Programmes - Open Studios Waitakere</td>
<td>Fund a contract for the project management of Open Studios Waitakere, including a programme launch event and capability building workshops for local artists.</td>
<td>CS: ACE &amp; Culture</td>
<td>LDI: Opex</td>
<td>$25,000</td>
<td>In progress</td>
<td>Green</td>
<td>The Open Studios Waitakere event 2019 will launch with the opening event on 8 November at the Aria Visitors Centre. There are 10 new participating artists this year with over 60 artists in total. Brochures have gone to print and will be distributed through Auckland and other regions. A marketing workshop for artists was held at Leadwell House with a record number of 33 attendees.</td>
<td>The Open Studios event was held over the weekend of 9 and 10 November 2019. Event survey results show average visitor numbers (per studio) were up from 65 to 70. Sales per studio remained consistent with an average of $1,200. New artists made up 15% of the total artists involved. The Open Studios Exhibition was held at a new venue, Aria Visitors Centre, throughout the month of November and was well received by artists and visitors. Both Open Studio Bus Tours were fully booked (12 seats each).</td>
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<tr>
<td>584</td>
<td>Community Arts Programmes - Glen Eden</td>
<td>Develop and support art activities and initiatives to be delivered in Glen Eden that activate local spaces and engage the community as participants or audience.</td>
<td>CS: ACE &amp; Culture</td>
<td>LDI: Opex</td>
<td>$19,000</td>
<td>In progress</td>
<td>Green</td>
<td>The event report for the 2019 event will be workshop held with the local board in Q2. A proposal scoping the 2020 programme will be brought to the same workshop for local board consideration.</td>
<td>In Q2, staff attended a local board workshop to review the 2019 initiative Ah! Kia and propose changes to the 2020 programme. In 2016, students at Te Kura Kaupapa Māori o Hoani Waititi Marae were commissioned to compose a work. The wāhau referenced themes of Matariki west Auckland. The Kura invited members of the public to attend wāhau learning sessions at the Kura in weeks preceding the Ah! Kia event. Ah! Kia provided an opportunity for West Aucklanders to come together and participate in a Māteariki activity in Glen Eden town centre. It marked the beginning of a month of nationwide events in recognition of Matariki. The 2020 initiative will include a larger emphasis on learning and teaching the wāhau to West Aucklanders before the Ah! Kia event in June.</td>
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<td>585</td>
<td>Festival Grant - Going West Festival</td>
<td>Fund the Going West Trust to deliver Going West, an annual literary festival based in Tāmaki, but encompassing events in other parts of the West as well. The Festival will include a literary weekend featuring New Zealanders in conversation, panel discussions, reading and recitals, a Gala Opening, a Cumnor Reader (a noted New Zealand poet performing their work) and the Douglas Creatar (a respected writer speaking to the theme of this year’s festival); a slam poetry showcase, a theatre session: film screening, and other satellite events.</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>LDI: Opex</td>
<td>$60,000</td>
<td>In progress</td>
<td>Green</td>
<td>The 24th Going West Festival added some new elements this year with “Choral Arts” Poetry at Parnha lead by local creatives. In total, 11,436 Tāmaki was expected. The event’s expected attendees were approximately 500,000. In December 2019, a new hotel producer came on board. The 2020 festival dates are 10 - 13 September.</td>
<td>This event is on hold until further decisions are made by the local board on how to fund building restoration work.</td>
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<tr>
<td>587</td>
<td>Operational Grant - Shadbolt House</td>
<td>Fund establishment and set-up costs of a writers’ centre at Shadbolt House (55 Anglican Road)</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>ADS: Opex</td>
<td>$10,170</td>
<td>On Hold</td>
<td>Amber</td>
<td>The operational grant will be released later in Q2 after the two plans aligned to the 2019/20 funding are received. The plans will outline an oral history project and a report investigating possible operating models for the residency. The Auckland Council Community Facilities team are leading a piece of work to look at what will make Shadbolt House habitable so that it can be leased to a community group.</td>
<td>This activity is on hold until further decisions are made by the local board on how to fund restoration work. Q2 highlights for the trust include receiving a grant from the Mortlock Foundation. Funding will support the development of the platform about Maurice Shadbolt. A deadline extension on the deliverables for the 2018/2019 funding agreement was negotiated. The extension is in line with a decision report from council that will go to the local board in Q3. The funding for 2019/2020 remains unallocated.</td>
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<td>589</td>
<td>Operational Grant - Glen Eden Playhouse</td>
<td>To respond to the operational needs of Glen Eden Playhouse Trust as asset-based service.</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>ADS: Opex</td>
<td>$18,157</td>
<td>On Hold</td>
<td>Amber</td>
<td>In Q1, Glen Eden Playhouse had 235 attendees, 12 programmes with 31 sessions. Some of the highlights included a United States cast and crew come to perform Pride and Prejudice. A country Western Music group performing to sell-out audiences and on 14 September, a concert was held in honor of victims of Christchurch Mosque shootings. This was performed by a popular East Indian band who have worked in Bollywood and performed all around the world.</td>
<td>Highlights for Q4 include Touch Compass – who put on a performance for those with hearing and visual impairment. The resident theatre company, Playhouse Theatre Inc. also produced and performed a season of Spamalot.</td>
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<tr>
<td>590</td>
<td>Community Arts Programmes - West Coast Arts Trust programme development</td>
<td>Provide additional funding to the West Coast Arts Trust to support local artists and explore opportunities for expanding their arts programmes in Tāmaki, including analysis of current gaps, opportunities and the development of a programme plan. This item is linked to item #579 but created from an alternative budget line.</td>
<td>CS: ACE: Arts &amp; Culture</td>
<td>LDI: Opex</td>
<td>$8,000</td>
<td>In progress</td>
<td>Green</td>
<td>This item is linked to #579 but created from an alternative budget line. During August and September, the gallery has been closed for renovations. Repairs were made to flood damaged walls, other renovations including re-lighting, walls, painting, new lighting and a new ceiling.</td>
<td>This item is linked to #579 but created from an alternative budget line. In 2018/2019 the gallery extended its summer opening hours in response to this additional funding. Increasing the programme of the activity offered by the gallery is dependent on the outcome of the School House which requires remedial work.</td>
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<td>1044</td>
<td>Community lead place-making - Glen Eden activation programme</td>
<td>Deliver and fund, in collaboration with community providers and local stakeholders, a suite of projects aimed at making Glen Eden a more welcoming town centre for all residents. For example, this may include: activating public spaces with small family-friendly events, welcoming new residents to the area or connecting new migrant residents to services that support their settlement into the area.</td>
<td>CS: ACE: Community Empowerment</td>
<td>LDI: Opex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff have progressed initial discussions with community organisations and community members to plan, design and implement activations over the spring and summer period. Approximately 25 people attended the first community workshops held at Glen Eden Community and Recreation Centre in September. Attendees helped design activities that will foster a sense of belonging, connection and pride in Glen Eden. Initiatives will be implemented from Q2.</td>
<td>Staff further developed ideas in collaboration with key organisations and community members through a series of workshops and a community engagement over two days. Staff held a range of activities to gather community input and received suggestions or input from more than 300 people from diverse backgrounds and ages. These ideas were then refined to four leading ideas which have moved to a feasibility, planning and implementation phase. Staff presented at the local board workshop on 12 December 2019 with a proposed activation programme for Summer 2020. Plans are well underway to deliver the summer programme, which will include activities such as a fun run, floral carpet, family-friendly music and youth-focused events, before June 2020.</td>
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<tr>
<td>1108</td>
<td>Access to Community Places - WTK</td>
<td>Provide fair, easy and affordable access to a safe and welcoming venues in the Waitakere Ranges local area. Council delivery: Ceramic Park Function Centre; Titirangi War Memorial Hall; Community delivery: (supported by council through a contract for service/funding agreement) Barnet Hall; Glen Eden Community and Recreation War Memorial Hall; Glen Eden Community House; Huia Waikate Maree Mars Hall; Levinghõm Village Hall; Otair Seafordin Hall; Otaia Small Hall; Parkua Bay Hall; Titirangi Community House; Wataurau Community Hall; Wataurau Domain Hall; Wataurau Township Hall</td>
<td>CS: ACE Community Places</td>
<td>ABS: Opex</td>
<td>$0    In progress</td>
<td>Green</td>
<td>During Q1, participant numbers across council and community managed venues have increased by eight per cent compared to the same period last year. Booking hours across council and community managed venues have also increased by 11 per cent compared to the same period last year. Satisfaction results for council managed venues show that 76 per cent of hires would recommend the venues they have visited in this local board. The top two activity types are fitness/ sport/recreation and arts/cultural events. Branches must decide how they want to support their events and ensure venues are open and available for public use for the years 2018-2021, commenced 1 July 2018 and terminated 30 June 2021. Operational funding amount to be adjusted annually in accordance with Auckland Council’s agreed inflationary mechanism once confirmed.</td>
<td>During Q2, participant numbers across council and community managed venues have increased by six per cent compared to the same period last year. Booking hours across council and community managed venues have decreased by 22 per cent compared to the same period last year. The decrease is due to non-reporting by some of our community delivery partners, staff will continue to work with our hall committees to support regular inputting of utilisation statistics to ensure a complete picture. Q3 will focus in the latter half of the year to data participation and hours booked. Satisfaction results for council managed venues show that 71 per cent of hires would recommend the venues they have visited in this local board. The top two activity types are fitness/ sport/recreation and arts/cultural events.</td>
<td></td>
</tr>
<tr>
<td>1109</td>
<td>Activation of Community Places - WTK</td>
<td>Enable and coordinate a wide range of activities that cater to the diversity of the Waitakere Ranges local community. Council delivery: (supported by council through a contract for service/funding agreement) Glen Eden Community House, three year term expires 30 June 2022 ($39,007); Titirangi Community House, three year term expires 30 June 2022 ($39,007) Operational funding management fee amount to be adjusted annually in accordance with Auckland Council’s agreed inflationary mechanism once confirmed.</td>
<td>CS: ACE Community Places</td>
<td>ABS: Opex</td>
<td>$70,214</td>
<td>In progress</td>
<td>Green</td>
<td>Q1 activation highlights for Waitakere Ranges Community Centres have included Titirangi Community House’s July School Holiday Programme. With increasing numbers, this programme supports parents over the school holidays with crafts and outings for local children. Also in Q1, regular year of the Titirangi Community House Railway Station Music Therapy Group received the Arts Access Aotearoa Holdsworth Creative Space Award at To Putanga Tai Arts Access Awards 2019. Contracts for service were signed and paid during Q1.</td>
<td>During Q2, activation highlights included a new joint project from the Glen Eden Community House and local Hae Krishna Group of a monthly free Community Dinner. Over the 3 month trial, the numbers of participants grew and with positive feedback they have decided to continue hosting these on the first Wednesday of the month. Community members and families from many different ethnic backgrounds attend with numbers varying from 6 to 25 people. These dinners also help to support the local Fatara, as left over food is put in containers and delivered to the local Food For Pantries the next day. The Massey Community Hub helps to support this event with supplying vegetables from their community garden.</td>
</tr>
<tr>
<td>1110</td>
<td>Huia Waikate Maree, Three year Funding (Year 2)</td>
<td>Fund Huia Waikate Maree Trust towards operation and maintenance associated costs enabling Huia Waikate Maree to be open and available for public use for the years 2018-2021, commenced 1 July 2018 and terminating 30 June 2021. Operational funding amount to be adjusted annually in accordance with Auckland Council’s agreed inflationary mechanism once confirmed.</td>
<td>CS: ACE Community Places</td>
<td>ABS: Opex</td>
<td>$67,897</td>
<td>In progress</td>
<td>Green</td>
<td>During Q1, two instalments of the three year funding agreement with Huia Waikate Maree Trust were paid, this enabled the trust to achieve their outcomes for the 2019/2020 financial year and ensure that the Manse is open and available for the community to use.</td>
<td>No update this quarter</td>
</tr>
</tbody>
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### Work Programme 2019/2020 Q2 Report

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<tr>
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<tr>
<td>1112</td>
<td>Community Halls Partnership Fund (Year 3)</td>
<td>Fund the Community Halls to provide safe and accessible facilities to meet the needs of the community for the years 2017-2020.</td>
<td>CS: ACE, Community Places</td>
<td>LDI: Opex</td>
<td>$42,000</td>
<td>In progress</td>
<td>Green</td>
<td>During Q1, the final instalment of the three-year funding agreement was paid to seven of the hall tenants. The payments for the remaining three halls will be processed early in Q2, this allows the occupants to achieve their outcomes for 2018/2020 and ensure that their halls are open and available for the community to use.</td>
<td>A workshop is booked with the local board in Q3 to discuss next year’s approach to this fund.</td>
</tr>
<tr>
<td>1156</td>
<td>McCallum's Auckland</td>
<td>To partner with McCallum house on the 12th anniversary of the year to form a bespoke tour connecting Auckland Art Gallery with the House and Waitakere</td>
<td>CS: ACE, Arts &amp; Culture</td>
<td>LDI: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>During the Centenary weekend the first piloted six narrated bus tours from Auckland Art Gallery to Titirangi. They also trained bespoke walking tours in the Titirangi area tracing the walk Colin McCallum made to the bus stop daily. The tours reflected on social, political and cultural history of the area at the time. The bus trips were well received with good coverage in the media. A full report will come to the local board late in Q2 alongside a plan for growing the sustainability of the bus tour for the future.</td>
<td>Reporting to the local board was positioned due to the elections. The full report will be presented to the local board in Q3 alongside a plan for growing the sustainability of the bus tour for the future.</td>
</tr>
<tr>
<td>1287</td>
<td>Top up for funding agreement - Glen Eden and Titirangi Community House (5.0)</td>
<td></td>
<td>CS: ACE, Community Places</td>
<td>LDI: Opex</td>
<td>$16,000</td>
<td>Completed</td>
<td>Green</td>
<td>Additional funding paid as part of contract payment during Q1.</td>
<td>No commentary required.</td>
</tr>
<tr>
<td>180</td>
<td>Youth Connections - Waitakere Ranges</td>
<td>Youth Connections will: • sustain and build on the impactful work of Youth Connections to date particularly the community-led solutions demonstrated to create impact; • boost and scale up tried and tested The Southern Initiative activities relating to young people and employment or entrepreneurship; • trial and experiment new approaches to support young marginalised youth (such as those in care in the youth justice system or discriminated against).</td>
<td>TWW: The West Work</td>
<td>LDI: Opex</td>
<td>$30,000</td>
<td>Approved</td>
<td>Green</td>
<td>2018/19 funding projects. Further funding was provided to extend the soft skills towards employment to those 50 students and keep them engaged in event management opportunities within the local area which also enriches their cultural knowledge. Five teachers are continuing to provide the delivery of the vocational programme. This programme will be completed by end of December 2018. Achieving Kwaikura - Employment coaching for eight young people have commenced in June 2019 and they will be provided financial literacy training in addition. This programme is to be completed by end of November 2019. Initial interviews and enrolment of all at risk youth into this programme has commenced.</td>
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### Community Facilities: Build Maintain Renew

<table>
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<tr>
<td>3319</td>
<td>Community Response Fund Waitakere Ranges</td>
<td>Discretionary fund to respond to community issues as they arise during the year</td>
<td>CS: ACE, Advocacy</td>
<td>LDI: Opex</td>
<td>$34,700</td>
<td>In progress</td>
<td>Green</td>
<td>$2,500 has been paid to Connected Media Trust and $5,000 for the revitalisation of the Waitakere Ranges Greensways Plan. The balance is now $4,200.</td>
<td>No allocations were made in G2. The balance remains on $4,200.</td>
</tr>
<tr>
<td>1069</td>
<td>Hate Domain - renew coastal structure</td>
<td>Renew and upgrade seawall: FY17/18: consultation, investigation, concept design, consenting and detailed design FY18/19 &amp; FY19/20: plan, procure and undertake physical works; Risk Adjusted Programme (RAP) project</td>
<td>QF: Project Delivery</td>
<td>AIS: Capex - Renewals</td>
<td>$144,611</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed July 2019.</td>
<td>Project completed July 2019.</td>
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</table>
### Work Programme 2019/2020 Q2 Report

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<tr>
<td>1973</td>
<td>Titirangi Town Centre - replace toilet block</td>
<td>Replace the town centre toilet in a new position</td>
<td>CF: Project Delivery</td>
<td>ARS - Capex - Renewals</td>
<td>$307,023</td>
<td>In progress</td>
<td>Amber</td>
<td>Current status: A Planning Risk Assessment is underway to determine the feasibility of the toilet site location. Next steps: Review the Assessment and update the local board.</td>
<td>Delivery delays continue. Resource Consent application required to follow Public Notification process. Current status: Planning Risk Assessment results will be outlined in a memo for further direction by the local board. Next steps: Workshop the site location options with the local board and agree next steps.</td>
</tr>
<tr>
<td>2038</td>
<td>Parks Park - renew field 1 sports field including irrigation system</td>
<td>Renew field 1 sports field including replacing the old hydraulic irrigation system with a solenoid system. FY/2021-22, design and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARS - Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2134</td>
<td>(OLI) Glen Eden Town Square - develop civic space</td>
<td>In alignment with the town square concept plan, develop a welcoming town centre civic and pedestrian area, designed to allow for community multiple activity uses. Stage one - investigate, design and consult the projects from the concept plan for the local board to review and input. Stage two - prepare acquisition assessment for the properties identified in the investigation stage. Stage three - acquire land to develop the civic space - this stage of the initiative is estimated to be undertaken in 2021. Stage four - detailed design of business case for the physical works proposed. Stage five - scope and obtain consents as required. Stage six - plan the physical works. Stage seven - deliver the staged physical works in accordance to the priority agreed by the local board.</td>
<td>CF: Investigation and Design</td>
<td>ARS - Capex - Development</td>
<td>$484,101</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: The delivery of the detailed business case has progressed and the first phase of work is underway which includes production of a revised list of town centre projects and sequencing which ensures the OLI is aligned with planning by Panuku, Plans and places and Auckland Transport. This will enable consistent design of the precinct, high level concept visualisation and provision of sufficient information to inform detailed planning and consents. Next steps: To provide the local board with a progress and next steps update at a workshop in November - December 2019. It is also intended to invite a local board representative to join the project control steering group. In the interim, work will continue to finalise the design brief and to produce detailed descriptions and assessment of individual sites / sub projects.</td>
<td>Current status: Community and Social Policy staff have advised that there is no requirement for an indicative business case and the OLI can progress directly to the detailed business case phase for funding and then progress to design and consenting. A project lead has been allocated to deliver the detailed business case. An update was provided to the local board in June 2019. The delivery of the detailed business case has progressed and the first phase of work is underway which includes production of a revised list of town centre projects and sequencing which ensures: a. The OLI is aligned with planning by Panuku, Plans and places and Auckland Transport b. Consistent design of the project c. High level concept visualisation d. Provision of sufficient information to inform detailed planning and consents. Next steps: To provide the local board with a progress and next steps update workshop in November - December which will include status of the alignment of the cross precinct programmes of work. It is also intended to invite a local board representative to join the project control steering group. In the interim work will continue to finalise the design brief and to produce detailed descriptions and assessment of individual sites / sub projects.</td>
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<tr>
<td>2151</td>
<td>Anzac Bay Reserve - renew park road and drainage</td>
<td>Renew park road and drainage. FY/18/19 - investigation, concept design and engineer's estimate is complete. FY/2020 - consenting and detailed design. FY/2021 - plan, procure and undertake physical work. Risk Adjusted Programme (RAP) project.</td>
<td>CF: Project Delivery</td>
<td>ARS - Capex - Renewals</td>
<td>$98,888</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: An engineer is being engaged to complete the detailed design and tender documents and apply for resource consents. Next steps: Project has been deferred to Financial Year 2020 as works are unable to be completed in Financial Year 2019 due to consenting requirements.</td>
<td>Current status: Review the final detailed design and tender documents and apply for resource consent. Next steps: Issue construction works tender.</td>
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<tr>
<td>2154</td>
<td>Ceramic Park - driveway renewal</td>
<td>Renew area of driveway. This project is completed and was delivered in advance of the planned timeframe. The budget remains in the original allocated year as it was committed.</td>
<td>CF: Project Delivery</td>
<td>ARS - Capex - Renewals</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed January 2019.</td>
<td>Project completed January 2019.</td>
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## Work Programme 2019/2020 Q2 Report

