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

**Date:** Tuesday, 5 May 2020  
**Time:** 9:30am  
**Meeting Room:** Via Skype  
**Venue:**

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**Franklin Local Board**  
**OPEN AGENDA**

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**MEMBERSHIP**

Chairperson  
Andrew Baker

Deputy Chairperson  
Angela Fulljames

Members  
Malcolm Bell  
Alan Cole  
Sharlene Druyven  
Lance Gedge  
Amanda Kinzett  
Matthew Murphy  
Logan Soole

(Quorum 5 members)

---

**Denise Gunn**  
Democracy Advisor - Franklin  

1 May 2020

Contact Telephone: (09) 237 1310  
Email: denise.gunn@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

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

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1 Welcome

The Chair will open the meeting and welcome everyone present.

2 Apologies

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

3 Declaration of Interest

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

4 Confirmation of Minutes

That the Franklin Local Board:

a) confirm the ordinary minutes of its meeting, held on Tuesday, 25 February 2020, including the confidential section, as a true and correct record.

5 Leave of Absence

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

6 Acknowledgements

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

7 Petitions

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

8 Deputations

Standing Order 7.7 provides for deputations. Those applying for deputations are required to give seven working days notice of subject matter and applications are approved by the Chairperson of the Franklin Local Board. This means that details relating to deputations can be included in the published agenda. Total speaking time per deputation is ten minutes or as resolved by the meeting.

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

9 Public Forum

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

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

10 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:
“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

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

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

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

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

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

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

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

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

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

(b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”
Te take mō te pūrongo

Purpose of the report
1. To recommend an amendment to the local board’s standing orders in order to provide for attendance of non-members at local board meetings via audio or audio-visual link.

Whakarāpopototanga matua

Executive summary
2. This report updates the local board on the temporary arrangements for local board meetings enabled by the COVID-19 Response (Urgent Management Measures) Act 2020 and provides options for implementing similar arrangements for non-members.
3. The COVID-19 Response (Urgent Management Measures) Act 2020 temporarily amends the existing legislative restrictions for local government on remote attendance for elected members and minimum quorum at local board meetings. This now enables meetings to proceed by audio-visual link, changes how meetings can be open to the public and how members of the public receive the agenda and minutes.
4. The current local board standing orders do not provide for non-members, specifically members of the public and Māori, to give input via audio or audio-visual link.
5. The Local Government Act 2002 (LGA) requires that a person other than a member of the local board may participate by means of audio link or audio-visual link if the standing orders of the local authority permit this and if the chair is satisfied that all conditions and requirements in the standing orders are met. (Clause 25A(2), Schedule 7, LGA). Local board standing orders do not currently allow for this.
6. Auckland Council will be using Skype for Business for local board meetings. Attendance by members and non-members (if approved) will be facilitated by phone (audio only) or Skype video (audio-visual) via the Skype for Business app.
7. An amendment to Standing Orders to enable electronic attendance can either be reversed at a future date or maintained to support that attendance in the future, where it is available.

Ngā tūtohunga

Recommendation/s
That the Franklin Local Board:

a) note the temporary amendments pursuant to the COVID-19 Response (Urgent Management Measures) Act 2020 which allows members to attend meetings by audio-visual link, as of right and despite anything to the contrary in standing orders and to be counted for the purposes of quorum.

b) amend its standing orders by including a new Standing Order 3.3.10 that reads as follows:

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.

c) amend its Standing Order 7.8.5 to provide discretion to the chair of the meeting to decline Public Forum requests via audio or audio-visual link.

Horopaki

Context

COVID-19 Response (Urgent Management Measures) Act 2020


10. The amendments to the LGA and LGOIMA enable local authorities to have meetings by audio-visual link (given the restrictions regarding physical distancing and Alert Level 4) and support the effective operation of those meetings by removing conditions associated with the right to attend meetings by audio or audio-visual link.

11. These amendments only apply while the Epidemic Preparedness (COVID-19) Notice 2020 is in force and will be repealed when that notice expires or is revoked.

Amendments to LGA

12. The amendments to the LGA modify Clause 25A, Schedule 7 so that a member of a local authority has the right to attend any meeting by audio or audio-visual link, regardless of what is provided for in the local authority’s standing orders. It also modifies clause 25A so that a member attending by audio link or audio-visual link is counted for the purposes of quorum.

Amendments to LGOIMA

13. The amendments to LGOIMA include modifying s 47 so that the requirement for meetings of local authorities to be ‘open to the public’ may be met during Alert Level 4 and other restrictions on physical distancing. The amendment redefines ‘open to the public’ to mean that the local authority:

   a) if it is reasonably practicable, enables access to the meeting by broadcasting live the audio or video of the meeting (for example, by broadcasting it on an internet site); and

   b) does one or both of the following as soon as practicable after the meeting ends:

      i) makes an audio or a video recording of the meeting available on its internet site;

      ii) makes a written summary of the business of the meeting available on its internet site.

14. This amendment does not anticipate public involvement as part of the meeting itself but ensures the public can access or view meeting proceedings online (either live or after the meeting) or through reviewing the summary.

15. Other amendments to LGOIMA include:

   • modifying s 46A so that agendas and reports for the meetings may be made available on the local authority’s internet site instead of at offices and other physical locations

   • modifying s 51 so that minutes of meetings may be made available on the local authority’s internet site instead of at offices and other physical locations

   • the changes made by the COVID-19 Response (Urgent Management Measures) Act 2020 now supersede some of the provisions in the local board standing orders and the restrictions on physical distancing and from Alert Level 4 now limit the opportunity for public input.
Local Board Standing Orders

16. The LGA requires local authorities to adopt a set of standing orders for the conduct of its meetings and those of its committees (Clause 27, Sch 7). Each local board has adopted its standing orders which have been developed from a template.

17. As a result of the statutory amendments listed in this report, the following standing orders have been temporarily superseded:
- 3.3.2 Member’s status – quorum and vote
- 3.3.3 Conditions for attending by electronic link
- 3.3.4 Request to attend by electronic link
- 7.3.1 Information to be available to public
- 7.3.2 Availability of agendas and reports
- 8.2.1 Inspection of minute books

18. There are additional provisions in standing orders that may require further consideration if the local board wishes to enable these to continue during the Epidemic Preparedness (COVID-19) Notice period. These relate to input and participation by Māori and the public.

19. Clause 25A(2), Schedule 7 of the LGA requires that a person other than a member of the local authority may participate by audio link or audio-visual link if the standing orders of the local authority permit this and if the chair is satisfied that all conditions and requirements in the standing orders are met.

20. The current standing orders do not currently provide for non-members, if required and approved to do so, to give input by means of audio link or audio-visual link.

21. Other participants at local board meetings include Governing Body members and staff. The LGA and the recent amendment provide the right for any member of a local authority or committee to attend any meeting of a local authority by audio-visual link (unless lawfully excluded). This can be interpreted broadly to extend to meetings where the elected member may not be a decision-maker or be participating in the decision at all. As such, Governing Body members participation may be by audio or audio-visual link and the process for providing them with speaking rights remains under standing orders.

Tātaritanga me ngā tohutohu
Analysis and advice

22. In performing their role, local boards are required to act in accordance with the principles contained in s 14(1) of the LGA including the requirement for the council to conduct its business in an open, transparent and democratically accountable manner and make itself aware of and have regard to the views of all of its communities.

23. While the LGA does not specifically require public input to be provided for at local board meetings, the standing orders approved by the local board reflects the principles in s 14 LGA by providing for public attendance and enabling public input at meetings.

24. In order to continue to provide this opportunity as well as facilitate input by Māori and the public, the standing orders require amending.

Standing Orders Section 6 Māori Input

25. Speaking rights for Māori organisations or their nominees are granted under standing orders for the purpose of enabling Māori input, if any, to any item on the agenda of a meeting.