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<tr>
<td>2180</td>
<td>Huka Domain - renew park road and car park</td>
<td>Renew park road and associated stormwater system. FY18/19 - investigation, concept design, consenting and detailed design. FY19/20 - plan, procure and undertake physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Renewals</td>
<td>$333,027</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Detailed design has been prepared and a consultant will be engaged to provide end to end professional services from briefing planning and consenting requirement through to oversight of physical works. The carpark plans were presented at a community meeting in July and some changes have been identified and agreed on. These include the removal of the carpark gate and gate block pavement adjacent existing trees. The removal of the eastern carpark will start pending Auckland Transport completion of a stormwater management project in the area. Next steps: Finalise detailed design and consent documentation.</td>
<td>Current status: Consultants have been engaged to prepare detailed design, tender documentation and the resource consent application for the western carpark. Renewal of the eastern carparks will commence in August. Auckland Transport has completed the stormwater management work in the area. Next steps: Finalise detailed design and resource consent application.</td>
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<tr>
<td>2240</td>
<td>Waitakere Ranges - renew park walkways and paths 2017/2018+</td>
<td>Renew walkways/footpaths at the following sites: Ceramic Park, Huka Domain, Scandale Walkway, Tingape Park and Swanson Station Park. Working in alignment with the CF Strategic Projects Unit to consider issues of Kaori Deakin Disease. FY18/19 - investigation, design and consenting. FY19/20 - plan and deliver physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Renewals</td>
<td>$120,857</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed August 2019.</td>
<td>Project completed August 2019.</td>
</tr>
<tr>
<td>2313</td>
<td>Waitakere Domain Hall - renew roof on hall</td>
<td>Renew the hall roof and gutters as required. FY20/21 - investigate and scope required work. FY21/22 - plan and undertake physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>On Hold</td>
<td>Amber</td>
<td>Project is no longer proceeding in financial year 2019-2020 and will progress in financial year 2022.</td>
<td>Project is no longer proceeding this FY. Funding has been moved to FY22. Project on hold and will progress in financial year 2022.</td>
</tr>
<tr>
<td>2314</td>
<td>Huka Domain - refurbish toilet</td>
<td>Refurbish toilet block at Huka Domain. FY18/19 - investigate, design, and scope required work is complete. FY19/20 - plan and deliver physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Renewals</td>
<td>$44,485</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed July 2019.</td>
<td>Project completed July 2019.</td>
</tr>
<tr>
<td>2315</td>
<td>Waitakere Ranges - renew park structures 2018/2019+</td>
<td>Renew park structures at the following sites: Kowhai Reserve, Clarence Reserve, Clayburn Reserve, French Bay Reserve, French Bay Esplanade, Kaurimu Park, Pihia South Road Reserve, Oriental Esplanade, Bishop Park and Tinopai Reserve. FY18/19 - investigate, design and plan required work. FY18/19 &amp; FY19/20 - consenting and deliver physical work. Risk Adjusted Programme (RAP) project.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Renewals</td>
<td>$101,889</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Preparing to award physical works. Next steps: Award contract and start physical works.</td>
<td>Current status: Stage 1 of physical works has been completed. Next steps: Issue completion certificate.</td>
</tr>
<tr>
<td>2338</td>
<td>Pihia Reserve - replace pedestrian bridge and widen connecting pathways</td>
<td>Renew pedestrian bridge and widen the pathways connecting the bridge to reinforce stability of the structure. FY18/19 - investigation, design and consenting. FY18/20 - plan and deliver the approved physical works.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Development#ABS: Capex - Renewals</td>
<td>$107,550</td>
<td>In progress</td>
<td>Amber</td>
<td>Current status: Building consent has been granted and resources consent is processing. Tender documentation is complete. Next steps: Tender and award contract for physical works.</td>
<td>Budget allocation Current status: Building and resource consents have been granted for reconstruction of the bridge. A contractor has priced the physical works however there is insufficient project funding available to complete the project. Next steps: Continue to seek compliant alternative design solutions or secure additional funding to deliver the project.</td>
</tr>
<tr>
<td>2342</td>
<td>Ceramic Park Function Centre - investigate and scope refurbishment of centre</td>
<td>Refurbish the function centre to ensure fit for purpose for community use. FY18/19 - investigate, design and scope work requirement FY19/20 - plan and deliver physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS: Capex - Renewals</td>
<td>$19,875</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed July 2019.</td>
<td>Project completed July 2019.</td>
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<tr>
<td>2389</td>
<td>Concordia Reserve - renew pathways</td>
<td>Renew pathways in conjunction with the development of the new reserve at 4-10 Sunnyvale Road following Kaui dieback assessment FY18/19 - early investigation FY21/22 - investigation, design, and plan required work FY22/23 - undertake physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>On Hold</td>
<td>Amber</td>
<td>Project on hold. The park will remain closed with pathway works postponed due to Kaui Dieback mitigation programme.</td>
<td></td>
</tr>
<tr>
<td>2508</td>
<td>Titirangi Community House - refurbish interior</td>
<td>Refurbish building interior - walls and ceilings, heating, carpets as identified with centre management. Is fit for purpose and future proofed for community use. FY18/19 - investigate, design and plan the required work. Undertake physical work. This project is completed and was delivered in advance of the planned timeline. The budget remains in the original allocated year as it was committed.</td>
<td>CF - Project Delivery</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed.</td>
<td>Project completed April 2019.</td>
</tr>
<tr>
<td>2523</td>
<td>Waitākere Ranges - investigate options for sports lighting and sportsfield upgrades</td>
<td>Uplift investigation of the 66 hour shortfall for sports play capacity. Parns Park and Singer Park have been identified for two field upgrades to sand carpet fields including lighting and irrigation as agreed by the local board. FY18/19 &amp; FY19/20 investigate and scope required work FY20/21 &amp; FY21/22 plan and undertake physical works. Risk Adjusted Programme (RAP) project.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Growth</td>
<td>$44,128</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: A consultant has been engaged to deliver detailed design services to finalise the design work targeted for Singer Park. Next steps: Funding has been allocated to finalise the design and engagement with the football club will now commence.</td>
<td>Current status: Consultant has been engaged to deliver detailed design services to install hybrid sports field at Singer Park. Next steps: Continue to work through the design phase and ongoing engagement with the football club.</td>
</tr>
<tr>
<td>2524</td>
<td>Waitākere Ranges - renew park furniture and furniture 2018/2019+</td>
<td>Renew park fixtures and fittings. At the following sites: Armour Bay Reserve, Huka Domain, Swanson Oaks, Swanson Station Park, Tanglewood Reserve, Titirangi House and Alex Jeakins Memorial. FY18/19 - investigate and plan the required work. FY19/20 &amp; FY19/20 - deliver physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS - Capex - Renewals</td>
<td>$40,743</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Physical works is complete at 70 percent. Next steps: Complete works and issue practical completion certificate.</td>
<td>Current status: Remedial works underway. Next steps: Issue completion certificate and close the project.</td>
</tr>
<tr>
<td>2530</td>
<td>West Coast Gallery - renew facility</td>
<td>Refurbish the facility following the assessment of the Pine Stream assessment. FY18/19 &amp; FY19/20 - investigate, design, scope and plan the works required FY19/20 &amp; FY20/21 - deliver physical work.</td>
<td>CF - Project Delivery</td>
<td>ABS - Capex - Renewals</td>
<td>$15,130</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Building Consent processing underway. Next steps: Tender the contract for physical works.</td>
<td>Current status: Building consent has been granted. Next steps: Tender physical works.</td>
</tr>
<tr>
<td>2576</td>
<td>Waitākere Ranges - Heritage Area Galleways</td>
<td>Feasibility, design and installation of gateway signage within the Waitākere Ranges Heritage Area. FY18/19 - Feasibility study and consultation. FY19/20 - concept design, costing and detailed design. Year three - plan and undertake physical work. Note: the 2019/2020 budget figure shown for this activity includes the $42,000 originally approved plus $7,000 carried forward from 2019/2019.</td>
<td>CF - Project Delivery</td>
<td>LS - Capex - DL - Capex</td>
<td>$42,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Final review of the Feasibility Report is underway. Next steps: Present report and options to the local board at a workshop in November 2019.</td>
<td>Current status: A feasibility report is being finalised and cost options prepared. Next steps: Submit final report with solution options to the local board.</td>
</tr>
<tr>
<td>2596</td>
<td>Clarence Reserve - renew park amenity lighting</td>
<td>Renew park amenity lighting. FY20/21 investigate and design required work FY21/22 - plan and undertake physical work.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Current status: Undertake condition assessment of the current asset next steps: Review the condition assessment report findings and identify scope of works required.</td>
</tr>
<tr>
<td>2598</td>
<td>Robert Knox Memorial Park - renew playground and park furniture</td>
<td>Renew the playground and associated park furniture. FY20/21 - investigate and scope required work FY21/22 - plan and undertake physical work.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2602</td>
<td>Clarence Reserve - renew playground and park furniture</td>
<td>Renew playground and park furniture. FY20/21 - investigate and scope required work FY21/22 - plan and undertake physical work.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2605</td>
<td>Harold Moody Park - renew playground and park furniture</td>
<td>Renew playground at Harold Moody Park FY21/22 - investigate and scope required work FY22/23 - plan and undertake physical work.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>ID</td>
<td>Activity Name</td>
<td>Activity Description</td>
<td>Lead Dept / Unit / Call Out</td>
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<td>Budget</td>
<td>Activity Status</td>
<td>RAG</td>
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<tr>
<td>2609</td>
<td>Harold Moody Park - renew carparks and driveway</td>
<td>FY21/22 - investigate, design and scope required work, FY22/23 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2614</td>
<td>Township Park - renew playground and park furniture</td>
<td>FY18/19 - investigate and scope required work, FY20/21 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$5,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Investigation and consultation with stakeholders underway.</td>
<td>Next steps: Collect and consolidate survey results and incorporate in draft concept design. Current status: Concept design has been finalised. Next steps: Prepare tender documentation and tender physical works.</td>
</tr>
<tr>
<td>2622</td>
<td>Armour Bay Reserve - renew edging of upper carpark</td>
<td>New the current timber fence edging at the upper carpark to stop continued damage FY21/22 - investigate, scope and undertake required work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$30,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Prepare scope of work for professional services. Next steps: Finalise scope of work and tender professional services.</td>
<td>Current status: Consultant reviewing the design and preparing tender documentation. Next steps: Finalise tender documentation and commence procurement process.</td>
</tr>
<tr>
<td>2660</td>
<td>Oparuku Akaranga Strip Reserve - inspect pedestrian bridge</td>
<td>Undertake an inspection of the pedestrian bridge at Oparuku Akaranga Strip Reserve to determine immediate and future requirements for the asset FY20/21 - inspection will be undertaken, this could lead to further action and the requirement for more capex budget.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2713</td>
<td>Virgo Park - renew playground</td>
<td>Renew the playground at Virgo Park - investigate and scope required work FY20/21 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2714</td>
<td>Otara Esplanade and Glen Eden Car Parks - renew bridge grip surface</td>
<td>Renew the painted grip surface on bridges along the Otara Esplanade cycleway FY19/20 - investigate, scope and undertake required work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$25,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Project scoping is complete tender documentation prepared. Next steps: Award contract and carry out physical works during summer 2019-2020. Next steps: Complete the physical works.</td>
<td>Current status: A contractor has been appointed to complete the bridge grip surfac renewal of the four cycleway bridges in early 2020. Next steps: Complete the physical works.</td>
</tr>
<tr>
<td>2725</td>
<td>Sandy's Parade - refurbish toilet block</td>
<td>Refurbish the neolito toilet block at Sandy's Parade FY21/22 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2729</td>
<td>Huia Domain - renew skate half pipe</td>
<td>Renew or refurbish the skate half pipe at Huia Domain FY20/21 - investigate and scope required work, FY21/22 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2740</td>
<td>WestawTVS Hall - replace outside tap</td>
<td>Replace and move the outside tap in a new position FY21/22 - investigate, scope and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2716</td>
<td>Sherwood House - refurbish house to safe level</td>
<td>Undertake health and safety renewal requirements outlined in asset management report FY19/20 - investigate, scope and undertake required work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$100,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: Finalising procurement of professional services for programme of work including design, quantity surveying and consenting. Next steps: Complete programme of works.</td>
<td>Current status: Prepare programme of works and revised project budget. Next steps: Present programme of works to local board, undertake further asbestos assessment.</td>
</tr>
<tr>
<td>2830</td>
<td>Oparuku Village Green - development - stage 1</td>
<td>Oparuku Village Green development FY19/20 - review masterplan, consultation, option analysis, Stage two - concept designs and high level costing, consultation Stage three - consenting and detailed design Stage four - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>LCFL: Capex</td>
<td>$30,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Project scope at a local board workshop. Next steps: Develop consultant brief.</td>
<td>Current status: Consultant designer has been engaged. Concept design options development is underway Next steps: Workshop design options with local board.</td>
</tr>
<tr>
<td>2831</td>
<td>Waitakere Ranges - small park improvements - phase 2</td>
<td>Plan and undertake improvements to local parks across the the Waitakere Ranges Local Trust area in consultation with local residents.</td>
<td>CF: Investigation and Design</td>
<td>LCFL: Capex</td>
<td>$60,000</td>
<td>In progress</td>
<td>Amber</td>
<td>Current status: The local board have endorsed the proposed project scope. Next steps: Procure contractor to deliver the physical works.</td>
<td>Prolonged contract negotiation - budget insufficient or may need to modify project scope. Current status: This project was recently re-issued to market for pricing. The available budget is insufficient to deliver the current project scope. Next steps: Continue to negotiate pricing and seek further cost efficiencies. Secure additional funding or reduce the project scope if required. Appoint a contractor to complete the physical works.</td>
</tr>
<tr>
<td>2843</td>
<td>Kinchla Reserve - renew playground and park furniture</td>
<td>Renew playground and park furniture FY19/20 - investigate and scope required work, FY20/21 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARES: Capex - Renewals</td>
<td>$8,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Investigation and consultation with stakeholders underway. Next steps: Collect and consolidate survey results to inform draft concept design.</td>
<td>Current status: Design has been finalised. Next steps: Prepare tender documentation and tender physical works.</td>
</tr>
<tr>
<td>ID</td>
<td>Activity Name</td>
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<tr>
<td>2862</td>
<td>Tawarangre Reserve - renew playground and park furniture</td>
<td>Upgrade the playground including edging and drainage. Install additional park furniture to create a picnic area. Plant native trees to create shade for park users. FY18/19 - investigate and scope required work. FY20/21 - plan and undertake physical work. Risk Adjusted Programme (RAP) project.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$7,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Preparing consultation and engagement plan. Next steps: Consultation with stakeholders.</td>
<td>Current status: Consultation with stakeholders underway. Next steps: Prepare summary of the consultation feedback and options.</td>
</tr>
<tr>
<td>2865</td>
<td>Waitakere Ranges - renew half courts</td>
<td>Renew components of the half courts in Armour Bay Reserve, Parks Park, Sunnuck Park and Waitakere Reserve. FY21/22 - investigate, scope and undertake required work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2866</td>
<td>Parks Park - renew carpark - northern end</td>
<td>Renew the carpark outside the Waitakere Table Tennis Club. Work shall begin at the completion of the upgrade to the club's building. Design work has been completed but shall be reviewed prior to tender. FY21/22 - review concepts, complete detailed design and seek required consents. FY22/23 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2867</td>
<td>Parks Park - replace skate half pipe</td>
<td>Replace the skate half pipe. FY18/20 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$80,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Half pipe has been ordered and has an 18 week lead time. Next steps: Installation is scheduled for November 2019.</td>
<td>Current status: A contractor has been engaged to complete necessary work to ensure the base pad is adequate for installation of the half pipe. Next steps: Complete work required to concrete base and await delivery and installation of skate pipe in early February 2020.</td>
</tr>
<tr>
<td>2868</td>
<td>Parks Park - replace sports field lights at artificial turf</td>
<td>Replace the sports lights (NOT including the poles) at the artificial sports turf. Replace wiring as required. FY20/21 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2871</td>
<td>Titirangi Beach Reserve - refurbish toilet block</td>
<td>Refurbish the toilet block at Titirangi Beach Reserve. FY21/22 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2872</td>
<td>Titirangi Beach Reserve - replace play items</td>
<td>Replace the rope swing with a suitable swing set and replace the timber edging play item. FY18/20 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$45,000</td>
<td>Completed</td>
<td>Green</td>
<td>Current status: Physical works eighty percent complete. Next step: Complete physical works and issue practical completion certificate.</td>
<td>Project completed November 2019.</td>
</tr>
<tr>
<td>2873</td>
<td>Titirangi War Memorial Hall - renew all curtains</td>
<td>Renew curtains in the Titirangi War Memorial Hall. FY21/22 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Current status: The project has been confirmed for early delivery in financial year 2020. Next steps: Complete project scope.</td>
</tr>
<tr>
<td>2874</td>
<td>Titirangi War Memorial Hall - replace electrical board on stage</td>
<td>Replace the old electrical board for the stage. Refurbish steps to electrical board with isolating gate. FY18/20 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$45,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: An electrical specialist consultant has completed a compliance assessment and cost estimate for the project. A site visit has been held with a contractor and pricing for the physical works has been received. Next steps: Appoint a contractor to complete the physical works. I am aware Auckland Council Venue Hire to programme the works for a mutually agreeable time.</td>
<td>Current status: A contractor has been appointed. Next steps: Complete the physical works in January 2020.</td>
</tr>
<tr>
<td>2876</td>
<td>Waitakere Ranges - renew amenity lighting FY21/22</td>
<td>Renew park amenity lighting in Nicotra Reserve, Owen's Green and Parks Park. FY21/22 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>2877</td>
<td>Waitakere War Memorial Hall - renew kitchen</td>
<td>Renew kitchen. FY21/22 - scope project requirements. FY22/23 - investigate, plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ABS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>3024</td>
<td>Glen Eden Community and Recreation Centre War Memorial Hall - design and install heritage signage</td>
<td>Design and install heritage signage for the hall. FY 19/20 - design, plan and install.</td>
<td>CF: Investigation and Design</td>
<td>LDI: Capex</td>
<td>$2,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Historical documentation being sourced. Next steps: Scope project.</td>
<td>Current status: Review of heritage documentation. Next steps: Prepare signage content options.</td>
</tr>
</tbody>
</table>
## Work Programme 2019/2020 Q2 Report