26. To ensure this right can be exercised during the Epidemic Preparedness (COVID-19) Notice period, provision needs to be made enabling any input to be given by audio or audio-visual link.
Standing Orders 7.7 Deputations and 7.8 Public Forum

27. The provisions for public input in standing orders are one of the ways that local boards give effect to the requirements of the LGA (s 78 and s 79).

28. The LGA provides that in the course of its decision-making, a local authority must consider the views and preferences of persons likely to be affected by or have an interest in the matter. The LGA does not specify how those views are to be obtained or what form that consideration should take. It does not require a public forum at meetings.

29. However, the LGA gives local authorities discretion as to how to comply with s 78 and what to consider. Through their standing orders, local boards and the Governing Body have chosen to enable public input through deputations and public forum at their meetings as one way to obtain community views, among other things.

30. To ensure this opportunity can continue to be made available during the Epidemic Preparedness (COVID-19) Notice period, provision must be made in standing orders to receive this by audio or audio-visual link.

Proposed amendment

31. This report recommends that input from non-members continue to be enabled during the Epidemic Preparedness (COVID-19) Notice period. This requires an amendment to the standing orders.

32. An amendment to standing orders requires a 75 per cent majority vote.

33. A similar amendment has been made by the Governing Body to their standing orders. It is desirable to ensure consistency across the governance arms of Auckland Council. The Governing Body resolutions are as follows:

Resolution GB/2020/33 (n) That the Governing Body amend standing orders by inserting a new Standing Order 3.3.10 as follows:

Attendance of non-members by electronic link: A person other than a member of the Governing Body, or the relevant committee, may participate in a meeting of the Governing Body or committee by means of audio link or audio-visual link in emergencies if the person is otherwise approved to participate under these standing orders (such as under Standing Order 6.2 “Local board input” or 7.7 “Public input”).

Resolution GB/2020/33 (p) That the Governing Body agree to change Auckland Council’s Standing Orders to provide full discretion to the chair of the Emergency Committee to decline public input requests

34. The local board’s standing orders currently give discretion to the chair to decline deputations but not public forum requests. Giving discretion to the chair to manage requests for public forum during this time can ensure the requirements of the LGA regarding the provision of the technology requirements, can be supported.

Technology options available

35. Where attendance by audio or audio-visual link is permitted, the LGA requires that the chair of the meeting ensures:

- the technology for the audio link or audio-visual link is available and of suitable quality and;
- that the procedure for use of the technology will ensure that participants can hear and be heard by each other.

36. The chair’s discretion will need to be exercised where the technology and quality cannot be guaranteed.
37. The audio and audio-visual link options available for non-member input are provided by Auckland Council through Skype for Business.

*Table one: Technology options available and their abilities*

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<th>Option</th>
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<td>Audio link only</td>
<td>• no ability to see presentations being shared or to see and be seen by local board members attending the meeting</td>
</tr>
<tr>
<td>Attend Skype for Business meeting via phone.</td>
<td>• only technical equipment required is a landline or mobile telephone.</td>
</tr>
<tr>
<td>Audio-visual link</td>
<td>• allows non-member to see both presentations being shared and to see and be seen by the local board members attending</td>
</tr>
<tr>
<td>Video and audio attend Skype for Business meeting</td>
<td>• requires a mobile phone or a computer device with an internet connection.</td>
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38. If enabled under standing orders, non-members who wish to give input would need to contact the local board with a request to attend. If approved by the chair, information on how to join the meeting using audio and audio-visual link options above will be sent out to the attendee by staff.

**Summary of meeting**

39. Where it is not reasonably practicable for the public to attend the meeting through a broadcast and/or peruse a recording after it has happened, a summary of the meeting will need to be provided by staff.

40. A summary in this context would be different from the content of agendas, reports and minutes which are all separately required to be publicly available. It should contain the thrust or key points of the discussion or debate at the meeting keeping in mind that its purpose is to provide an alternative to an audio or video recording of the meeting, in a situation where the public is not able to attend and hear this discussion themselves.

41. The ordinary definition of a summary is a brief statement or account of the main points of something. While the appropriate level of detail is likely to vary depending on what is being discussed at meetings, a summary is not expected to include verbatim notes.

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

42. This decision is procedural in nature and any climate impacts will be negligible. The decision is unlikely to result in any identifiable changes to greenhouse gas emissions.

**Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera**

**Council group impacts and views**

43. Staff attendance at meetings, while not specifically provided for, is a necessary part of local board meetings and as such is expected to take place using an audio-visual link.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views
44. This report seeks to amend the local boards standing orders to enable public input and Māori input at meetings.

Tauākī whakaaweawe Māori
Māori impact statement
45. This report seeks a decision that will ensure Māori input can continue to be given during the Epidemic Preparedness (COVID-19) Notice period.
46. This will ensure Māori are not prevented from giving input at a meeting on any matter that may be of interest to them.

Ngā ritenga ā-pūtea
Financial implications
47. The decision to amend standing orders is of a procedural nature and is not considered to have financial implications on Auckland Council.
48. The scaling up of technology to ensure compliance with COVID-19 Response (Urgent Management Measures) Act 2020 is being done at a cost to the council. The costs are not known at this stage and will be factored into operational budgets.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations
49. The objective of the recent legislative changes is to reduce public health risks and ensure compliance with social distancing measures and other restrictions in New Zealand’s COVID-19 alert levels response plan.
50. While this is not specifically required by legislation, permitting public input by audio or audio-visual link, if practicable, can ensure the local board can receive and consider views of its constituents on decisions that they are making.
51. There is a risk that the audio-visual option would only be taken up by a small number of constituents as this would only be available to those who have the technical devices and internet access. The software that will be used for meetings is Skype for Business which is free to download and use. However, the internet access costs or availability of technology/devices can be a limiting factor for some constituents. Constituents who do not have internet access can participate, if approved, by phone.
52. The report is seeking discretion for the local board chair to decline public forum requests. This delegation should be exercised with caution so as to not undermine the intention of standing orders (which currently provide some limited grounds to decline public input). There will be instances where it is reasonable to decline (noting these examples are not intended to be exhaustive), such as:
- where the technology cannot be provided or quality cannot be assured;
- a need to manage time allocations for the agenda;
- the matter is neither urgent nor the subject of a decision to be made at the meeting;
- the request is offensive, repetitious or vexatious.

Ngā koringa ā-muri
Next steps
53. If approved, the amendments to standing orders can, if the local board chooses, continue beyond the Epidemic Preparedness (COVID-19) Notice period. Enabling these changes gives maximum flexibility for attendance of non-members at future meetings, including those...
with underlying health issues or compromised immune systems that may need to take extra precaution even after the Epidemic Preparedness (COVID-19) Notice period has ended.

Ngā tāpirihanga

Attachments

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Ngā kaihaina

Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Polly Kenrick - Business Manager, Local Board Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shirley Coutts - Principal Advisor - Governance Strategy</td>
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<tr>
<th>Authorisers</th>
<th>Louise Mason - GM Local Board Services</th>
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<tr>
<td></td>
<td>Carol McKenzie-Rex - Relationship Manager for Franklin and Howick Local Boards</td>
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Auckland Council

Standing Orders
of the
Franklin Local Board

8 July 2019
### 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 vacates the chair
- Deputy presides in absence of chair
- In their absence, 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:
  - points of order
  - closure or deferral motions
  - points of explanation
  - requests for chair’s indulgence
- Members may question staff, at chair’s discretion

**Members conduct (1.3)**
- Members must not:
  - be disrespectful
  - use offensive or malicious language
  - impute improper motives to other members or staff
  - Chair may order a member to withdraw from the meeting if:
    - member refuses to obey the chair’s instruction to stop speaking,
    - member refuses to obey the chair’s instruction to withdraw and apologise for offensive or malicious expression,
    - member’s conduct is disorderly
  - 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 (1.3.7 – 1.3.8)
- Financial interest: member takes no part in discussion or voting; minutes record the declaration and abstention; member leaves the room, or as 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 is motivated by ill will
- Similar, re oral statements at meeting