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<tbody>
<tr>
<td>3025</td>
<td>Waitakere Ranges - renew park fixtures and furniture FY20/21</td>
<td>Renew park fixtures and fittings - sites to be confirmed. FY20/21 - investigation, plan and deliver required work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>3027</td>
<td>Waitakere Ranges - renew park walkways &amp; paths FY20/21 &amp; FY21/22</td>
<td>Renew walkways and paths in Akei Jernie Memorial, Anson Green, Bill Honeinape Walk, Mt Atkinson Park, Pāua Domain, Prospect Park, Rahui Kāhiko Reserve, Te Henga Park, Tītirangi Beach and Waitakarua Reserve. Working in alignment with the CF Strategic Projects Unit to consider issues of Kaait Dieback Disease. FY20/21 - investigate and scope work required. FY21/22 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>3029</td>
<td>Waitakere Ranges - renew park fixtures and furniture FY21/22</td>
<td>Renew park fixtures and furniture - sites to be confirmed. FY21/22 - investigation, design, plan and deliver required work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>3031</td>
<td>Waitakere Ranges - renew community facility &amp; park signage FY21/22</td>
<td>Renew community facility and park signage - sites to be confirmed. FY21/22 - investigate, design, plan and deliver required work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Project will be scoped and completed in future years.</td>
</tr>
<tr>
<td>3033</td>
<td>Piha Hall - refurbish exterior of hall</td>
<td>Refurbish exterior of the old school hall - FY20/21 - investigate and scope required work. FY21/22 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Current status: Approval of inclusion of this project in the Risk Adjusted Programme. Next steps: Commerce project once approval has been received.</td>
</tr>
<tr>
<td>3034</td>
<td>Waitakarua Hall - renew carpets in community library</td>
<td>Renew carpets in the community library - FY20/21 - investigate and scope required work. FY21/22 - plan and undertake physical work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
<td>Current status: This project has been confirmed for early delivery in financial year 2020. Project scoping has commenced. Next steps: Confirm project scope and prepare tender documents for physical works.</td>
</tr>
<tr>
<td>3035</td>
<td>Langham Hall - refurbishment of entrance way soft</td>
<td>Refurbish soft panels at the entranceway to the hall. FY19/20 - investigate, plan and undertake physical work. Risk Adjusted Programme (RAP) project.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$33,456</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Project scoping is complete. A site meeting has been held with Auckland Council asbestos management team to confirm best approach to softfit encapsulation. Next steps: Finalise preferred softfit encapsulation methodology and procure contractor to complete the physical works.</td>
<td>Current status: A contractor has been appointed. Next steps: Communicate with stakeholders and complete the physical works in January 2020.</td>
</tr>
<tr>
<td>3036</td>
<td>Waitakere Ranges - renew community facility &amp; park signage FY20/21</td>
<td>Renew community facility and park signage - sites to be confirmed FY20/21 - investigate, design, plan and deliver required work.</td>
<td>CF: Investigation and Design</td>
<td>ARS: Capex - Renewals</td>
<td>$0</td>
<td>Approved in principle</td>
<td>Green</td>
<td>Project will be scoped and completed in future years.</td>
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### Work Programme 2019/2020 Q2 Report

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<tr>
<td>3173</td>
<td>Waitākere Ranges Full Facilities maintenance contracts</td>
<td>The full facilities maintenance contracts include maintenance and repair of all assets across the areas which impacted facilities within the local board area. The average audit score in the Waitākere Ranges Local Board area for this period has been 89% from 429 audits. The categories that require the most improvement is hard surfaces being in a safe, non-slip condition and furniture and equipment maintenance in parks. The categories relating to turf maintenance and litter bin emptying have been consistently excellent. The 'clean' component of Project Streetscapes went live from 1 July 2019. There have been very few issues relating to this addition to the contract to date which is pleasing. Steam-cleaning of hard surfaces and furniture occurred across all town centres in the local board area. Areas of focus for the next quarter will be monitoring loose litter collection on rural roadways. A more formal programme to deliver pest plant control in the mast control area has been established over this period with priority locations and spaces defined in collaboration with Auckland Council’s Biosecurity Unit. Areas of focus over this period have been Huru, Whaiuru and Anapahata. Outdoor furniture contractors are trialling a new approach to how-green waste is disposed of by diverting it to a facility that turns it into compost. Previously this would go straight to landfill. In August alone this saw 1,500t of green waste sent to be turned into compost across the contract area. This is a positive continuation of looking at how waste can be diverted from landfill and lies in well with the quarter three innovation which outlined how loose litter collected in parks is being sorted with recyclables being segregated.</td>
<td>CF: Operations</td>
<td>NES: Opax</td>
<td>$3,302,394</td>
<td>Approved</td>
<td>Green</td>
<td>Average rainfall was slightly up on the historical mean and there were no significant weather events across the areas which impacted facilities within the local board area. The average audit score in the Waitākere Ranges Local Board area for this period has been 89% from 429 audits. The categories that require the most improvement is hard surfaces being in a safe, non-slip condition and furniture and equipment maintenance in parks. The categories relating to turf maintenance and litter bin emptying have been consistently excellent.</td>
<td>Average rainfall was lower than the historical mean, and average soil temperatures were slightly cooler which resulted in a relatively minor growth flush over the quarter. The average audit score in the Waitākere Ranges Local Board area for this period was 89% from 32 audits. Changing room fixtures and fittings was the most consistent audit fail whilst turf fertiliser and litter bin emptying were consistently excellent. The green waste trial continues to be a success with our contractor now having diverted 5,500 kg of green waste from landfill to be turned into compost this financial year. Similarly, waste diversion from landfill to recycling has increased over the period with our contractor now diverting all waste from litter bins and hose litter within the Streetscapes and open spaces.</td>
</tr>
<tr>
<td>3174</td>
<td>Waitākere Ranges Local Board Arboriculture Contracts</td>
<td>The Arboriculture maintenance contracts include tree management and maintenance in parks and streets, funded from local board budgets. These contractors also undertake storm damage works although these are funded from regional budgets.</td>
<td>CF: Operations</td>
<td>NES: Opax</td>
<td>$386,245</td>
<td>Approved</td>
<td>Green</td>
<td>The first quarter was focused on the reduction of requests for service. This was balanced against addressing deferred requests and higher priority new requests received. Outstanding work is now limited to sites where access has been restricted due to ground conditions. It is anticipated these sites will be accessible shortly into the second quarter. Weather dependent. The scheduled works programme was delayed as a consequence of the large amount of requests, but is now on track. Replacement planting of trees removed throughout the year has been completed during the quarter.</td>
<td>In the second quarter the backlog of request for service was successfully reduced to a more manageable level. The contractor has allowed the work that had been deferred due to wet ground conditions to commence in October. The drier conditions also allowed the annual park programme work to start in December. This includes aftercare and watering of recently planted trees.</td>
</tr>
<tr>
<td>3175</td>
<td>Waitākere Ranges Local Board Ecological Restoration Contracts</td>
<td>The Ecological Restoration maintenance contracts include pest plant management within ecologically significant areas and animal pest management across all parks and reserves funded from local board budgets.</td>
<td>CF: Operations</td>
<td>NES: Opax</td>
<td>$263,712</td>
<td>Approved</td>
<td>Green</td>
<td>During the first quarter, the annual updates of the Site Assessment Reports, a large portion of the pest animal monitoring, and the majority of the first phase of the rat control programme have been completed. Request for service work orders received, continue to be seasonal, with an increasing trend in activity becoming apparent during the late stages of the quarter.</td>
<td>The majority of the first stage of pest plant visits are now complete and pest animal control visits have been increased throughout the high value reserves. Aftercare maintenance visits of newly planted areas within reserves was carried out during November.</td>
</tr>
<tr>
<td>3225</td>
<td>Penihana Park - development site</td>
<td>Develop new neighbourhood park to meet the new population growth demand arising from the new Swanson subdivision in the area.</td>
<td>CF: Investigation and Design</td>
<td>NES: Capex - Growth</td>
<td>$100,000</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Concept design will be ready for review by the mid of September 2019. Next steps: Concept design will be presented to the local board for feedback and approval.</td>
<td>Current status: Update concept design to include site and local board feedback. Next steps: Present updated design to local board.</td>
</tr>
<tr>
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<tr>
<td>3548</td>
<td>Mahoe Walk - renew walkways and path</td>
<td>Renew walkway. This project is carried over from the 2017/2018 programme (previous ID #2473)</td>
<td>CF - Project Delivery</td>
<td>ABS - Capex</td>
<td>$5,325</td>
<td>On Hold</td>
<td>Amber</td>
<td>Project on hold. Currently awaiting direction on whether to proceed due to the Kauri Dieback issues, therefore the project has been pushed out to the 2020 financial year.</td>
<td>Inter Council liaison and delays. Project on hold due to the Kauri Dieback mitigation programme. This project has been pushed out to the 2020 financial year. Currently awaiting direction and direction from the Kauri Dieback programme team.</td>
</tr>
<tr>
<td>3554</td>
<td>Harold Moody Park - renew sport fields</td>
<td>Renew sport fields for continued enjoyment. Current status - stage one: investigate, design, scope and plan the works required. Stage two: deliver physical works. Estimated completion date yet to be confirmed. This project is a continuation of the 2017/2018 programme (previous ID #2483).</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Current status: Project completed. Hand over to the field to the operational team end of June 2019. Next steps: Close out project.</td>
<td>Project completed June 2019.</td>
</tr>
<tr>
<td>3555</td>
<td>Titirangi War Memorial Hall - replace joinery</td>
<td>Replace timber joinery with timber joinery (not aluminium) including placing. Stage one: investigate, design, scope and plan the works required. Stage two: deliver physical works. Estimated completion date yet to be confirmed. This project is a continuation of the 2017/2018 programme (previous ID #2483).</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$30,852</td>
<td>Completed</td>
<td>Green</td>
<td>Current status: Physical works were completed in September 2019. Next steps: Close out project.</td>
<td>Project completed September 2019.</td>
</tr>
<tr>
<td>3558</td>
<td>Parks Park - refurbish toilet</td>
<td>Refurbish 2 pan toilet on the east side of the soccer club. Investigate, scope and deliver within this financial year. Estimated completion date yet to be confirmed.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Current status: Existing toilet pan has been ordered and installation is completed. Next steps: Close out project.</td>
<td>Project completed September 2019.</td>
</tr>
<tr>
<td>3561</td>
<td>Waitakere Ranges - small park improvements project</td>
<td>Project requires installation of park assets across various sites. More detail will be provided as board agrees to individual projects.</td>
<td>CF - Project Delivery</td>
<td>LOI - Capex</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed in July 2019.</td>
<td>Project completed July 2019.</td>
</tr>
<tr>
<td>3578</td>
<td>Waitakere Ranges - renew car parks 2019/2019+</td>
<td>Renew the car parks at Karetake Reserve and Bethells Beach. Current status: stage one: investigate, design, scope and plan the works required. Stage two: deliver physical works. Estimated completion date yet to be confirmed.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$100,395</td>
<td>Completed</td>
<td>Green</td>
<td>Current status: Resource consent has been granted and work can now be tendered. Next steps: Prepare tender documentation and award physical works contract.</td>
<td>Project completed December 2019.</td>
</tr>
<tr>
<td>3629</td>
<td>Waitakere Ranges - renew community facility &amp; park signage 2019/2019+</td>
<td>Renew community facility and park signage at the following sites: Titirangi War Memorial, Titirangi Beach, Pihia Domain, Alex Jenkins Memorial, Foster Bay Reserve, Karetake Walk, Hemmings Cove, Caramo Park, Les Wayopod Park, Pihia South Road Reserve, Karetake Cove, Seaward Walkway, Seawee Flood Plant Reserve - 1, Beverly Hills Scenic, Les Wayopod Park. Current Status: stage one: investigate, design, scope and plan the works required. Stage two: deliver physical works. Estimated completion date yet to be confirmed.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$36,250</td>
<td>In progress</td>
<td>Green</td>
<td>Current status: Replacement water safety signage at Te Henga/Beithells Beach is being installed. Next steps: Complete installation of replacement water safety signage.</td>
<td>Current status: Replacement water safety signage requirements for Pihia Beach.</td>
</tr>
<tr>
<td>3740</td>
<td>Waitakere Ranges - renew car park fencing 2018/2018+</td>
<td>Renew pump fencing at the following sites: Alex Jenkins Memorial, Hemmings Cove, Mt Alberton, Robert Knox Memorial Park, Shantytown ESP and Te Henga Park. Current Status: stage one: investigate, design, scope and plan the works required. Stage two: deliver physical works. Estimated completion date yet to be confirmed.</td>
<td>CF - Investigation and Design</td>
<td>ABS - Capex - Renewals</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Project completed August 2019.</td>
<td>Project closed August 2019. Scoping for this project will be integrated into project Waitakere Ranges - renew park structures 2018-2019 under Sharepoint #2315.</td>
</tr>
<tr>
<td>3743</td>
<td>Langholt Scenic Reserve - renew track</td>
<td>Renew track which failed due to a landslide. This project is carried over from the 2017/2018 programme (previous ID #3467).</td>
<td>CF - Project Delivery</td>
<td>ABS - Capex</td>
<td>$96,765</td>
<td>Completed</td>
<td>Green</td>
<td>Project complete in August 2019</td>
<td>Project complete in August 2019.</td>
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## Work Programme 2019/2020 Q2 Report

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<tr>
<td>3833</td>
<td>Harold Moody Park to Sunny Road Cycleway Bridge - develop connection</td>
<td>Design and construct a cycleway connection between Harold Moody Park and the existing Sunny Road cycleway section. A shared path and pedestrian bridge is required. $60,000 is provided by Watercare for the inconvenience to park users at Harold Moody Reserve. This is a one-off payment. The board have indicated that this fund is to be used for the design to be presented to the board for approval. Public engagement is to be undertaken prior to consenting for the connection. FY2018/2019 &amp; FY2019/2020 - investigate, design, consult and consent the development FY2020/2021 - plan and deliver physical works</td>
<td>CF: Project Delivery</td>
<td>External funding</td>
<td>$0</td>
<td>On Hold</td>
<td>Amber</td>
<td></td>
<td>Consultation, Community Services consulting with landowners and trusts. Auckland Council awaiting feedback. Project on hold pending feedback from Community Services consultation with landowners and funding allocation.</td>
</tr>
<tr>
<td>3834</td>
<td>Lopodell House - renew exterior steps, footpath and handrail, undertake landscaping</td>
<td>Renew exterior concrete steps, footpath and handrail on the roadside term between Titirangi Road and South Titirangi Road. The work also includes landscaping and potentially moving a statue. FY19/20 &amp; FY20/21 - investigate, plan and undertake required work</td>
<td>CF: Project Delivery</td>
<td>External funding</td>
<td>$154,000</td>
<td>Approved</td>
<td>Green</td>
<td>Current status: Concept design was presented to the local board on the 12 of December. Updates following their input will be undertaken prior to formal approval. Next steps: Update of design and formal approval of concept design by local board.</td>
<td>Current status: Concept design was presented to the local board on 12 December for feedback. Next steps: Update of design incorporating local board feedback prior to submitting a business report to propose formal approval of the concept design.</td>
</tr>
<tr>
<td>432</td>
<td>Long-billed curlew, protection and recovery</td>
<td>This project will fund Community Waikākere to run an education and awareness programme into long-billed curlew use in the Waitākere Ranges. This could include open community events, targeted community events, and educational resources packages. All promotional materials and communications will acknowledges the Waitākere Ranges Local Board, and the funding they have provided to the research over the past seven years. The budget is allocated from the Waitākere Ranges Heritage Area work programme.</td>
<td>UES: Environmental Services</td>
<td>ABS: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>A funding agreement is in place with Community Waikākere to undertake four bookable public walks, a fifth walk in late 2020 and four walks for existing community groups. There will happen over January and February 2020.</td>
<td>Planning for these walks is in place and they will be undertaken in January and February 2020. Community Waikākere will communicate with local board staff around publicising the bookings closer to the time.</td>
</tr>
<tr>
<td>434</td>
<td>Coastal and Marine Project</td>
<td>As a continuation of the work started by the local board to protect and enhance the coastal and marine areas of the Waitākere Ranges, further seabird and shorebird surveys and breeding monitoring are proposed. While the 2018/2019 surveys are primarily to identify locations of colonies used by seabirds and shorebirds, due to the timing of the survey work and limited number of days available by the seabird dog, further surveys will be required to ensure the full coastal of the Waitākere Ranges has been covered. Only limited monitoring of the success of nests has been possible within the 2018/2019 financial year. This will be increased and community participation will be increased in 2019/2020. Once the important areas for shorebirds and seabirds can be defined, improved pest control, signage and dog controls can be implemented around these areas and the community can contribute to protecting and monitoring the ongoing success of these measures.</td>
<td>UES: Environmental Services</td>
<td>UES: Opex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Green</td>
<td>A contract is in place for seabird survey and community workshops over the summer period. The surveys will be repeated of the previous year’s eleven sites, covering peak nesting time from September 2019 to March 2020. O’Hear Bay, Awaikura, Pīha, Mercer Bay, Huia, Kēlawaha Bay, Kēlawaha Inlet, Mill Bay, Armour Bay, Langham, and the group of bays south of Titirangi. The community workshops will have more focus on penguin information and community monitoring techniques. A contract is in place for seabird nest survey using a detection dog. Areas of survey will be prioritised to support community interest and cover previously un-surveyed areas along both the West Coast and Mairikau Harbour coast.</td>
<td>The seabird survey is complete with several new seabird locations found and mapped around Te Henga and Pīha. The shorebird surveys are now underway with cricks being monitored at Te Henga, Pīha and Awaikura, Whangapoua, Whites Beach, Mercer Bay and Kēlawaha. The results will be provided to the local board in quarter three. Two community workshops were held on 16 November 2019. One at Te Henga beach and the other one at North Pīha beach. The Te Henga session was well attended with over 30 attendees including a number of additional trampers, surfers and beach walkers who opted to come into the session as well. The Pīha session only had two attendees showing up despite more RSVPs. Both sessions were promoted and well supported on social media.</td>
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<td>465</td>
<td>Waitākere Weed Action Project (Our Backyard)</td>
<td>This is a delivery outcome from the Waitākere Weed and Pest Management Report (2015). A programme to reduce the density of the weed on private property, with the intent to achieve zero density of climbing asparagus in Pita, Kanikone and Hua. This is year five of the project. It is expected that the Regional Pest Management Plan will be enacted in 2019 which will include regional funding of climbing asparagus. If, as expected, this happens prior to December 2019 then ginger will be the target weed for control with this project. 2018/2019 actions include: Continue supporting properties with follow up control Continue with initial survey and control for new properties to the project Continue with contacting new properties for all target areas in Pita and Hua. Expand programme into final target areas in Kanikone Actions enhance complementary regional programmes co-funded from the natural environment targeted rate funding: the good neighbour rules for park butter areas (the proposed Regional Pest Management Plan 2016) and butter rules which extend to the road corridor Note: the 2019/2020 budget figure shown for this activity includes the $100,000 originally approved plus $7,000 carried forward from 2016/2019.</td>
<td>I&amp;E: Environmental Services</td>
<td>Df. Opak</td>
<td>$107,000</td>
<td>In progress</td>
<td>Green</td>
<td>Work has begun in the Awanui and Kanikone areas, which will be systematically surveyed. Letters have been sent, community meetings held, and the public are making bookings for climbing asparagus and ginger control. At Hua the EcoMatters newsletter has been posted. Hua letters are being finalised and will go out with the Hua EcoMatters newsletter in quarter two. First letters have been sent to Pita residents and bookings are coming in. Suppliers have been booked for warrant training under the Biosecurity Act so they are able to access properties to survey and control if staff do not hear from landowners. Kanikone planning is still in progress due to complications with hui dieback on some properties, but contract procurement is underway. Regular social media posts have been made on the Our Backyard Waitākere Facebook page run by EcoMatters. Community support for initial control of ginger continues in Awanui, Cornwalls, Hua and Pita. A contractor is booked for Kanikone and community engagement continues in all five areas. Where landowners have requested assistance, contractors are controlling climbing asparagus (funded by the natural environment targeted rate) and ginger (funded by the local board). Control of other buffer species (thrumus, bushy asparagus, moth plant and woolly nightshade) is also being provided to participating landowners where this will not incur significant additional costs and is being funded by the natural environment targeted rate. No fumigant has yet been found and only small amounts of bushy asparagus and moth plant have been found. The highest proportion of the community requesting weed control assistance has come from the Cornwalls community, where the programme is being promoted by the HapūHeads as they feel it supports their objectives for restoration. Further details will be provided as a memo to the local board in January 2020.</td>
<td></td>
</tr>
<tr>
<td>508</td>
<td>Community Nurseries (EcoMatters)</td>
<td>This budget will support the establishment of community nurseries and ensure that advice is provided to the community on how best to establish and maintain new nurseries. In the 2018/2019 financial year, EcoMatters are aiming to provide at least 2,500 native plants germinated and potted on for future planting projects and a minimum of 2,000 native plants available for community planting projects within the Waitākere Ranges Local board area.</td>
<td>I&amp;E: Environmental Services</td>
<td>Df. Opak</td>
<td>$10,350</td>
<td>In progress</td>
<td>Green</td>
<td>Activity in the nursery has continued over the winter months, including education activity with Department of Corrections, enabling positive behaviour development through learning about and nurturing native plant species. In quarter one approximately 101 people participated in education activities in the nursery at the EcoMatters site, which equates to about 500 hours of education time. This included approximately 50 people from the Waitākere Ranges Local Board area engaged in a total of 150 hours of education about how to propagate and care for native plant seedlings. Approximately 3,000 plants were replanted, and a total of 2,227 plants have been made available for the 2019 planting season. Automated watering systems will be explored in quarter two.</td>
<td>Habitat for expected temperatures required extensive watering to care for the seedlings and plants in quarter two. The nursery end shade cloth was erected to help plants cope with the warmer weather. Maintenance tasks including weeding, topping up of soil in pots, trimming and cleaning of the propagation house were completed. There were 24 volunteer nursery sessions (two per week) with approximately 2,459 plants picked out from seed trays and 1,000 re-potted to grow on. This is involved approximately 240 volunteers with a total of 500 volunteer hours. Twenty-Four staff members joined four nursery sessions as part of their corporate volunteering to give back to nature. Thirty students from Glen Eden Intermediate School took part in a native plant potting session in December 2019. Arrangements are in place to ensure care of the nursery over the summer holiday period to ensure continuity of operation into quarter three.</td>
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<td>513</td>
<td>EcoMatters Environment Centre and Sustainability (EcoHub) - Waitakere Ranges</td>
<td>Funding will support the operation of EcoMatters Environment Centre and associated education programmes, as well as provide baseline funding for EcoMatters’ Trust.</td>
<td>IE&amp;S, Environmental Services</td>
<td>DIT, Open</td>
<td>$30,300</td>
<td>In progress</td>
<td>Green</td>
<td>In quarter one the EcoMatters environment centre (EcoHub) was open to the public in line with its operating target of 30 hours per week. This included continuing with revised opening hours to enable the EcoHub to operate on Sundays from 10am to 2pm, providing enhanced access for the community. Four workshops were held in quarter one. The topics covered included reducing carbon emissions (Zero Carbon Here We Come), native plant seed raising (Restoring Our Whanau), DIT Rainwater Harvesting, and organic gardening (Sustainable Land Management Series Seasonal Pulse). Workshops were promoted via social media, direct email and the Western Leader newspaper. Regular organic garden sessions continue to be held every Friday. The gardening grounds are working in demonstration zones grouped as food forest, bee garden, compost, and veggie allotment plots. EcoMatters hosted a group of business students from AUT who were completing their service learning as part of their sustainability course work. Quarter two will focus on running workshops around organic gardening, setting up worm farms, how to run a zero waste event, biobar and liquid fertiliser, trapping pests. EcoMatters will also host discussions on emerging contaminants and Whau Wildlink.</td>
<td>In quarter two the EcoMatters environment centre (EcoHub) was open to the public in line with its operating target of 30 hours per week. Four of the six scheduled workshops were delivered to a combined total of 65 attendees. The delivered workshops covered organic vegetable gardening, healthy eating, large scale wormery set up and an EcoMatters Resource Recovery Depot tour. A zero waste event workshop was cancelled due to low bookings and a biochar workshop was cancelled when the tutor became unavailable. The gardens at EcoMatters are evolving from allotments into more intensive urban food production. The gardens now showcase the complete food cycle and what is possible in an urban/suburban space, including food composting, soil care, growing from seed, organic gardening and biodiversity/harvesting and cooking. During quarter two there were ten weekly garden sessions with 20 individuals comprising 47 hours of donated time. In addition, one Lyttelton College English for Speakers of Other Languages group of 16 individuals donated 28 hours of time. General garden maintenance was achieved via the community service of 84 hours of donated time. Workshops planned for quarter three include a pest free practical workshop, native seed propagation, Seasonal Pulses, Education 2020 and Zero Carbon Here We Come personal emissions strategies.</td>
</tr>
<tr>
<td>529</td>
<td>EcoWest Festival - Waitakere Ranges</td>
<td>Funding this project will support EcoMatters to run the March-April 2020 EcoWest Festival - a community-based, sub-regionwide environmental festival with access to free public events. EcoWest is designed to inspire and enable everyday sustainable living. Delivery of this project includes a minimum of 15 events in the Waitakere Ranges Local Board area.</td>
<td>IE&amp;S, Environmental Services</td>
<td>DIT, Open</td>
<td>$10,400</td>
<td>In progress</td>
<td>Green</td>
<td>Planning and development for the March-April 2020 EcoWest Festival is scheduled to commence in quarter two. A request for expressions of interest from event organisers to register their events will be issued in December 2019.</td>
<td>Planning and organisation for the 2020 EcoWest Festival commenced as scheduled in quarter two. EcoWest Festival was scheduled to commence in quarter two. A request for expressions of interest from event organisers to register their events was issued in December 2019 and the cut-off date for registering an event is 2 February 2020. Other tasks completed in quarter two include finalising the marketing plan, working on updating graphic designs, and recruitment for outstanding positions. EcoWest Festival will take place from 21 March 2020 to 19 April 2020.</td>
</tr>
<tr>
<td>532</td>
<td>Love Your Neighbourhood Awards - Waitakere Ranges</td>
<td>This project is to fund the administration of rapid-response grants up to a value of $500 to support Kiwi-centric public and environmental initiatives such as environmental clean-ups and restoration, community planting and food growing. This will include providing practical assistance to not-for-profit preschools to enable environmental education initiatives, in particular edible gardens and water saving/collection devices. The availability of the assistance will be provided through appropriate networks across the Waitakere Ranges Local Board area. This is delivered by EcoMatters.</td>
<td>IE&amp;S, Environmental Services</td>
<td>DIT, Open</td>
<td>$10,400</td>
<td>In progress</td>
<td>Green</td>
<td>In quarter one, six applications have been approved in Waitakere Ranges, totalling $3,900. Grants have supported Karaka Early Learning Centre, Glenfield Business Association, Rite Bowling Club, Woodlands Park School, Henderson Valley School and Titirangi Playcentre. Projects include community weeding bees at Karaka and Plake, and gardening activities at schools and early childhood centres. The Love Your Neighbourhood initiative was promoted to the community immediately prior to the beginning of quarter one and further promotion is scheduled for quarter two. Four applications were approved in quarter two from New Zealand Bed Rescue Charitable Trust, Titirangi Primary School, Orakei School, Grange School Early Learning Group and the Huia Road Horse Club. Total funding allocated in quarters one and two was $5,300 across 11 applications. The promotional material for the Love Your Neighbourhood initiative was updated to better reflect local board support at the beginning of quarter two and further promotional activity is scheduled for quarter three.</td>
<td>For quarter one, six applications have been approved in Waitakere Ranges, totalling $3,900. Grants have supported Karaka Early Learning Centre, Glenfield Business Association, Rite Bowling Club, Woodlands Park School, Henderson Valley School and Titirangi Playcentre. Projects include community weeding bees at Karaka and Plake, and gardening activities at schools and early childhood centres. The Love Your Neighbourhood initiative was promoted to the community immediately prior to the beginning of quarter one and further promotion is scheduled for quarter two. Four applications were approved in quarter two from New Zealand Bed Rescue Charitable Trust, Titirangi Primary School, Orakei School, Grange School Early Learning Group and the Huia Road Horse Club. Total funding allocated in quarters one and two was $5,300 across 11 applications. The promotional material for the Love Your Neighbourhood initiative was updated to better reflect local board support at the beginning of quarter two and further promotional activity is scheduled for quarter three.</td>
</tr>
<tr>
<td>533</td>
<td>Love Your Place Awards (EcoMatters)</td>
<td>Funding this project will support environmental champion recognition awards that will specifically celebrate action undertaken in the Waitakere Ranges Local Board area. The event is to be delivered in September 2020.</td>
<td>IE&amp;S, Environmental Services</td>
<td>DIT, Open</td>
<td>$5,250</td>
<td>In progress</td>
<td>Green</td>
<td>Activity is planned to occur from the third quarter onwards for organising the promotion and call for nominations for the Love Your Place Awards to be held in September 2020.</td>
<td>Activity is planned to occur from the third quarter onwards for organising the promotion and call for nominations for the Love Your Place Awards to be held in September 2020.</td>
</tr>
<tr>
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<tr>
<td>628</td>
<td>Pop Up Bike Hub (EcoMatters)</td>
<td>Funding this project will support EcoMatters to continue and develop a bike repair service and bicycle skills programmes, via a pop up bike hub at selected events in the board area.</td>
<td>M&amp; S: Environmental Services</td>
<td>Ltd: Opax</td>
<td>$5,200</td>
<td>In progress</td>
<td>Green</td>
<td>EcoMatters have reached out to Hauraki Waiiti marae to explore options for working together which will connect the marae and local community with cycling. EcoMatters had also been pursuing other community leads to understand what will work best for the Glen Eden community. A more detailed update will be provided in quarter two with delivery occurring in the summer.</td>
<td></td>
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<tr>
<td>629</td>
<td>Project HomeWise (EcoMatters) - Waitakere Ranges</td>
<td>A minimum of three workshops to be provided to communities on topics such as: waste minimisation (how to sort your household rubbish, including home composting, options and demonstration). Water saving (how to reduce your water consumption and bills) • energy efficiency (use your power bill) • sustainable living.</td>
<td>M&amp; S: Environmental Services</td>
<td>Ltd: Opax</td>
<td>$5,200</td>
<td>In progress</td>
<td>Green</td>
<td>No workshops were delivered in this quarter. One workshop is planned for quarter two. Anticipated workshops for the financial year will cover topics such as: being waste wise, goodie bag products, feed and muslin, water saving, energy saving, and programming and sourcing.</td>
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<tr>
<td>633</td>
<td>War on Weeds (EcoMatters) - Waitakere Ranges</td>
<td>Funding this project will support EcoMatters to deliver the 2020 War on Weeds Campaign in March 2020. Jumbo bins are provided at key sites in the local board area for a four-week period to enable community disposal of weeds.</td>
<td>M&amp; S: Environmental Services</td>
<td>Ltd: Opax</td>
<td>$22,850</td>
<td>In progress</td>
<td>Green</td>
<td>Planning commenced in quarter one for the War on Weeds public weeding campaign to be delivered throughout March 2020. EcoMatters will provide jumbo bins at sites in the local board area throughout March 2020 for community disposal of weeds and to raise awareness of weed issues. The bin sites will be confirmed with the board prior to promotion of the campaign in targeted media in February 2020.</td>
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<tr>
<td>815</td>
<td>Community weed bins - Waitakere Ranges Heritage Area Act</td>
<td>The weed bins offer community living within the Waitakere Ranges Local Board area an opportunity to dispose of post plants from their property to six different locations free of charge. The total budget for this project was $7,700 in the 2019/2020 financial year. However, in October 2018 this had to be increased by $21,000 to align with required kerb dieback protocols. As a result of increasing project delivery costs and changes to the service over the last few years, EcoMatters. The contractor, have provided an options paper. This document outlines four different options on future service delivery. A final decision is expected to be made in the next quarter. The weed bins are well used and at all sites in quarter two and generally compliance is up from previous years. The Pha weed bin had considerable improvement with mostly targeted weeding being dispelled. Some issues continue on the Huia weed bin such as signage issues and non-targeted content. This has been addressed collectively by engaging Woodlands Primary to paint a banner for the weed bin. The school children also participated in some activities and learning about biodiversity and weed control in a native forest on school grounds. Temporary bins have been well received by the community and the extra communication put out through Facebook by EcoMatters improved the efficacy of these bins. EcoMatters had extra input from volunteer bin monitors in Huia and Longham assisting support to operational duties. Staff are currently finalising the contract with EcoMatters so the service can continue to run until June 2020.</td>
<td>M&amp; S: Environmental Services</td>
<td>All: Opax</td>
<td>$7,000</td>
<td>In progress</td>
<td>Green</td>
<td>For the Pha site Post Pha Pha have been coordinating with EcoMatters on running the bins and this has proved to be a successful pilot with less dumping of green waste. In Huia, Biosecurity is working with the Huia Park ranger on engaging with members of the community to take more ownership of the Huia bin due to illegal dumping and misuse. Staff are also looking into engaging with students from Longham Primary and Woodlands Park Schools to paint a banner for the Huia weed bin with a message about proper use. The Mountain Road bin has had some issues on the community Facebook page with the aim of increase the number of people visiting. EcoMatters have expressed interest in continuing as the contractor for the entire financial year. Staff expect this to be confirmed in October 2019.</td>
<td></td>
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**Item 13**
## Work Programme 2019/2020 Q2 Report

<table>
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<tr>
<th>ID</th>
<th>Activity Name</th>
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<tr>
<td>851</td>
<td>new project: Co-ordination of community-led ecological restoration in the Waitakere Ranges</td>
<td>To achieve the local board plan objective ‘our visitors and residents make everyday sustainable living choices and animal pests and weeds are controlled long-term, and the fight against tauri dieback continues’ the board has instructed that it would like to fund a Waitakere Ranges community-based ecological restoration coordinator project in the 2019/2020 financial year. The coordinator role will be focused on supporting, resourcing and connecting community ecological restoration for all of the Waitakere Ranges local board area. The role will be contracted to work in support of existing community projects and networks as well as growing new and existing interest. Building on existing work the coordinator will complete a stocktake of what groups there are, what they are doing, and how they operate, strengths, resourcing needs and challenges. The coordinator will then focus on the resourcing, aligning and connecting of community-powered ecological restoration across the Waitakere Ranges. This will include working with council staff in Environmental Services, Community Facilities and Community Services to help align council and community restoration activities.</td>
<td>IEES Environmental Services</td>
<td>D/E, Opex</td>
<td>$75,000</td>
<td>In progress</td>
<td>Green</td>
<td>Staff are working with Pest Free Waitakere Alliance to establish a coordinator role in line with the local board plan and the recently developed Pest Free Waitakere Strategy, which was funded through the nature environment targeted rate Community Coordination Fund. A position description and funding agreement are being developed to establish the coordinator by the end of November 2019. A memo will be provided to the board in quarter two outlining the confirmed position description and funding agreement.</td>
<td>A position description has been developed with Pest Free Waitakere Alliance and a funding agreement is being finalised. Staff have worked with the alliance to confirm the plan of works for the role. It was advertised on 16 December 2019, with aim of having a new coordinator in place early next year. Pest Free Waitakere Alliance ran a hat in quarter two, inviting all groups throughout the Waitakere Ranges. Fifty people attended and there was a broad base of support for the alliance and the strategy, also including the coordination aspects of it. The board will be provided a memo in quarter three around progress with this project.</td>
</tr>
<tr>
<td>858</td>
<td>Septic tank pumpout programme - Waitakere Ranges Local Board</td>
<td>This programme will see the triannual pumpout of septic tanks within the former Waitakere City Council area. The area consists of properties paying the rate in the Waitakere Ranges Local Board area.</td>
<td>IEES Healthy Waters</td>
<td>ABS, Opex</td>
<td>$75,400</td>
<td>In progress</td>
<td>Green</td>
<td>There were 148 scheduled and seven unscheduled pumpouts completed in the Waitakere Ranges Local Board area for this quarter.</td>
<td>There were 250 scheduled and nine unscheduled pumpouts completed in the Waitakere Ranges Local Board area for the first two months of this quarter. There were 127 scheduled pumpouts planned for December 2019. Completed data for December 2019 will be available on 10 January 2020.</td>
</tr>
<tr>
<td>870</td>
<td>Manukau Harbour Forum - Waitakere Ranges</td>
<td>To continue to support the implementation of the Manukau Harbour Forum work programme. This year’s work programme includes a youth leadership sustainability initiative (educational programme held over three days), a communications plan, support for young environmentalists in southern Auckland, and supporting volunteer action during Seaweek. Additional proposed projects informed by the governance and management support review report will be considered by the forum early in 2020.</td>
<td>IEES Healthy Waters</td>
<td>D/E, Opex</td>
<td>$8,000</td>
<td>In progress</td>
<td>Green</td>
<td>In June 2019 the member local boards allocated funding totaling $70,000 to the Manukau Harbour Forum work programme, with detailed projects to be presented to the forum for consideration early in the 2019/2020 financial year. At the 30 August 2019 business meeting the Manukau Harbour Forum approved a budget of $48,000 for the following projects: • continued support for the delivery of a youth leadership sustainability initiative - $15,000 • continued support for the delivery of a communications plan - $10,000 • support for the Southern Auckland Youth Environmentalists - $5,000 • support for enabling Seaweek volunteer action across the Manukau Harbour - $18,000. Updates on the delivery of these initiatives will be provided in quarter two. Project proposals for delivering on priority recommendations identified in the governance and management support review report will be developed in quarter two. The forum will consider project proposals for allocating the remaining $22,000 of work programme budget in December 2019.</td>
<td>In quarter two each of the nine member local boards agreed to reinitiate the Manukau Harbour Forum and nominated a board member and an alternate to represent the board on the forum. The first forum workshop and business meeting was held on 13 December 2019 and the forum approved the allocation of the remaining $22,000 work programme budget towards the delivery of a part-time Manukau Harbour Forum Coordinator. The coordinator will support the forum to deliver their vision, including the development of a forward work programme and a plan for engaging with mana whenua. Staff will progress recruitment for a part-time coordinator in quarter three. Also in quarter two, staff worked with the Southern Auckland Youth Environmentalists to develop initiatives for progressing their vision for an environmental movement in southern Auckland. Initiatives include delivering up to three workshop events to unite, inspire, educate and support Pasifika and rangatiri environmental groups. Planning for these events will progress in quarter three.</td>
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### Work Programme 2019/2020 Q2 Report