#### Rules of debate (1.5)
- Member can 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 none, puts motion after right of reply
- Chair 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:
  - Speakers to the motion 10 minutes
  - Movements to the motion: 5 minutes
  - Others 5 minutes
- Only speak once to a motion
- Mover of original motion has right of reply but may not introduce a 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:
  - A matter before the meeting
  - A motion or amendment they are proposing
  - A point of order

#### Motions and amendments (1.6)
- **Terms**
  - Substantive motion a motion is either procedural or substantive; a substantive motion deals with a matter of substance
  - 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
  - Substituted motion: the motion agrees to substitute the original motion with different wording with the agreement of the mover and secondor
  - Procedural motion: when an amendment is being debated, a member, when speaking in debate, may indicate a further amendment once the current amendment is dealt with
- Secander is required for all motions and amendments, then chair states the motion and proposes it for discussion
- Once seconded and put, motions or amendments cannot be withdrawn without consent of majority of members present and voting
- Chair may require motions in writing
- Chair may require motion to be decided in parts
- A meeting may substitute a motion with an amendment providing the mover and seconder agree ("substituted motion")
- In any debate a member may:
  - Speak once to each motion, including the original motion, a substituted motion or an amendment
  - Move or second a motion only
- See Flowchart for more detail
- Meeting deals with one amendment before another amendment permitted
- An amendment must be relevant
- An amendment cannot be a direct negative (which would have same effect as the motion being lost)
- No member can speak to a motion once the mover has commenced the reply or the chair has commenced putting the motion
- No member may unduly criticise the validity of a resolution

#### Procedural motions to close or adjourn debate (1.7)
- **Terms**
  - 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) Meeting be adjourned
    (b) Item of business be adjourned
    (c) Motion under debate be now put (closure motion)
    (d) Move directly to next item of business
    (e) Item of business listed on the table with no further discussion at that meeting
    (f) Item of business be 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, offensive, 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.
- Contradiction 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:
  - Voices or show of hands
  - If questioned immediately then division
  - 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 if number is odd.
- Quorum for committee meetings is not lower 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:
  - Meeting lapses after 30 minutes.
  - Chair can extend this in specific circumstances.
- Quorum lost during meeting:
  - Meeting lapses after 10 minutes
- 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 five 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 LGONMA 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 body 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

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

Debate on amendments

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

CARRIED

Mover of original motion – right of reply**

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.

[cl 26(1), (9) & (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.

[cf 26(2), (9) & (16), 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:

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 this 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.

[sl 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.

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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.

[s5(1), Local Authorities (Members’ Interests) Act 1988]

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.

[s52, 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.

[s53, 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.

[s53, 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 forego 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.

[Refer 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 seconders 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.

[csl 24(1) & (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.

[csl 24(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 lowest 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.

[sl 25, sch 7, LGA 2002]
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.

[el 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.

[el 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.

[el 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 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.

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

2.3.2 Notification of extraordinary 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.

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

2.3.3 Calling an emergency meeting

The 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.

[cl 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 or emergency 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.

[si46A 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.

[si46A(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.

[sl 23(3)(a) & 36A(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.

[sl 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.

[sl 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 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 5, 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.

[cf 25A(1) & 27(6)(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.

[cf 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.

[cf 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.
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/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 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]

[ss5, Local Government (Auckland Council) Act 2000]

### 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 19(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.

[sl 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.

[sl 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 3.11

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

[sl 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

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

h) 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).

[ct 36D, subs 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.

[st 54 (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.

\[s 49(1)\&(2), LGOIMA 1987\]

7.2.2 Public notification additional requirements

The chief executive is to make any other arrangement for the notification of meetings, including extraordinary or emergency 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 local board or committee 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.

\[s 49(3) \& (4), LGOIMA 1987\]

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.