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| 1293 | New project: Kerbside recycling collection for commercial premises in Pāua | There is currently no private recycling collection service available to businesses and commercial sites in Pāua. An exemption on the bin limits per property will be provided for businesses in Pāua that cannot access a private recycling service, and are outside of the rural boundary but are otherwise eligible for a kerbside recycling service. The exemption states that unlimited additional recycling bins will be made available at a charge of $6.14 per bin. This project will be used to cover the cost of each additional bin enhancing the recycling capacity of Pāua businesses. | iwi's Waste Solutions | DTI Opex | $3,500 | In progress | Green | Staff visited all eligible businesses in Pāua on 4 September 2019 to inform the businesses of the project, conduct a site assessment to determine capacity required at each site and provide education on contamination and management of provided bins. A need for extra bins was identified at the Pāua Surf Club, Pāua Café, Pāua RSA. The Pāua Store and the United North Pāua Surf Club. Staff anticipate that the bins covered by this budget will be in place by the end of October 2019. 
Server businesses in Pāua have engaged with Waste Solutions to get correct bins for recycling and refuse. A further visit to the remaining eligible businesses who have not yet engaged with staff is planned for 19 December 2019. During this time bins will also be examined to determine whether they are currently being used for recycling and refuse, which will help Waste Solutions staff to engage with businesses by swapping to the correct bins. Due to slight delays in engaging with some businesses staff now aim to have the total cost for the programme confirmed by the end of January 2020. |
| 1020 | Access to Library Service - Waitākere Ranges | Deliver a library service - Help customers find what they need, when they need it, and help them navigate our services and digital offerings. Providing information, library collection lending, services and eResources as well as support for customers using library digital resources, PCs, and WiFi. 11 hours of service - Glen Eden Library for 52 hours over 6 days per week (349/1/18): Titirangi Library for 52 hours over 6 days per week (3/30/25/6) (Budget based on FY 18/19) will be updated when available. | CS Libraries & Information | ABS Opex | $872,174 | In progress | Green | This quarter, both Glen Eden and Titirangi libraries have experienced visitor numbers consistent with the same period last year. Increasing from Glen Eden Library is down slightly compared to Q1 last year. This reflects the increasing use of e-borrowing across the Auckland Libraries network. Wi-Fi sessions continue to be in demand at Glen Eden with a 17% increase this quarter. 
Visitor numbers have remained consistent across the local library this quarter, and there has been a positive increase in new memberships. The ease of the new Auckland Libraries membership process has contributed to this. Wi-Fi use has increased in both libraries. Waitākere Ranges libraries continue to get positive customer feedback through Auckland Libraries’ Buzzfeed channel with an average customer satisfaction rate of 67%. The feedback comments show below reflect the customer sentiment regarding service received. Whenever I call into the Glen Eden Library, whoever on duty will always give a welcoming hello, and a smile. "Extremely welcoming and helpful staff at Titirangi branch when I was joining up" "The staff are welcoming, helpful, friendly and great with the kids."

| 1003 | Preschool programming - Waitākere Ranges | Provide programming for pre-schoolers that encourages early literacy, active movement, and supports parents and caregivers to participate confidently in their children’s early development and learning. Programmes include: Wriggle and Rhyme, Rhythm & Rhyme, Storytime & Sing-a-long. | CS Libraries & Information | ABS Opex | $0 | In progress | Green | All pre-school sessions continue to thrive at both libraries with higher participant numbers at Wriggle and Rhyme, Toddler time and Rhythm time. This can be attributed to increased promotion through local regular outreach to 7 local early childhood education centres. This quarter 2,818 babies, children and caregivers participated in 64 in-library pre-school sessions. The range of programmes offered use music, rhymes, singing, active movement, theatre and reading. Information about the importance of early literacy development for babies and preschoolers is part of the learning throughout. Special pre-school story times included Russian and Māori (during Matariki) Mother’s Day, māori makers events and a visit from Tim Hilly Theatre Productions. 
Preschool programming continues to be popular at both libraries, with regular Wriggle & Rhyme, Toddler Time, Rhythm and Storytime sessions held weekly. Special preschool Christmas with Santa sessions were popular in December. The highlight session this quarter was at Titirangi with Suzy Cato who attracted a crowd of over 300. It was hard to tell who enjoyed the singing and dancing more, the children, or their caregivers, many of whom had grown up with Suzy’s original songs. West Auckland author David Miriti was a hit in both libraries with his latest book ‘My New Car.’ Ellen Eden celebrated Divali and Halloween with special activity based story times. The local Lockhart continues to benefit from library services with outreach visits to Green Bay, Titirangi, Glen Eden, Glandore and Kauriands Kindergartens and Imagination Station and Baggies Early Childhood Centres. Outreach to pre-schools is a way to take the library service and programmes to children who may not otherwise reach. |

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23/29
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<tr>
<td>1022</td>
<td>Children and Youth engagement - Waitakere Ranges</td>
<td>Provide children and youth services and programming which encourage learning, literacy and social interaction. Engage with children, youth and whānau along with local schools to support literacy and grow awareness of library resources.</td>
<td>CS, Libraries &amp; Information</td>
<td>AIS, Opax</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>The July school holidays saw both libraries combine all event marketing for their school holiday programme “Poles apart” this quarter. Activity sessions in which more than 600 took part included an international pen pal initiative with an American school, an ‘Amazing Race’ interactive ‘Mad Scientist’, outer space and Māori activities. Glen Eden is holding a regular after school programme covering art, crafts and maths content to provide literacy support to local children. Tāmaki continue to have high participation at their after school Lego and Mindcraft clubs and at audio-lessons. Tāmaki continues regular outreach to and/or visits from Glen Eden Primary, Woodlands Park, Tāmaki Primary and the Titirangi Steiner School.</td>
<td>During the October school holidays, activities at both libraries had high attendance. Events at Titirangi’s library included music makers, a mad hatter party and a visit from the Titirangi Woodsmen. Glen Eden’s events included “Mint to Win” games, Karate for beginners, Lego makerspace and an interactive digital scavenger hunt and Kahootz online quizzes. Craft activities were provided to celebrate Diwali and Christmas this quarter. After school clubs at Titirangi include Minecraft and Lego which continues to draw large numbers, as do weekly audio-lessons. Glen Eden’s weekly “Tītāriki” sessions which include learning with art, craft and science are proving popular. The library introduced basic electronic sessions with local resident Diamond offering interactive learning for youth. Titirangi launched local author Kate Richards’ new book “Saving Taranaki!” Both libraries continue to promote literacy in schools with visits to Titirangi, Greenhithe, Langleys, Glenedene, Glen Eden, Fournial and Woodlands Park schools. Titirangi also has regular visits from the local Steiner School and Glen Eden from the Hohapa House disabled community. Visits were also made to local schools to promote Auckland Libraries’ very popular summer reading programme Ko Mai te Waha - Dare to Explore.</td>
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<tr>
<td>1023</td>
<td>Support customer and community connection and facilitate a diverse and local focus, people and heritage - Waitakere Ranges</td>
<td>Provide services and programmes that facilitate customer connection with the library and empower communities through collaborative design and partnerships with Council and other agencies. Celebrate local communities, cultural diversity and heritage. Gather, protect and share the stories, old and new, that celebrate our people, communities and Takapuna Maori.</td>
<td>CS, Libraries &amp; Information</td>
<td>AIS, Opax</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Book launches hosted by Glen Eden Library included local authors: Claire James and his new historical fiction title “The Castaway” and Anna Soppa who launched her poems and short story collection “Cracked” in Titirangi. Glen Eden Library staff hosted and participated in local community groups in a collaborative workshop to provide services for the residents of the new apartments complex. Titirangi Library’s participation in the Going West Festival offering many free events drew grateful and positive feedback from the festival organisers. There is a strong focus on sustainability at Titirangi including a current investigation into roof rain collection and a seed exchange.</td>
<td>Over 200 people attended Mental Health &amp; Wellbeing month events at Titirangi Library, which was a library initiative starting from October’s national Mental Health Week. Events included dancing and movement classes for seniors, nutritional talks and an author talk by local resident Kara Leitch discussing her book ‘Six’; drugs &amp; (mostly) Yoga. One of the dance classes was so popular with local seniors that it is now a monthly community event held in the Titirangi War Memorial Hall adjacent to the library. Both libraries contributed to the Auckland Heritage Festival with history talks and Titirangi also hosted the West Auckland Heritage Conference which attracted 120 attendees. Glen Eden took part in community activation sessions, looking for ways for using activities and feedback to enhance the community. The library also supported ‘Zeal’ youth pop up activities outside the library, providing interactive activities for youth. Glen Eden also featured in the community Christmas Festival celebrations, providing story time sessions and craft stalls. Titirangi Pools and Titirangi Potters continue to be actively involved with the library. Sustainability is a big focus for Titirangi Library and discussion on making the building more sustainable is underway and the seed exchange is also gaining momentum. Glen Eden and Titirangi continue to greet patrons and staff in te reo Māori. Using te reo Māori for email sign-offs is now common place at both libraries as staff seek to practice the principles of Te Tiriti o Waitangi.</td>
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<tr>
<td>1024</td>
<td>Celebrating Te Ao Māori and strengthening connections - Waitakere Ranges</td>
<td>Celebrating te reo Māori and promoting programmes across regionally coordinated and promoted programmes. Te Tiriti o Waitangi, Matariki and Māori Language Week. Engaging with the Māori organisation Whakatūpa i te reo Māori - champions and embers of te reo Māori in our libraries and communities.</td>
<td>CS, Libraries &amp; Information</td>
<td>AIS, Opax</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Glen Eden celebrated Wānanga i te reo Māori with a te reo scavenger hunt while at Titirangi families made poi and learned traditional dances. Both libraries ran bilingual story times. Adult basic te reo Māori lessons proved popular at both sites with future sessions planned. Both libraries surveyed patrons to assist in designing future te reo services.</td>
<td>Glen Eden and Titirangi continue to celebrate the month of te reo Māori and promote te reo Māori month events across the libraries. Glen Eden’s events included a Te Reo Māori Storytime and Matariki celebrations. Both libraries continue to engage with Māori organisations and residents and promote the Te Reo Māori Language Week. Glen Eden and Titirangi continue to offer te reo Māori classes and workshops. Glen Eden run a te reo Māori course for community members and continue to offer Creative Writing courses for adults. Glen Eden and Titirangi continue to offer te reo Māori classes and workshops. Glen Eden run a te reo Māori course for community members and continue to offer Creative Writing classes for adults. Glen Eden and Titirangi continue to offer te reo Māori classes and workshops. Glen Eden run a te reo Māori course for community members and continue to offer Creative Writing classes for adults.</td>
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<td>1025</td>
<td>Learning and Literacy support - Waitakere Ranges</td>
<td>Provide learning programmes and events throughout the year. Support our customers to embrace new ways of doing things - lift literacy in the communities that need it most. Help customers and whānau learn and grow, and provide opportunities for knowledge creation and innovation.</td>
<td>CS: Libraries &amp; Information</td>
<td>ABS: Opex</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Glenn Eden is continuing to see a strong demand for “Book a Librarian” digital learning sessions and increased attendance in their weekly job seeking workshop “Job Cafe”. Also in Glen Eden, the Spark Jump programme has seen an increase in demand from local families to receive affordable internet access. Home based numbers have increased at both sites, with Glen Eden needing additional volunteers to cover this. Tītiri’s two monthly book clubs remain popular, as is the sing-a-long and story sessions at Glenburn rest home.</td>
<td>Both libraries run book-a-librarian sessions to provide one-on-one digital assistance. This service is especially high demand at Glen Eden Library. Homebound services continue to be popular at both sites. Book club meetings and story sessions are held in both libraries and Tītiri continues to offer sing-a-long sessions at the library for the residents of Glenburn Retirement Village. Staff from Tītiri Library attend a book fair where withdrawn books are given to those in need. Glen Eden hosted two book launches for local authors Kirsten Warner and Elizabeth Kirby McLeod for their books “Sound of Breaking Glass” and “Family Instructions” respectively. Glen Eden continues to support unemployed adults through its popular “Job Cafe” initiative and also hold well attended talks on diabetic diets and sustainability with eco-aware tips to encourage waste reduction in the community. Sensory storytimes at Glen Eden Library promote literacy and provide a safe space for young adults with special needs to connect with each other and their community.</td>
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<tr>
<td>1301</td>
<td>Additional support for volunteer libraries</td>
<td>Puke Library Trust to receive additional top up to existing regional funding for library building insurance purposes (if funded from Waitakere Ranges Local Board (LDR))</td>
<td>CS: Libraries &amp; Information</td>
<td>LDL: Opex</td>
<td>$2,800</td>
<td>In progress</td>
<td>Green</td>
<td></td>
<td>On-going as set in regional programme</td>
</tr>
<tr>
<td>1302</td>
<td>Support communities running volunteer rural libraries in Puke and Waitakuru</td>
<td>Budget allocation from Libraries regional funding to each of these libraries. In addition, Auckland Libraries continues to provide books, loans of material, professional and/or advice and help. Funded with Libraries Mobile and Access Services (regional Opex). No approval required from Waitakere Ranges Local Board</td>
<td>CS: Libraries &amp; Information</td>
<td>Regional</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td></td>
<td>On-going as set in regional programme</td>
</tr>
<tr>
<td>3068</td>
<td>Support customer and community connection and local place making</td>
<td>Provide local community based interest groups with free bookings for the Glen Eden Library meeting room to subsidise community bookings room hire rate</td>
<td>CS: Libraries &amp; Information</td>
<td>LDL: Opex</td>
<td>$4,000</td>
<td>In progress</td>
<td>Green</td>
<td>On-going use of meeting rooms by community groups with no charge</td>
<td>On-going use of meeting rooms by community groups with no charge</td>
</tr>
<tr>
<td>368</td>
<td>WT&amp;K: Te Kete Rukunuku (places and places) FY20</td>
<td>Māori naming (and associated story telling) of parks and places in partnership with marae whomas to value and promote Auckland’s Māori identity and use of reo Māori. This is year two for naming of community parks with this option of considering community places.</td>
<td>CS: PSR, Te Waka a Te Wānanga</td>
<td>LDL: Opex</td>
<td>$15,000</td>
<td>In progress</td>
<td>Amber</td>
<td>The Waitakere Ranges Local Board confirmed their trance one park list for Te Kete Rukunuku programme at a meeting on 26 September 2019. Staff are currently identifying the overlapping mana whenua interests so that the list can progress to the mana whenua naming stage. Building consent for the new table tennis facility has been received. Construction quotes have been sought and final fundraising applications submitted. The club is awaiting grant decisions to confirm the start of works date.</td>
<td>The overlapping interest step in the process will require longer than initially planned - this will push this process out across Q3 and Q4. Mana Whenua have been presented with the trance one list for discussion. A new funding agreement which consolidates previous grants to Waitakere Table Tennis has been signed with the Sport &amp; Recreation Facilities Investment Fund (FY19 tranche). Updated construction quotes indicate an increase in project cost. Table Tennis’ third party fundraising efforts are continuing.</td>
</tr>
<tr>
<td>467</td>
<td>WT&amp;K: Waitakuru Table Tennis Association (places and places)</td>
<td>Continue to support Waitakuru Table Tennis Association redevelopment of table tennis facility and Parks Park. Auckland Council grants to Waitakuru Table Tennis Association mean local board funding is not required in 19/20. Staff time only</td>
<td>CS: PSR, Active Recreation</td>
<td>ADS: Opex</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
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<tr>
<td>469</td>
<td>WT&amp;K Parks activation programme FY20</td>
<td>Sport and Recreation initiatives designed to get residents active in parks in the Glen Eden urban area</td>
<td>CS: PSR, Active Recreation</td>
<td>LDL: Opex</td>
<td>$30,000</td>
<td>In progress</td>
<td>Green</td>
<td>Funding agreement signed by Sport Waitakere till June 2020. This year’s agreement is to support an increase in activity and community engagement within 3 small parks in Glen Eden. These parks are: Clayed Reserve, Maywood Reserve and Prospect Park.</td>
<td>Sport Waitakere are delivering against agreed key performance indicators at Clayed Reserve, Maywood Reserve and Prospect Park.</td>
</tr>
<tr>
<td>ID</td>
<td>Activity Name</td>
<td>Activity Description</td>
<td>Lead Dept / Unit / COG</td>
<td>Budget Source</td>
<td>Budget</td>
<td>Activity Status</td>
<td>Q1 Commentary</td>
<td>Q2 Commentary</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>473</td>
<td>WKK Project Twin Streams community maintenance FY20</td>
<td>Complete contracts with community organisations to deliver maintenance activities in the Project Twin Streams areas in the Waitakere Ranges local board area. Enable and monitor delivery of Project Twin Streams community contracts in the Waitakere Ranges local board area.</td>
<td>PSR Park Services</td>
<td>AUS: Opex</td>
<td>$219,175</td>
<td>In progress</td>
<td>Green</td>
<td>A total of 6241 volunteer hours and 120 plants were recorded for July and August. Te Ukuapo have been working with a group of St Dominics College students to undertake a bird research project at Parakauke. Water quality testing has been completed with Energo. Ecomatters have continued their Love Your Stream initiative which involves weeding, mulching and rubbish collection. The McLean Park Henderson South Community Hub (MPHSH) have been conducting educational and interactive workshops with the Waikato Tainui and the community. Topics have included Weta house construction and fish surveying. All maintenance work for Te Ukuapo, Ecomatters and MPHSH is up to date.</td>
<td>A total of 348 volunteer hours have been recorded for October and November. A representative from each trust (Community Waikato, Ecomatters, MPHSH and Te Ukuapo) attended a bat logger training session to enable them to use the bat logger purchased for Project Twin Streams (PTS) use. Further discussions regarding the use of the PTS bat logger are scheduled for mid-December. There are a number of highlights from the past quarter which have been raised by the community trusts including: working with schools, working with I2I Corrections and the attendance by a MPHSH staff member at insect identification training course and associated practical work experience with the Department of Conservation in Dunedin. This included working with potential pest insects.</td>
</tr>
<tr>
<td>606</td>
<td>WKI Key Road Bait Fill Project Support</td>
<td>To support the closed landfill team to rehabilitate the Key Road Bait Fill site including consultation with public and key to finalise the future outcomes.</td>
<td>PSR Park Services</td>
<td>LOI: Opex</td>
<td>$12,000</td>
<td>In progress</td>
<td>Green</td>
<td>Site meeting completed with stakeholders. Some delays in the project are expected due to closed landfill remediation work. Staff to report impacts on park development time lines to the local board in quarter two.</td>
<td>The closed landfill team are working on alternative solutions to the collapsed reaction system. This is likely to have significant impacts on development timelines at the site. Park Services staff will continue to investigate feasibility and outcomes, but with no public consultation until timelines are finalised. (Expected May/June 2020)</td>
</tr>
<tr>
<td>612</td>
<td>WKI Huia Domain service assessment</td>
<td>Complete a service assessment and outcomes plans for the future development of Huia Domain.</td>
<td>PSR Park Services</td>
<td>LOI: Opex</td>
<td>$12,000</td>
<td>In progress</td>
<td>Green</td>
<td>Initial meeting with stakeholders complete and project brief finalised. First draft of the service assessment is expected early 2020.</td>
<td>Quarterly three - Workshop scheduled with the local board in February to consider draft Huia Domain Service Assessment. Quarter four - Approve Huia Domain Service Assessment.</td>
</tr>
<tr>
<td>736</td>
<td>WKK Ecological volunteers and environmental programme FY20</td>
<td>This is an ongoing programme to support community and volunteer ecological and environmental initiatives. This includes: annual pest plant and animal control, local park clean ups; and community environmental education and events.</td>
<td>PSR Park Services</td>
<td>LOI: Opex</td>
<td>$30,000</td>
<td>In progress</td>
<td>Green</td>
<td>Volunteers were engaged in 868 hours of ecological restoration this quarter and planted 7111 plants on community planting days. The focus this quarter was community plantings. Pest animal control and weeding also continue. A highlight was 2 events at Landing Road Reserve which engaged 402 local people. The programme ranger team have been collaborating with internal and external partners or community park environmental programmes including general public guided walks (Kauriwoods to Cawensi Park, 15 participants), Training days this quarter included Greatwalks and risk assessment for volunteers. The team had information stands at the Auckland Council Festival and the Auckland Horseshow in September to promote volunteering in our parks.</td>
<td>Volunteers were engaged in 348 hours of pest animal control and weeding in local parks this quarter. Volunteer training days for first aid and risk assessment were held this quarter. The community park ranger is currently working on planning for planting programme of winter 2020. There is growing interest of pest animal control activities, and pest free projects. Post Free Lantilofm and Pest Free Pkts are planning post animal control projects, to be fully implemented in 2020. The community park ranger is also supporting the parks and places specialist to deliver weed control and restoration at the Mihi Waband.</td>
</tr>
<tr>
<td>1298</td>
<td>WKK 42 Seaview Road Outcomes Plan</td>
<td>Assess service needs at Seaview Road Reserve.</td>
<td>PSR Park Services</td>
<td>LOI: Opex</td>
<td>$13,000</td>
<td>In progress</td>
<td>Green</td>
<td>Outcomes brief has been discussed and finalised with the local board. Weed control plan implementation to start October/November.</td>
<td>Workshop scheduled with the local board for February to consider draft service needs assessment and confirm the consultation plan.</td>
</tr>
<tr>
<td>1299</td>
<td>WKK Heritage Area Local Plans parks actions prioritisation</td>
<td>Review the Waikato Rangers Area Plans to identify activities that take place on local parks. Use strategic criteria to prioritise delivery of activities on parks recommended in the Waikato Rangers Area Plans.</td>
<td>PSR Park Services</td>
<td>LOI: Opex</td>
<td>$0</td>
<td>In progress</td>
<td>Green</td>
<td>Does not commence until quarter three.</td>
<td>Does not commence until quarter three.</td>
</tr>
</tbody>
</table>
## Work Programme 2019/2020 Q2 Report

<table>
<thead>
<tr>
<th>ID</th>
<th>Activity Name</th>
<th>Activity Description</th>
<th>Lead Dept / Unit or CCO</th>
<th>Budget Source</th>
<th>Budget</th>
<th>Activity Status</th>
<th>RAG</th>
<th>Q1 Commentary</th>
<th>Q2 Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>3101</td>
<td>Waitākere Local Board</td>
<td>Complete a service assessment work programme for small park improvements to address the local board's plan for improving the attractiveness of small urban parks.</td>
<td>CS, PSR Park Services</td>
<td>ABS: Opex</td>
<td>$0</td>
<td>Completed</td>
<td>Green</td>
<td>Small urban parks improvements assessment completed. Projects are being workshoped and implemented by Community Facilities.</td>
<td>Small urban parks improvements as recommended in the Parks, Sports and Recreation service assessment have been implemented by Community Facilities. Refer to activity line #831 of the Community Facilities local board work programme.</td>
</tr>
<tr>
<td>1240</td>
<td>Progress into Dark Sky accreditation for the Waitākere Ranges Heritage Area</td>
<td>Progress the application to the International Agency for Dark Skies</td>
<td>OPQ: Plans and Places</td>
<td>ABS: Opex</td>
<td>$5,000</td>
<td>In progress</td>
<td>Green</td>
<td>A project brief is being prepared which will set out the process, timelines and responsibilities. A master plan will go back to the new board once it has been formally established and workshops are available to determine whether the local board would still like to proceed.</td>
<td></td>
</tr>
<tr>
<td>1341</td>
<td>Visitor Impact Assessment</td>
<td>Visitor management to west coast beaches; monitor numbers and impacts formally in order to ascertain how we could potentially manage this issue.</td>
<td>OPQ: Plans and Places</td>
<td>ABS: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>Activity will be undertaken over this summer</td>
<td></td>
</tr>
<tr>
<td>1242</td>
<td>Local Area Plans interpreting interpretation signage</td>
<td>Identify interpretive signage locations - focus on Huia and To Henga</td>
<td>OPQ: Plans and Places</td>
<td>ABS: Opex</td>
<td>$10,000</td>
<td>In progress</td>
<td>Green</td>
<td>Funds will mostly go towards implementing the sign in process by the Te Henga community</td>
<td></td>
</tr>
<tr>
<td>1243</td>
<td>Bufferzone Project</td>
<td>Weed management in Bufferzone</td>
<td>OPQ: Plans and Places</td>
<td>ABS: Opex</td>
<td>$50,000</td>
<td>In progress</td>
<td>Green</td>
<td>Contract is underway.</td>
<td>Contract is underway, working towards a site visit by Local Board members</td>
</tr>
<tr>
<td>1272</td>
<td>Yiriesa</td>
<td>Regular magazine highlighting sustainable rural economic activities</td>
<td>OPQ: Plans and Places</td>
<td>ABS: Opex</td>
<td>$0,000</td>
<td>Approved</td>
<td>Green</td>
<td>Waiting for direction of the new board</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>Activity Name</td>
<td>Activity Description</td>
<td>Lead Unit or DO</td>
<td>CL: Lease Commencement Date</td>
<td>CL: Right of Renewal</td>
<td>CL: Final Lease Expiry Date</td>
<td>Activity Status</td>
<td>RAG</td>
<td>Q1 Commentary</td>
</tr>
<tr>
<td>----</td>
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</tr>
<tr>
<td>1334</td>
<td>Langholt Hall Reserve, Lookout Drive, Langholt: The Langholt and District Citizens Association (1998) Incorporated</td>
<td>Renewal of building lease</td>
<td>CF: Community Leases</td>
<td>1/12/2014</td>
<td>0</td>
<td>30/11/2019</td>
<td>In progress</td>
<td>Green</td>
<td>An application for renewal of lease has been sent to the lessee. A site visit will be undertaken in quarter two with reporting to the Waitakere Ranges Local Board expected in quarter three.</td>
</tr>
<tr>
<td>1335</td>
<td>Tiritangi War Memorial Reserve, Tiritangi Road, Tiritangi Returned Soldiers Association Incorporated</td>
<td>New ground lease</td>
<td>CF: Community Leases</td>
<td>1/03/1987</td>
<td>0</td>
<td>In progress</td>
<td>Green</td>
<td>Classification of Tiritangi War Memorial Reserve is required before a new lease can be considered. Surveying is underway and expected to be received by November 2019. A report to the Waitakere Ranges Local Board to approve the classification of the land parcels being created is expected in late quarter two or early quarter three.</td>
<td>Classification of Tiritangi War Memorial Reserve is required before a new lease can be considered. Surveying of the reserve has taken longer than expected due to the closure of part of the reserve due to Kauri Dieback. A report to the Waitakere Ranges Local Board to approve the classification of the land parcels being created is now expected by the end of quarter three.</td>
</tr>
<tr>
<td>1336</td>
<td>Tiritangi War Memorial Reserve, Tiritangi Auckland Psychiatric Association Incorporated - Tiritangi</td>
<td>New building lease</td>
<td>CF: Community Leases</td>
<td>1/12/2007</td>
<td>1</td>
<td>In progress</td>
<td>Green</td>
<td>Classification of Tiritangi War Memorial Reserve is required before a new lease can be considered. Surveying of the reserve has taken longer than expected due to the closure of part of the reserve due to Kauri Dieback. A report to the Waitakere Ranges Local Board to approve the classification of the land parcels being created is now expected by the end of quarter three.</td>
<td>Classification of Tiritangi War Memorial Reserve is required before a new lease can be considered. Surveying of the reserve has taken longer than expected due to the closure of part of the reserve due to Kauri Dieback. A report to the Waitakere Ranges Local Board to approve the classification of the land parcels being created is now expected by the end of quarter three.</td>
</tr>
<tr>
<td>1337</td>
<td>42 Seaview Road, Pihama: Vacancy to manage Wetlands</td>
<td>New ground lease</td>
<td>CF: Community Leases</td>
<td>In progress</td>
<td>Green</td>
<td>Council staff to explore in quarter two the option of the interested community groups entering into a memorandum of understanding with Auckland Council for the wetlands rather than a formal lease/licence.</td>
<td>The recommendation from councils risk and insurance team is to engage a flood water engineer to reassess the building and site conditions and the proposed special conditions of lease. Taking into account the potential for flooding in the surrounding area, a view to the cost of a report from a flood water engineer has been requested and will be provided to the Waitakere Ranges Local Board for consideration in quarter three.</td>
<td>A workshop will be held in quarter three to confirm with the Waitakere Ranges Local Board that it wishes to enter into a memorandum of understanding with the interested community groups and Parks, Sports and Recreation rather than a formal lease/licence.</td>
<td></td>
</tr>
<tr>
<td>1338</td>
<td>42 Seaview Road, Pihama: Proposed lease to The West Coast Community Arts Trust</td>
<td>New building lease to new group.</td>
<td>CF: Community Leases</td>
<td>In progress</td>
<td>Green</td>
<td>Council staff will meet with council's legal and risk/insurance teams in quarter two to explore whether there are options to lease the facility to a community group taking into account the potential for flooding in the surrounding areas.</td>
<td>The recommendation from council's risk and insurance team is to engage a flood water engineer to reassess the building and site conditions and the proposed special conditions of lease. Taking into account the potential for flooding in the surrounding area, a view to the cost of a report from a flood water engineer has been requested and will be provided to the Waitakere Ranges Local Board for consideration in quarter three.</td>
<td>A workshop will be held in quarter three to confirm with the Waitakere Ranges Local Board that it wishes to enter into a memorandum of understanding with the interested community groups and Parks, Sports and Recreation rather than a formal lease/licence.</td>
<td></td>
</tr>
<tr>
<td>1339</td>
<td>35 Apparel Road, Tiritangi: Proposed lease to The Going West Trust</td>
<td>New building lease to new group.</td>
<td>CF: Community Leases</td>
<td>In progress</td>
<td>Green</td>
<td>The procurement of a specialist to scope and investigate the works required for the property to become legally habitable has been undertaken and a report is expected by December 2019. A report regarding additional funding if required, agreement to lease and lease is anticipated to be presented to the Waitakere Ranges Local Board at a business meeting in February 2020.</td>
<td>The recommendation from council's risk and insurance team is to engage a flood water engineer to reassess the building and site conditions and the proposed special conditions of lease. Taking into account the potential for flooding in the surrounding area, a view to the cost of a report from a flood water engineer has been requested and will be provided to the Waitakere Ranges Local Board for consideration in quarter three.</td>
<td>A workshop will be held in quarter three to confirm with the Waitakere Ranges Local Board that it wishes to enter into a memorandum of understanding with the interested community groups and Parks, Sports and Recreation rather than a formal lease/licence.</td>
<td></td>
</tr>
<tr>
<td>1340</td>
<td>500 South Tiritangi Road, Tiritangi Bowling Club Incorporated</td>
<td>New ground lease</td>
<td>CF: Community Leases</td>
<td>1/03/1986</td>
<td>0</td>
<td>29/02/2020</td>
<td>In progress</td>
<td>Green</td>
<td>Classification of Tiritangi War Memorial Reserve is required before a new lease can be considered. Surveying of the reserve has taken longer than expected due to the closure of part of the reserve due to Kauri Dieback. A report to the Waitakere Ranges Local Board to approve the classification of the land parcels being created is now expected by the end of quarter three.</td>
</tr>
<tr>
<td>ID</td>
<td>Activity Name</td>
<td>Activity Description</td>
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<td>CL: Lease Commencement Date</td>
<td>CL: Lease Expiry Date</td>
<td>Activity Status</td>
<td>RAG</td>
<td>Q1 Commentary</td>
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</tr>
<tr>
<td>1391</td>
<td>Waitākere Ranges Local Board Community Leases FY2020/2021 Work Programme</td>
<td>Leases to be progressed in the 2020-2021 Work Programme year; French Bay Yacht Club Incorporated; Waitākere District Health Board; Glen Eden Athletic &amp; Harrier Club; Glen Eden Community &amp; Recreation Centre Incorporated; Glen Eden United Sports Club Inc - additional land licence; Glen Eden United Sports Club Inc - clubrooms; Harii Waitā Waitā Marine Trust; Harii Waitā Waitā Marine Trust - Waitā Waitā and surrounding land; Orakei Residents &amp; Ratepayers Association; Pukekohe Bowling Club Incorporated; Pukekohe Ratepayers and Residents Association Incorporated - Post Office; Te Aranui Playcentre Association - Waitā Waitā; The Scout Association of NZ - Taranaki Air Scouts, Unidad North Pukekohe Sports Service Incorporated - Campground; Waitākere District Health Board Sublease from Harii Waitā Waitā Marine Trust; Waitākere Table Tennis Association Incorporated - existing building; Waitākere Table Tennis Association Incorporated - extension of lease footprint; Glen Eden Railway Station Redevelopment Trust; Woodlands Park Community Kindergarten</td>
<td>CF: Community Leases</td>
<td></td>
<td></td>
<td>Approved</td>
<td>Green</td>
<td>Leases to be progressed in the 2020-2021 Work Programme year</td>
<td>Leases to be progressed in the 2020-2021 Work Programme year</td>
</tr>
<tr>
<td>1392</td>
<td>Waitākere Ranges Local Board Community Leases FY2021/2022 Work Programme</td>
<td>Leases to be progressed in the 2021-2022 Work Programme year; Hua Road Kororangi Club; Auckland Playcentres Association Incorporated - Langholt; Te Aranui Playcentre Association - Glen Eden</td>
<td>CF: Community Leases</td>
<td></td>
<td></td>
<td>Approved</td>
<td>Green</td>
<td>Leases to be progressed in the 2020-2021 Work Programme year</td>
<td>Leases to be progressed in the 2020-2021 Work Programme year</td>
</tr>
</tbody>
</table>
## Operating Performance

<table>
<thead>
<tr>
<th>$(000's)</th>
<th>FY20 Quarter 2</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Net operating expenditure</td>
<td>5,457</td>
<td>5,385</td>
</tr>
<tr>
<td>Operating revenue</td>
<td>401</td>
<td>382</td>
</tr>
<tr>
<td>Community services</td>
<td>401</td>
<td>382</td>
</tr>
<tr>
<td>Operating expenditure</td>
<td>5,858</td>
<td>5,767</td>
</tr>
<tr>
<td>Community services</td>
<td>4,783</td>
<td>4,742</td>
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<tr>
<td>Environmental services</td>
<td>549</td>
<td>461</td>
</tr>
<tr>
<td>Governance</td>
<td>420</td>
<td>420</td>
</tr>
<tr>
<td>Planning</td>
<td>106</td>
<td>144</td>
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</table>

Note: Includes ABS and LDI

## LDI by activity

<table>
<thead>
<tr>
<th>Operating expenditure</th>
<th>807</th>
<th>754</th>
<th>(53)</th>
<th>1,469</th>
<th>1,333</th>
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</thead>
<tbody>
<tr>
<td>Community services</td>
<td>612</td>
<td>630</td>
<td>18</td>
<td>1,091</td>
<td>1,023</td>
</tr>
<tr>
<td>Environmental services</td>
<td>182</td>
<td>98</td>
<td>(84)</td>
<td>325</td>
<td>290</td>
</tr>
<tr>
<td>Planning</td>
<td>13</td>
<td>26</td>
<td>13</td>
<td>53</td>
<td>20</td>
</tr>
</tbody>
</table>

Commentary

Net operating expenditure for the six months to 31 December 2019 was $5.5 million over budget by $72,000 (1.3%).

Operating revenue of $401,000 was over budget by $10,000 (2.5%) mainly due to filming revenue received and library sales and service charges of $11,000 budgeted regionally.

Operating expenditure of $5.9 million was over budget by $91,000 (1.6%). The asset-based services overspend component of $38,000 relates mainly to the timing of grant to Te Uru (Lopdell Gallery) for operational costs of $164,000 offset largely by an underspend on the full facility maintenance contract.

LDI (locally driven initiatives) expenditure of $807,000 was over budget by $53,000 (7.0%). The main driver for the overspend to date was the advance payment for the Waaed action project. The majority of projects are progressing well with the exception of Te Kete Rukuruku (Māori naming of parks and places) where Mana Whenua have been presented with the tranche one list for discussion.

Further details by project are available in the Work Programme.
## DI Operating Expenditure – all projects

<table>
<thead>
<tr>
<th>Item</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
<td></td>
</tr>
<tr>
<td>CE LDI Staff allocation</td>
<td>102</td>
<td>102</td>
<td>0</td>
</tr>
<tr>
<td>Cilivation of community places</td>
<td>16</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>NZAC</td>
<td>(2)</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Aapacity building programme</td>
<td>38</td>
<td>53</td>
<td>15</td>
</tr>
<tr>
<td>Community and Iwi Engagement</td>
<td>13</td>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>Community Arts Programmes</td>
<td>25</td>
<td>44</td>
<td>19</td>
</tr>
<tr>
<td>Community halls and facilities fund</td>
<td>36</td>
<td>36</td>
<td>0</td>
</tr>
<tr>
<td>Community Library programs</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Community placemaking initiatives</td>
<td>7</td>
<td>26</td>
<td>19</td>
</tr>
<tr>
<td>Community response operating fund</td>
<td>8</td>
<td>5</td>
<td>(3)</td>
</tr>
<tr>
<td>Community safety</td>
<td>0</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Restoring a Maori identity</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Ecological volunteers environmental programme</td>
<td>9</td>
<td>8</td>
<td>(1)</td>
</tr>
<tr>
<td><em>Two</em> <em>West</em> festival</td>
<td>65</td>
<td>65</td>
<td>0</td>
</tr>
<tr>
<td><em>Two</em> Domain service assessment</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><em>Two</em> KariKoari</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><em>Two</em> Rd Batehill service assessment</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>B Film income</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><em>Two</em> civic functions</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><em>Two</em> Community grants</td>
<td>106</td>
<td>60</td>
<td>(46)</td>
</tr>
<tr>
<td><em>Two</em> events fund</td>
<td>78</td>
<td>66</td>
<td>(12)</td>
</tr>
<tr>
<td><em>Two</em> Cahan’s Auckland</td>
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<td>10</td>
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<td><em>Two</em> neighbourhood development</td>
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<td><em>Two</em> arts activation initiatives</td>
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<td>ump track</td>
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<tr>
<td><em>Two</em> Road outcome plan</td>
<td>3</td>
<td>(2)</td>
<td>(5)</td>
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<tr>
<td><em>Two</em> social and Historic Heritage events</td>
<td>20</td>
<td>23</td>
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<td><em>Two</em> West Coast Arts Trust programme development</td>
<td>8</td>
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</table>
## DI Operating Expenditure – all projects

<table>
<thead>
<tr>
<th>Service</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
<th>Revised</th>
<th>Variance</th>
<th>Revised</th>
<th>Annual</th>
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<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised</td>
<td>Variance</td>
<td>Budget</td>
<td>Budget</td>
<td>Plan</td>
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<td>Waitākere commemorations and heritage</td>
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<td>0</td>
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<tr>
<td>Total Community services</td>
<td>612</td>
<td>630</td>
<td>18</td>
<td>1,091</td>
<td>1,023</td>
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<td>ika Hub</td>
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<tr>
<td>coastal and marine environment</td>
<td>4</td>
<td>0</td>
<td>(4)</td>
<td>15</td>
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<td>Community environmental services</td>
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<td>85</td>
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</tr>
<tr>
<td>co City activation</td>
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<td>0</td>
<td>16</td>
<td>16</td>
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<td>Cowest Festival</td>
<td>5</td>
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<td>0</td>
<td>10</td>
<td>10</td>
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<td>ianukau Harbour Forum</td>
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<td>0</td>
<td>(8)</td>
<td>8</td>
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<td>est management</td>
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<td>4</td>
<td>(6)</td>
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<td>project homewse - sustainability &amp; ecology initiatives</td>
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<td>3</td>
<td>0</td>
<td>5</td>
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<tr>
<td>sustainability initiatives</td>
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<td>36</td>
<td>36</td>
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<tr>
<td>waste minimisation and recycling programmes study</td>
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<td>2</td>
<td>1</td>
<td>4</td>
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<td>feed and Pest management</td>
<td>106</td>
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<td>feed Control Projects</td>
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<tr>
<td>Total Environmental services</td>
<td>182</td>
<td>98</td>
<td>(84)</td>
<td>325</td>
<td>290</td>
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</tr>
<tr>
<td>gateway signs for the heritage area</td>
<td>3</td>
<td>2</td>
<td>(1)</td>
<td>7</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>locally Driven Initiatives (ATEED)</td>
<td>10</td>
<td>15</td>
<td>5</td>
<td>20</td>
<td>0</td>
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<td>outh connections across Auckland</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>26</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Total Planning</td>
<td>13</td>
<td>26</td>
<td>13</td>
<td>53</td>
<td>20</td>
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<tr>
<td>Total</td>
<td>806</td>
<td>755</td>
<td>(51)</td>
<td>1,469</td>
<td>1,332</td>
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</table>
**Capital expenditure**

<table>
<thead>
<tr>
<th>($) (000's)</th>
<th>FY20 Quarter 2</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised</td>
</tr>
<tr>
<td>Capital expenditure</td>
<td>698</td>
<td>1,365</td>
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<tr>
<td>Community services</td>
<td>698</td>
<td>1,365</td>
</tr>
</tbody>
</table>

Note: Includes ABS and LDI

**Commentary**

The Waitakere Ranges Local Board invested $698,000 in capital expenditure in the six months ended 31 December 2019. This is $607,000 under budget. This mainly relates to renewals work programmes behind anticipated schedule and development of Glen Eden town centre/civic space. Major renewals projects in progress or completed:

- Titirangi Town Centre - replace toilet block. Planning Risk Assessment results will be outlined to the local board and site location options to be considered.
- Huia Domain - renew park roading and car park. Next steps to finalise detailed design and resource consent application.
- Shadbolt House - refurbish house to safe level. Present programme of works to local board and undertake further asbestos assessment.
- Renew the carparks at Karekare Reserve and Bethells Beach. Project completed December 2019.