[§ 48 (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.

[§ 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:
- 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,
- shall be accompanied by either:
  - the associated reports, or
  - 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.

[§ 46A(1)(6) LGOIMA 1987]

7.3.3 List of committee members publicly available

The members of the local board and each committee are to be named on the relevant agenda.
7.3.4 **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.

*[s 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.

*[s 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.

*[s 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.

*[s 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.

*[s 49(e), 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.

[ss 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 person 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.

[ss 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.

[ss 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, LGOIMA1987]

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 signatures), 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 7.7.7 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) 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.

[cl 28, 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 seconds
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.

[cl 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 1997 and the Local Government Act 2002 (see Standing Order 7.3.6 and 7.3.7).

[ss 51, LGOMA 1997]
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. A 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

(a)  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.
Franklin Local Board decisions and input into the Annual Budget 2020/2021 (Covering report)

File No.: CP2020/04952

Te take mō te pūrongo
Purpose of the report
1. To consider the Franklin Local Board decisions and input into the Annual Budget 2020/2021.

Whakarāpopototanga matua
Executive summary
2. This is a late covering report for the above item. The comprehensive agenda report was not available when the agenda went to print and will be provided prior to the 05 May 2020 Franklin Local Board meeting.

Ngā tūtohunga
Recommendation/s
The recommendations will be provided in the comprehensive agenda report.
Waiuku - Planning Scoping Study

File No.: CP2020/04006

Te take mō te pūrongo
Purpose of the report

1. To provide the Franklin Local Board with a report on the Waiuku Planning Scoping Study.

Whakarāpopototanga matua
Executive summary

2. Waiuku’s capacity for growth was last considered as part of the development of the Auckland Unitary Plan Operative in Part (AUP). The current zoning is as a result of recommendations of the Independent Hearing Panel to the Council and subsequently Council’s final determinations on the AUP, which was made operative in September 2016.

3. Plans and Places agreed in 2018 to undertake a high-level planning scoping study to consider future capacity and growth in and around the Waiuku area.

4. This study was not intended to be a comprehensive planning study. Rather it is a high-level scoping study which will form part of the work currently being undertaken on the settlement capacity of the rural and coastal settlements in the wider southern area.

5. A decision is not required although the report contains information which will assist in considering future development proposals.

Ngā tūtohunga
Recommendation/s

That the Franklin Local Board:


b) note the conclusions in the report.

Horopaki
Context

6. In June 2018 the Franklin Local Board resolved to approve the commencement of scoping study work to identify an appropriate planning response to the current planning issues as they relate to Waiuku.

7. The Southern Structure Plans for Drury and Pukekohe have subsequently been adopted in 2019. A wider capacity study is currently underway in conjunction with the Strategy and Research team for the southern settlements from Beachlands across to the Awhitu Peninsula and will enable consideration to plan for the capacity of southern areas.

8. This report provides an appropriate planning response to the local board’s request for a scoping study – See Attachment A.

Tātaritanga me ngā tohutohu
Analysis and advice

9. This is an information report prepared by Plans and Places. Input has been provided by other departments within Council and external organisations which has ensured a collaborative and up to date planning response.
10. The scoping study includes a review of previous and current planning documents, population household and employment projections, an assessment of the utilisation of existing residential and industrial zoned land, information in relation to existing and future infrastructure needs and a development capacity analysis.

11. The active subdivision market in Waiuku suggests a reasonable pipeline of residential development capacity from existing residential zones. The infill and redevelopment of existing residential zoned land is in line with the AUP’s push for a compact urban form able to be serviced by infrastructure.

12. There is interest in developing land for industrial purposes close to the Glenbrook steel mill, although the AUP Independent Hearings Panel recommended a preference for no industrial expansion in this location.