Glen Eden Town centre - develop civic space. Finalise the design brief and produce detailed descriptions and assessment of individual sites / sub-projects.

Further details by project are available in the Work Programme.
## Capital Expenditure – all projects

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Year To Date ($000)</th>
<th>Full Year ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Local asset renewals programme</td>
<td>415</td>
<td>809</td>
</tr>
<tr>
<td>ARKS - Coastal asset renewals</td>
<td>114</td>
<td>186</td>
</tr>
<tr>
<td>the Local Board Initiative (OLI)</td>
<td>12</td>
<td>181</td>
</tr>
<tr>
<td>Locally driven initiatives (LDI Capex)</td>
<td>28</td>
<td>65</td>
</tr>
<tr>
<td>Lip mediation/ prevention</td>
<td>0</td>
<td>40</td>
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<tr>
<td>General park development</td>
<td>0</td>
<td>37</td>
</tr>
<tr>
<td>Landscape development</td>
<td>11</td>
<td>37</td>
</tr>
<tr>
<td>Port development</td>
<td>25</td>
<td>9</td>
</tr>
<tr>
<td>CE - Art facility renewals</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>ARKS - Asset renewals</td>
<td>88</td>
<td>0</td>
</tr>
<tr>
<td>ARKS - Sports fields renewals</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Own centre plan (Glen Eden)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Community services</strong></td>
<td>698</td>
<td>1,365</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>699</td>
<td>1,364</td>
</tr>
</tbody>
</table>

Subsidies and grants for capital expenditure:

| Item 13 | 0 | 0 | 0 | 0 | 0 |
Memorandum

3 February 2020

To: Environment and Climate Change Committee; Local Boards and IMSB

Subject: Te Tāruke-ā-Tāwhiri - Auckland’s Climate Action Framework: Consultation Summary Report

From: Sarah Anderson, ACAF Lead, Chief Sustainability Office, APSR

Contact information: sarah.j.anderson@aucklandcouncil.govt.nz
alec.tang@aucklandcouncil.govt.nz

Purpose
1. To share key findings from the public consultation on Te Tāruke-ā-Tāwhiri - Auckland’s Climate Action Framework and provide an update on next steps.

Summary
3. 2,967 responses were received, including above average responses from Māori (n=578), Pacific Peoples (n=500) and youth (n=556 in the under 25 age bracket).
4. These were analysed by the project team to identify key findings and proposed changes to the framework.
5. Overall there was broad support for the framework.
6. 91% of respondents thought that the framework either fully, or partially takes us in the right direction to act on climate change.
7. 79% of respondents thought that Auckland Council should facilitate action and bring stakeholders together.
8. 93% either fully, or partially fed back that the key moves were right for Auckland.
9. 86% supported or partially supported the view that the key moves will drive organisational action.
10. However, a range of improvements were also suggested. A summary of feedback and proposed changes are in Appendix 1. These proposed changes will be worked through with the Environment and Community Committee in February/early March and will be reported to Committee on 12th March for decision prior to finalisation of the text.
11. Local Boards will also be consulted for formal feedback on the proposed changes in March.
12. Final text for the plan will be taken to the Environment and Community Committee in May with an aim for the final digital plan to be launched in July 2020.

Context
13. In February 2018, the Environment and Community Committee approved the development of an integrated climate action plan for the Auckland region to address both emissions reduction (mitigation) and preparing for the impacts of a changing climate (adaptation).

15. Consultation on the framework opened on 17 July and closed on 30 September 2019.

16. 2,967 responses were received, and a report of key findings and proposed changes are provided in Appendix A.

Discussion

17. Four specific questions were asked during the consultation period, with an opportunity to provide further feedback if needed.

18. Of those that responded directly to the questions:

- 91% of respondents thought that the framework either fully, or partially takes us in the right direction to act on climate change (n=1,543)
- 79% of respondents thought that Auckland Council should facilitate action and bring stakeholders together (n=1,798)
- 93% either fully, or partially fed back that the key moves were right for Auckland (n=1,796)
- 86% supported or partially supported the view that the key moves will drive organisational action (n=1,502)

19. Responses were received from 80 organisations, representing major businesses such as energy providers and industry; subject matter expert networks such as New Zealand Green Building Council and Forest and Bird; academic institutions; community groups; trade unions; and youth (amongst others).

20. Targeted engagement also took place during the consultation period resulting in above average responses from Māori (n=578), Pacific Peoples (n=500) and youth (n=556 in the under 25 age bracket).

Key overall findings

21. Extensive and detailed feedback was received, much of which is informing on-going development of an implementation plan as well as the framework itself.

22. Overall a number of key themes emerged:

- **Urgency and scale of action** needs to be better articulated throughout. This was strongly reflected in the feedback with many comments suggesting it does not accurately reflect the climate emergency declaration. The scale of change required was regularly cited with a need to better articulate this with Aucklanders.

- **Bolder, accelerated targets are needed across key moves and overall.**

- **There is a lack of clarity on how key moves work together** with a view that the current format implies prioritisation and doesn’t demonstrate interlinkages.

- **Clarity of roles and responsibilities is seen as key,** with a request for more information on who is responsible for actions at each level and the need for partnerships, particularly in relation to Central Government, rangatahi and mana whenua.

- **Transparent monitoring and evaluation** was also highlighted. In addition, there was a strong appetite for independent bodies to monitor progress and support action development, including representation from communities and rangatahi.

- **Greater focus on equity** came through across feedback points and was seen as needing greater definition in the framework.

- **A strong Māori voice** with widespread support for working with Māori, using mātauranga Māori and Māori practices in designing and implementing climate action

- **Clear policy and regulation** and leading by example was a key piece of feedback, with a strong appetite for Council to lead and increase direction for the region.
Communication and behaviour change was strongly supported with a request for campaigns to raise awareness across the region and enable action at an individual level.

Of all key moves, transport was the most cited as needing significant change, with the identified actions supported but needing to be delivered at pace and scale.

Next steps
23. This memorandum and report provides an overview of feedback received and will inform the next stages as set out below:

**January**
- Circulate consultation report to Elected Members, Local Boards and IMSB (this memo and report)

**February**
- Workshop between ECC and MWKF (19th)
- Workshop 1 (of 2) to review proposed changes to the framework - focus on emissions and adaptation (26th)

**March**
- Workshop 2 (of 2) to review proposed changes - focus on key moves (4th)
- Report on proposed changes and approach
- Proposed changes to Local Board meetings for formal feedback

**April**
- Workshop updated text with ECC and IMSB

**May**
- Final text to ECC for approval prior to handover to digital

**June**
- Workshop digital layout with ECC

**July**
- Digital plan completion

**Attachments**
- Te Tāruke-ā-Tāwhiri: Auckland’s Climate Action Framework Consultation Summary
Attachment E: ACAF Proposed Three Pillars

1. Preparation for Change (U.S.)
   - Dynamic adaptive policy.
   - To learn more about this, refer to the Auckland Council.

2. Our Initiatives & Strategies
   - A place for people.
   - Learning from past mistakes.
   - What can we do?
   - How will these strategies work?
   - Consciousness – how will we develop.
Attachment F: ACAF Eight Priorities

PRIORITY:
- Existing key moves
- Proposed key moves

Embedded in foundational sectors:
- Māori
- Environment

Combined:
- Social Economy
- Community

Māori/Bilingual:
- Māori
- Language

ENHANCED:
- Infrastructure
- Transport

ENABLING:
- Health
- Education

Attachment F
## Attachment E: Proposed Priority Areas and action updates

<table>
<thead>
<tr>
<th>Key Moves (July 2019)</th>
<th>Updated Priority areas (Feb 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key Move 1:</strong> Lay the Foundation</td>
<td>The nine actions under Key Move 1 are embedded into the three foundational pillars of ACAF.</td>
</tr>
<tr>
<td>Nine actions to deliver this Key Move</td>
<td></td>
</tr>
<tr>
<td><strong>Key Move 2:</strong> Enhance, restore and connect our natural environments</td>
<td>Priority 1: Natural Environment</td>
</tr>
<tr>
<td>Seven actions</td>
<td>Retains the focus on enhancing, restoring and connecting our natural environments but actions have been reviewed for clarity and reduced to six actions to remove duplication.</td>
</tr>
<tr>
<td><strong>Key Move 3:</strong> Make development &amp; infrastructure climate compatible</td>
<td>Priority 2: Built Environment</td>
</tr>
<tr>
<td>Eight actions</td>
<td>This Priority area contains key actions for a sustainable built environment. 13 actions have now been combined into 10 to address overlap. These are grouped into four main thematic areas:</td>
</tr>
<tr>
<td></td>
<td>• Sustainable growth</td>
</tr>
<tr>
<td></td>
<td>• Sustainable infrastructure</td>
</tr>
<tr>
<td></td>
<td>• Sustainable buildings</td>
</tr>
<tr>
<td></td>
<td>• Sustainable places.</td>
</tr>
<tr>
<td><strong>Key Move 4:</strong> Transforming existing buildings and places</td>
<td>Priority 3: Transport</td>
</tr>
<tr>
<td>Five actions</td>
<td>This Priority area still deals with sustainable transport but actions have been split out to eight. This reflects the priority placed on this area through the consultation feedback. The eight action areas are still concerned with:</td>
</tr>
<tr>
<td></td>
<td>• encouraging mode shifts</td>
</tr>
<tr>
<td></td>
<td>• supporting a transition to low carbon vehicles</td>
</tr>
<tr>
<td></td>
<td>• supporting an efficient freight system.</td>
</tr>
<tr>
<td></td>
<td>Additional actions focus on encouraging behaviour change and ensuring resilient transport infrastructure.</td>
</tr>
<tr>
<td><strong>Key Move 5:</strong> Deliver clean, safe and equitable transport options</td>
<td>Priority 4: Economy</td>
</tr>
<tr>
<td>Five actions</td>
<td>There are now six actions that underpin this Priority area to address repetition. The action areas still maintain a focus on:</td>
</tr>
<tr>
<td></td>
<td>• supporting businesses transition to a low carbon future with increased resilience</td>
</tr>
<tr>
<td><strong>Key Move 6:</strong> Move to a zero carbon, climate resilient economy</td>
<td></td>
</tr>
<tr>
<td>Seven actions</td>
<td></td>
</tr>
<tr>
<td>Key Moves (July 2019)</td>
<td>Updated Priority areas (Feb 2020)</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>• encouraging the reuse, recycling of materials and embedding circular economy principles.</td>
<td></td>
</tr>
<tr>
<td><strong>Key Move 7: Help Aucklanders become more resilient and reduce their carbon footprint</strong></td>
<td></td>
</tr>
<tr>
<td>Four action areas to achieve this Key Move</td>
<td></td>
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<tr>
<td><strong>Priority 5: Community</strong></td>
<td></td>
</tr>
<tr>
<td>This remains at four actions but an additional focus on communication and engagement been adopted from Key Move 1. The intent of the actions remains the same as Key Move 7, which is to:</td>
<td></td>
</tr>
<tr>
<td>• support community-based action for low carbon future and to reduce emissions</td>
<td></td>
</tr>
<tr>
<td>• support resilience building at the community level</td>
<td></td>
</tr>
<tr>
<td>• long term management of our coast.</td>
<td></td>
</tr>
<tr>
<td><strong>Key Move 8: Te puawaitanga o te tangata</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Priority 6: Te puawaitanga o te tangata</strong></td>
<td></td>
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<tr>
<td>Updates are in development, but this will remain a priority area</td>
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</tr>
<tr>
<td><strong>Key Move 9: Youth and intergenerational equity</strong></td>
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<tr>
<td>This key move has been moved into the foundational pillar. Updates and actions are being finalised by rangatahi.</td>
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<tr>
<td><strong>Key Move 10: Shift to decentralized renewable energy</strong></td>
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</tr>
<tr>
<td>Four actions</td>
<td></td>
</tr>
<tr>
<td><strong>Priority 7: Energy</strong></td>
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</tr>
<tr>
<td>There are now seven actions that underpin this Priority area. The intent of the actions remains the same, that is:</td>
<td></td>
</tr>
<tr>
<td>• to drive innovation in renewable energy sources</td>
<td></td>
</tr>
<tr>
<td>• to build resilience in the energy system.</td>
<td></td>
</tr>
<tr>
<td>Additional actions in this Priority area were adopted from the former Key Move 4.</td>
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</tr>
<tr>
<td><strong>Key Move 11: Grow a low-carbon resilient food system</strong></td>
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</tr>
<tr>
<td>Six actions</td>
<td></td>
</tr>
<tr>
<td><strong>Priority 8: Food</strong></td>
<td></td>
</tr>
<tr>
<td>There are now five actions that underpin this Priority area to address repetition. The intent of the key moves remains the same, that is:</td>
<td></td>
</tr>
<tr>
<td>• the focus on retaining productive soils</td>
<td></td>
</tr>
<tr>
<td>• reducing food wastage</td>
<td></td>
</tr>
<tr>
<td>• supporting food security.</td>
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</tbody>
</table>
CCO REVIEW

Independent review of council-controlled organisations: list of issues:

This list is intended as a guide to the high-level issues on which the review will focus. The issues in this list may be subject to revision during the course of this review.

Objectives

The review’s overall objectives are to examine:

- whether CCOs are an effective and efficient model for delivering services to the council and Aucklanders
- whether the CCO decision-making model provides sufficient political oversight, public transparency and accountability.

The terms of reference require us to examine the following three issues:

CCO model, roles and responsibilities

The essential question here is whether the CCO model delivers council services with the maximum of operational efficiency, transparency and accountability, or whether there are better ways to deliver such services. In particular:

- Are there any problems, real or perceived, with the current model, including the risk of duplication with in-house council activities?
- Is the purpose of each CCO clear and current, and is the council giving each adequate direction?
- Are the roles and responsibilities of CCOs and the council towards one another clearly defined and well understood?
- Are there viable alternatives and what are their advantages and disadvantages?

CCO accountability

Here the key question is whether the council has adequate mechanisms to hold CCOs to account and is using them appropriately, and whether improvements, including new mechanisms (such as those provided for through the Local Government Act 2002 Amendment act 2019), are needed. In particular:

- Do current accountability mechanisms, monitor CCOs’ performance effectively and ensure CCOs respond appropriately to the concerns of the council, local boards and the public?
Auckland CCO Review
Independent Panel

- Do CCOs understand the need to act in a way that reflects their accountability to the community, as well as the council’s accountability to the community for CCO performance?
- Are there adequate mechanisms to ensure CCO board members and senior management meet the legislative requirements towards Māori, and that CCOs have developed sufficient capability to achieve this?
- Do CCOs have adequate guidance about when to act in their best commercial interests and when to act in the best interests of the public?
- Are council policies that are applicable to all CCOs (group policies) adequate, or should they be extended to other areas, such as remuneration?
- Is the process for appointing CCO board members, including the skills criteria used in the selection process, appropriate?

CCO culture

The central issue here is whether CCOs need to improve how they consult, engage with and respond to the community and council. In particular:

- Are the working relationships between the various levels of council (political, executive and staff) and CCOs (and between CCOs themselves) based on mutual trust, respect and confidence?
- Do recruitment processes and job descriptions sufficiently address the need for CCO chief executive and senior managers to respond to council directions and work effectively with senior council managers?
- Do CCO boards, executives and staff demonstrate accountability to Aucklanders, including by consulting sufficiently with Aucklanders and responding sufficiently to their concerns, or could their performance be improved?
- Are CCOs giving adequate public acknowledgement (such as through branding) to council-funded activities?
- Do CCOs give the council quality advice?

The full terms of reference can be found at

20 December 2019
Waitākere Ranges Local Board Workshop Record

Workshop record of the Waitākere Ranges Local Board held in the boardroom at 39 Glenmall Place, Glen Eden on Thursday, 13 February 2020, commencing at 10.03am.

PRESENT
Chair: Greg Presland
Members: Saffron Toms
Mark Allen
Michelle Clayton (at another meeting 1.05 – 1.58pm)
Sandra Coney
Ken Turner
Apologies: Nil
Also present: Glenn Boyd, Raewyn Curran, Brett Lane, Elizabeth Stewart, Claire Liousse, Chelsea Bridgman, Linda Smith
Guests: Robin Taua-Gordon, Te Kawerau a Maki
Notes: Meeting opened by Chair at 10.03am

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takaranga Park Playground</td>
<td>Staff were in attendance to give an overview of the Takaranga Playground Renewal Consultation Feedback, and the Penihana Park Development Concept Designs.</td>
</tr>
<tr>
<td>Renewal Consultation Feedback</td>
<td></td>
</tr>
<tr>
<td>Penihana Park (Mettam Drive, Swanson) Development Concept Designs</td>
<td></td>
</tr>
<tr>
<td>Helen Biffle, Work Programme Lead, Community Facilities</td>
<td></td>
</tr>
<tr>
<td>Stephanie Barker, Project Manager, Community Facilities</td>
<td></td>
</tr>
<tr>
<td>Greer Clark, Project Manager, Community Facilities</td>
<td></td>
</tr>
<tr>
<td>Charlotte Grieve, Landscape Architect, Community Facilities</td>
<td></td>
</tr>
<tr>
<td>Time: 10.03 – 10.52am</td>
<td></td>
</tr>
</tbody>
</table>

Takaranga Park Playground
Next steps
- Helen and team to investigate options for new equipment and layout and report back to the board.

Penihana Park
Next steps
- Team to review the Penihana concept plan against the Swanson Heritage Guidelines and report back to the board confirming the concept plan meets these by memo.
### Workshop Item

<table>
<thead>
<tr>
<th>Item 20</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Glen Eden Library easement</strong>&lt;br&gt; <em>Tamara Zunic, Specialist Technical Statutory Advisor, Community Facilities</em>&lt;br&gt; <em>Chris Linwood, Principal Solicitor, Legal and Risk</em>&lt;br&gt; <strong>Time: 10.53 – 11.35am</strong></td>
<td>Staff were in attendance to brief members on an application for an easement through Glen Eden Library carparking area. <strong>Next steps</strong>&lt;br&gt;• Tamara and Chris to work together to investigate further and report back to the board.</td>
</tr>
<tr>
<td><strong>Te Kawerau a Maki</strong>&lt;br&gt; <em>Robin Taua-Gordon, Environment and Heritage Officer</em>&lt;br&gt; <strong>Time: 11.36am – 12.42pm</strong></td>
<td>Robin Taua-Gordon gave an overview of the history of Te Kawerau a Maki and her whānau, and outlined the Tribal Authority’s values and aspirations. She noted many areas where the values and kaupapa of Te Kawerau a Maki and the Waitākere Ranges Local Board aligned. <strong>Going forward</strong>, Te Kawerau a Maki and the local board will meet regularly to discuss mutual areas of interest.</td>
</tr>
<tr>
<td><strong>Leasing, general matters</strong>&lt;br&gt; <em>Donna Cooper, Community Lease Specialist, Community Facilities</em>&lt;br&gt; <em>Nick Harris, Sport &amp; Recreation Lead, Parks Sport and Recreation</em>&lt;br&gt; <strong>Time: 1.05 – 2.11pm</strong></td>
<td>Included:&lt;br&gt;• French Bay Esplanade Reserve&lt;br&gt;• Piha Bowling Club&lt;br&gt;• Woodlands Park Kindergarten&lt;br&gt;• Piha Wetlands&lt;br&gt;• Old Piha School House&lt;br&gt; The remaining items were taken as read, and members were asked to please contact Donna directly with any questions.</td>
</tr>
</tbody>
</table>

The workshop concluded at 2.11pm
# Waitakere Ranges Local Board Workshop Record

Workshop record of the Waitakere Ranges Local Board held in the boardroom at 39 Glenmall Place, Glen Eden on Thursday, 20 February 2020, commencing at 10.00am.

## PRESENT

<table>
<thead>
<tr>
<th>Chairperson:</th>
<th>Greg Presland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td>Mark Allen, Michelle Clayton, Sandra Coney, Ken Turner</td>
</tr>
<tr>
<td>Apologies:</td>
<td>Saffron Toms</td>
</tr>
<tr>
<td>Also present:</td>
<td>Glenn Boyd, Raewyn Curran, Brett Lane, Elizabeth Stewart, Claire Liousse, Linda Smith, Liz Oldfield, Sharon Davies, Keren Alleyne</td>
</tr>
</tbody>
</table>

Notes: Meeting opened by Glenn Boyd at 10.05am

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piha Wetland Service Outcomes Plan</td>
<td>Staff gave an overview of the Piha Wetlands Outcomes Plan and asked for feedback on any additional requirements or considerations for the plan or consultation.</td>
</tr>
</tbody>
</table>
| **Dawn Bardsley**, Parks and Places Specialist, Parks Sports and Recreation | **Next steps**  
  - Dawn and the team to issue the consultation material. |
| **Liz Oldfield**, Consultant |  |
| Time: 10.05 – 10.30am |  |
| Huia Domain Service Outcomes Plan | Staff gave an overview of the Huia Domain Service Outcomes Plan and asked for feedback on any additional requirements or considerations for the plan or consultation. |
| **Dawn Bardsley**, Parks and Places Specialist, Parks Sports and Recreation | **Next steps**  
  - Dawn to send the full results of the consultation to the board and proceed with consultation. |
| **Liz Oldfield**, Consultant |  |
| Time: 10.30 – 11.00am |  |
| Olive Grove Connection | Staff gave an overview of Olive Grove Connection options and priority routes. |
| **Dawn Bardsley**, Parks and Places Specialist, Parks Sports and Recreation | **Next steps**  
  - Community Facilities to write a report for the next business meeting. |
| **Liz Oldfield**, Consultant |  |
| Time: 11.00 – 11.30am |  |
## Workshop Item

<table>
<thead>
<tr>
<th>Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
</table>
| Shadbolt House Health & Safety Remedial Work  
**Michael O'Shea**, Senior Project Manager, Community Facilities | Staff members gave an overview of the programme of work and the costs involved in upgrading the existing building to meet minimum Health & Safety requirements for council buildings.  
**Next steps**  
- Staff to return to the board to detail alternative options to standard tenure arrangements whilst still meeting Health & Safety requirements. |
| Donna Cooper, Community Lease Specialist, Community Facilities  
**Marieke Numan**, Arts & Culture Advisor, Arts Community and Events |  |
| Time: 11.45am – 12.30pm |  |
| Piha Campground Lease  
**Rees Hunt**, Commercial Property Manager, Community Facilities | Rees updated the board on the current lease at Piha Campground.  
**Next steps**  
- Board report to come back to a business meeting. |
| Time: 1.00 – 1.20pm |  |
| Titirangi Toilet Renewal  
Time: 1.30 – 2.00pm | Staff sought direction on the next steps with the Titirangi Toilet Renewal after carrying out a further investigation of site options.  
**Next steps**  
- Staff to obtain and circulate a copy of the consent planners report detailing why the consent must be notified. |

The workshop concluded at 2.00pm
Waitakere Ranges Local Board Workshop Record

Workshop record of the Waitakere Ranges Local Board held in the boardroom at 39 Glenmall Place, Glen Eden on Thursday, 27 February 2020, commencing at 1.02pm.

PRESENT
Chairperson: Greg Presland
Members: Saffron Toms
Mark Allen
Michelle Clayton
Sandra Coney
Ken Turner
Apologies: Nil
Also present: Raewyn Curran, Brett Lane, Elizabeth Stewart, Claire Liousse, Claire Walker, David Rose, Shreya Rao, Sharon Davies

Notes: Meeting opened by Chair at 1.02pm

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitakere Ranges Heritage Gateway</td>
<td>Staff updated the local board on progress in developing the Waitakere Ranges Heritage Gateways Project.</td>
</tr>
<tr>
<td><strong>Keren Alleyne</strong>, Renewals Coordinator, Investigation and Design, Community Facilities</td>
<td></td>
</tr>
<tr>
<td><strong>Claire Walker</strong>, Walker Landscape Architects</td>
<td></td>
</tr>
<tr>
<td>Time: 1.02 – 1.58pm</td>
<td></td>
</tr>
</tbody>
</table>

The workshop concluded at 1.58pm
Waitākere Ranges Local Board Workshop Record

Workshop record of the Waitākere Ranges Local Board held in the boardroom at 39 Glenmall Place, Glen Eden on Thursday, 5 March 2020, commencing at 10.00am.

**PRESENT**

Chairperson: Greg Presland  
Members: Saffron Toms, 10.27am onwards  
Mark Allen  
Michelle Clayton  
Sandra Coney  
Ken Turner  

Apologies: Nil  

Also present: Raewyn Curran, Brett Lane, Elizabeth Stewart, Claire Lioussse, Sharon Davies

Notes: Meeting opened by Chair at 10.00am

<table>
<thead>
<tr>
<th>Workshop Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Community Halls partnership fund</td>
<td>Staff updated the local board on the Rural Halls Future Direction Review and requested feedback on the draft recommendations and continuation of the Community Halls Partnership Funding.</td>
</tr>
</tbody>
</table>
| **Echo Janman,** Service Improvement Manager, Community places, Arts Community and Events | **Next steps**  
  - Staff to take on the feedback and come back with more specific recommendations. |
| **Kate Holst,** Manager Community-Led Places |  
| **Rex Hewitt,** Co-Creationz |  
| **Jo Heaven,** Rural Hall Advisor (Rodney) |  
| **Jane Cain,** Rural Hall Advisor (Franklin) |  
| Time: 10.00 – 11.02am |  
| Community Weed bins 2020/2021 | Staff gave an overview of the community weed bin project for the 2020/2021 financial year including options for bin placement and timing. |
### Workshop Item | Summary of Discussions
---|---
**Michael Ngatai**, Team Manager Mainland Central/West, Environmental Services | Next steps
- Infrastructure & Environmental Services (I&ES) to come back to the board with suitable options for next financial year for review.  

**Alison Stilwell**, Principal Planner, Plans & Places  
**Lucy Hawcroft**, Team Leader Relationship Advisory  
**Robbie Sutherland**, Low Carbon Specialist  
Time: 11.02 – 11.58am |  

Community Facilities – Growth Funding  
**Kathryn Martin**, Manager Programme Development  
**Jonathan Hope**, Work Programme Lead, Community Facilities  
Time: 12.06 – 12.53pm | Staff gave the local board an overview of growth in the Waitakere Ranges Local Board area and in a regional context.  

Community Waitakere 6-monthly report  
**Aroha Te Namu**, Community Developer – Waitakere Ranges, Community Waitakere  
**Charlie Moore**, Trustee, Community Waitakere  
**Claire Liousse**, Strategic Broker, Arts Community and Events  
**Lisa Diggins**, Advisor, Arts Community and Events  
Time: 1.20 – 2.00pm | Community Waitakere reported on progress against their 2019/2020 work programme and sought local board feedback on direction for the 2020/2021 work programme.  

The workshop concluded at 2.00pm
## Waitakere Ranges Local Board Workshop Record

Workshop record of the Waitakere Ranges Local Board held in the boardroom at 39 Glenmall Place, Glen Eden on Thursday, 12 March 2020, commencing at 10.03am.

**PRESENT**

**Chairperson:** Greg Presland  
**Members:** Saffron Toms from 10.24am  
Michelle Clayton from 12.25pm  
Sandra Coney  
Ken Turner until 11.45am  

**Apologies:** Mark Allen  

**Also present:** Raewyn Curran, Brett Lane, Elizabeth Stewart, Claire Lioussse, Sharon Davies  

Notes: Meeting opened by Chair at 10.03am

<table>
<thead>
<tr>
<th>Workshop Item</th>
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</thead>
<tbody>
<tr>
<td>Waitakere Weed Action Project (Our Backyard)</td>
<td>Staff updated the board about the Our Backyard project and gave an overview of the proposed direction for the 2020/2021 financial year.</td>
</tr>
</tbody>
</table>
| **Sarah Gibbs**, Senior Biosecurity Advisor Pest Plants | **Rualri Flynn**, Conservation Advisor  
**Michael Ngatai**, Team Manager Mainland Central/West  
**Nick FitzHerbert**, Relationship Advisor, Infrastructure & Environmental Services | Time: 10.03 – 10.56am |
| Review of the Grants Programme for 2020-2021 | Staff gave an overview of the grants awarded in 2019-2020 and reviewed the grants programme for 2020-2021, including eligibility criteria, lower priorities and exclusions, grant round opening and closing dates.  
Local Board Members gave feedback about the development of a draft grants programme for adoption at an upcoming business meeting. |
| **Marion Davies**, Grants & Incentives Manager  
**Ann Kuruvilla**, Grants Advisor | 10.56am – 11.25am |
## Workshop Item

<table>
<thead>
<tr>
<th>Workshop Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AT Capital Transport Fund</td>
<td>Staff attended to discuss how the local board would like to spend the Local Board Transport Capital Fund.</td>
</tr>
<tr>
<td><strong>Caroline Tauevihi</strong>, Auckland Transport Elected Member Relationship Manager</td>
<td><strong>Next steps</strong>&lt;br&gt;• Staff to progress projects discussed and come back to a workshop with a Rough Order of Costs (ROC) for each project.</td>
</tr>
<tr>
<td><strong>Lorna Stewart</strong>, Auckland Transport Elected Member Relationship Manager</td>
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<tr>
<td>Time: 11.45am – 12.36pm</td>
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</tr>
<tr>
<td>Glen Eden Town Centre Project</td>
<td>Staff attended to brief the local board on the upcoming Glen Eden Town Centre Project.</td>
</tr>
<tr>
<td><strong>Alistair Falkner</strong>, Principal Advisor Investment Advice</td>
<td></td>
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<tr>
<td>Time: 1.04 – 1.41pm</td>
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</table>

The workshop concluded at 1.41pm.
Waitākere Ranges Local Board Workshop Record

Workshop record of the Waitākere Ranges Local Board held in the boardroom at 39 Glenmall Place, Glen Eden on Thursday, 19 March 2020, commencing at 10.00am.

PRESENT
Chairperson: Greg Presland
Members: Mark Allen
          Michelle Clayton
          Saffron Toms (via Skype)
          Ken Turner
Apologies: Sandra Coney
Also present: Glenn Boyd, Brett Lane, Claire Liousse, Sharon Davies (notes),
             Dhaya Haran, Nick FitzHerbert, Linda Smith, Helen Biffin

Meeting opened by Glenn Boyd at 10.00am

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/2021 Local Board work programme</td>
<td>The local board reviewed the 2020/2021 Local Board work programme and discussed line items that were new or had been changed, or that were queried by board members.</td>
</tr>
<tr>
<td>development</td>
<td>The following work programmes were discussed:</td>
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<tr>
<td></td>
<td>• Community Empowerment</td>
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<td>• Western Initiative</td>
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<tr>
<td></td>
<td>• Infrastructure &amp; Environmental Services</td>
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<td>• Parks Sports and Recreation</td>
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<td></td>
<td>• Community Facilities</td>
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<tr>
<td></td>
<td>It was noted that there may be future work programme funding changes in the wake of the global Covid-19 pandemic.</td>
</tr>
</tbody>
</table>

The workshop concluded at 2.30pm
Waitākere Ranges Local Board Workshop Record

Workshop record of the Waitākere Ranges Local Board held via Skype for Business on Thursday, 2 April 2020, commencing at 3.00pm.

PRESENT
Chairperson: Greg Presland
Members:
Saffron Toms
Michelle Clayton
Sandra Coney
Ken Turner
Mark Allen
Apologies: Nil
Also present: Glenn Boyd, Raewyn Curran, Sharon Davies, Brett Lane, Claire Liousse, David Rose, Elizabeth Stewart

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs’ Briefing Update</td>
<td>Chair Presland gave an update from the Chairs’ Briefing held earlier in the day.</td>
</tr>
<tr>
<td><strong>Greg Presland</strong>, Chair</td>
<td></td>
</tr>
<tr>
<td>Time: 3.00 – 3.44pm</td>
<td></td>
</tr>
<tr>
<td>Draft Local Board Plan</td>
<td>Staff gave an overview of the process for taking the Local Board Plan forward.</td>
</tr>
<tr>
<td><strong>Raewyn Curran</strong>, Senior Local Board Advisor</td>
<td>Conversation around the overall structure of the plan and the process for working up the plan.</td>
</tr>
<tr>
<td>Time: 3.45 – 4.36pm</td>
<td></td>
</tr>
<tr>
<td>Auckland Council Covid-19 Response</td>
<td>Staff gave an overview of the Auckland Council response thus far, and West networks and providers.</td>
</tr>
<tr>
<td><strong>Glenn Boyd</strong>, Relationship Manager</td>
<td></td>
</tr>
<tr>
<td><strong>Claire Liousse</strong>, Strategic Broker</td>
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<tr>
<td>Time: 4.37 – 5.18pm</td>
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</table>

The workshop concluded at 5.18pm
Waitākere Ranges Local Board Workshop Record

Workshop record of the Waitākere Ranges Local Board held via Skype for Business on Thursday, 9 April 2020, commencing at 10.17am.

**PRESENT**
- **Chairperson:** Greg Presland
- **Members:** Saffron Toms, Michelle Clayton, Sandra Coney, Ken Turner, Mark Allen until 12.00noon
- **Apologies:** Nil
- **Also present:** Glenn Boyd, Raewyn Curran, Sharon Davies, Brett Lane, Claire Liouasse, David Rose, Elizabeth Stewart

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Community Facilities (CF) Covid-19 / lockdown update</td>
<td>Staff gave an update on the Covid-19 situation with the Level 4 Lockdown in terms of community facilities maintenance, cleaning, professional services, and requests for service.</td>
</tr>
<tr>
<td><strong>John Cranfield,</strong> Manager Area Operations</td>
<td><strong>Next steps</strong></td>
</tr>
<tr>
<td><strong>Helen Biffin,</strong> Work Programme Lead</td>
<td><strong>Written update to be provided to the board after the workshop.</strong></td>
</tr>
<tr>
<td><strong>Dana Price,</strong> Project Manager (Operations)</td>
<td></td>
</tr>
<tr>
<td>Time: 10.17 – 10.45am</td>
<td><strong>Titirangi Village Public Toilet Renewal</strong></td>
</tr>
<tr>
<td><strong>John Cranfield,</strong> Manager Area Operations</td>
<td><strong>Next steps</strong></td>
</tr>
<tr>
<td><strong>Helen Biffin,</strong> Work Programme Lead</td>
<td><strong>Professional services and project management costs to date to be reviewed by John Cranfield.</strong></td>
</tr>
<tr>
<td><strong>Dana Price,</strong> Project Manager (Operations)</td>
<td><strong>Staff requested to respond via email to unanswered questions raised today.</strong></td>
</tr>
<tr>
<td>Time: 10.45 – 11.22am</td>
<td></td>
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</table>
The workshop concluded at 12.16pm

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final draft Local Board Plan</strong></td>
<td>Glenn gave an overview of the Local Board Plan process thus far.</td>
</tr>
<tr>
<td><strong>Glenn Boyd</strong>, Relationship Manager</td>
<td>The board discussed the Waitākere Ranges Heritage Act and where that should sit within the Local Board Plan.</td>
</tr>
</tbody>
</table>
| **Raewyn Curran**, Senior Local Board Advisor | **Next steps**  
  - Document to be submitted for peer review  
  - Raewyn to send board what is sent for review |
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Governance Role</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Meeting</td>
<td>TBC - early May 2020</td>
<td>10.00am</td>
<td>Extraordinary - to adopt Local Board Agreement 2021/22 and Fees and Charges Schedule</td>
<td>Setting direction / priorities / budget</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>TBC - early May 2020</td>
<td>10.00am</td>
<td>To approve draft Local Board Plan and Engagement Approach</td>
<td>Setting direction / priorities / budget</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board: Local and Multi Board Grants</td>
<td>Local initiatives / Specific decisions</td>
<td>Determine allocation of funding</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Regional Facilities Quarterly Update</td>
<td>Oversight and Monitoring</td>
<td>Receive update on progress</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Auckland Council’s Quarterly Performance Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Auckland Transport Monthly Update</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval of transport capital fund projects</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Co-Chair’s Report</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Board Member Reports</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Governance Forward Work Calendar</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board Workshop Proceedings</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 28 May 2020</td>
<td>4.00pm</td>
<td>Resolution Pending Report</td>
<td></td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 18 June 2020</td>
<td>4.00pm</td>
<td>Resolution Pending Report</td>
<td>Setting direction / priorities / budget</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 18 June 2020</td>
<td>4.00pm</td>
<td>Quick Response Round Two</td>
<td>Local initiatives / Specific decisions</td>
<td>Determine allocation of funding</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board Community Services Work Programme 2020/2021</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board Local Environment Work Programme 2020/2021</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board Local Economic Development (LED) Work Programme 2020/2021</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board Libraries Work Programme 2020/2021</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Waitakere Ranges Local Board Community Facilities (CP) Work Programme 2020/2021</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Auckland Transport Monthly Update</td>
<td>Local initiatives / Specific decisions</td>
<td>Formal approval of transport capital fund projects</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Co-Chair’s Report</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Board Member Reports</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Governance Forward Work Calendar</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
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<td>Keeping informed</td>
<td>Information dissemination</td>
</tr>
<tr>
<td>Business Meeting</td>
<td>Thursday, 23 July 2020</td>
<td>4.00pm</td>
<td>Resolution Pending Report</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
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<td>Time</td>
<td>Topic</td>
<td>Governance Role</td>
<td>Purpose</td>
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<tr>
<td>Thursday 27 August 2020</td>
<td>4.00pm</td>
<td>Auckland Transport March Update</td>
<td>Local Matters, Specific decisions</td>
<td>Formal approval of capital and land projects</td>
<td></td>
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<tr>
<td>Thursday 27 August 2020</td>
<td>4.00pm</td>
<td>CCHC Update</td>
<td>Local Matters, Specific decisions</td>
<td>Formal approval of capital and land projects</td>
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<tr>
<td>Thursday 27 August 2020</td>
<td>4.00pm</td>
<td>Co-Chair’s Report</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
<td></td>
</tr>
<tr>
<td>Thursday 27 August 2020</td>
<td>4.00pm</td>
<td>Board Member Reports</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
<td></td>
</tr>
<tr>
<td>Thursday 27 August 2020</td>
<td>4.00pm</td>
<td>Overall Workshop</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
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<td>Overall Workshop</td>
<td>Keeping informed</td>
<td>Information dissemination</td>
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**Attachments**

**Item 21**