13. The conclusions reached as a result of this high-level study indicate that there appears to be sufficient development capacity for the immediate needs in the area. Subdivision activity is being generated within the existing urban zoned area of Waiuku which caters for Waiuku’s future industrial and residential needs. The Council is therefore not, at this stage proposing to extend the urban area of Waiuku nor the industrial area close to Glenbrook steel mill.

14. Any private plan changes proposed would need to meet the relevant statutory tests including alignment with the AUP regional policy statement.

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

15. The report and its conclusions do not have any climate impacts and will not result in any identifiable changes to greenhouse gas emissions. The effects of climate change do not impact the conclusions in the report.

**Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera**

**Council group impacts and views**

16. This is an information report only, receiving the report has no impact on council.

**Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe**

**Local impacts and local board views**

17. Officers have worked collaboratively with the Local Board throughout the process of preparing the scoping study and have involved the community, key stakeholders and iwi as part of the scoping study. Regular updates on progress have been given to the board since June 2018. The report will assist with informing responses to future development proposals in the area.

**Tauākī whakaaweawe Māori**

**Māori impact statement**

18. Auckland Council is committed to meeting its responsibilities under Te Tiriti o Waitangi and its broader obligations to Māori. These commitments are articulated in national policy documents and the council’s key strategic planning documents including the Auckland Plan, the Unitary Plan and Whiria Te Muka Tangata Māori Responsiveness Framework.

19. Engagement with Māori has occurred during the development of the scoping study and they were briefed on the nature of the project, the programme and timelines. The mana whenua did not have specific concerns but wish to be kept informed.

**Ngā ritenga ā-pūtea**

**Financial implications**

20. A report of this nature is not considered to have financial implications on Auckland Council.
Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations
21. This report is for information only and therefore there are no risks associated with receiving this report.

Ngā koringa ā-muri
Next steps
22. This report is for information only. As the council is preparing for the review of the Unitary Plan in 2026, this will provide an opportunity for a more comprehensive review of the development capacity of the whole region including the Waiuku area.

Ngā tāpirihanga
Attachments

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Ngā kaihaina
Signatories

Authors
Vanessa Leddra - Planner-Area Planning & Policy Central/South
Craig Cairncross – Team Leading Planning and Policy

Authorisers
John Duguid - General Manager - Plans and Places
Carol McKenzie-Rex - Relationship Manager for Franklin and Howick Local Boards
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1. Introduction

Waiuku’s capacity for growth was last considered as part of the development of the Auckland Unitary Plan Operative in Part (AUP).

Submissions on the proposed AUP were heard through the Independent Hearings Panel (IHP) process. Whilst clearly building on earlier planning for the area, inclusive of the Franklin District Plan 2000, the current zoning within Waiuku is an outcome of the recommendations of the IHP to the Council and from that the Council’s final determinations on the AUP. This was made operative in part, relatively recently - on 29 September 2016.

In Waiuku the urban area was generally not extended from that provided for in the Franklin District Plan with the exception of the Fernleigh industrial area which was expanded through an update to the Franklin District Plan, following the settlement of Plan Change 14.

In 2018, following direction from the Franklin Local Board, Plans and Places agreed to undertake a high level planning scoping study to give consideration to future growth in and around the Waiuku area. Consideration was to be given to the capacity for the growth of Waiuku including the future role of the town as a key service centre providing for the needs of the surrounding rural hinterland. The work would also assist with informing responses to future development proposals.

It was agreed that the planning scoping study would include a review of previous planning documents together with workshops with the local board and iwi, and initial discussions with key stakeholders and the local community.

A number of workshops have been held with the Local Board (late 2018, April 2019 and August 2019). Public engagement included drop in sessions held in Waiuku in April and August 2019. Iwi engagement (with representatives of Ngati Te Ata and Ngati Tamaoho) occurred in July 2019.

The limitations of this study should be noted. It is not intended to be a comprehensive planning exercise for the future of Waiuku but is a high level planning scoping study for further work to come, inclusive of a settlements capacity study for the rural and coastal settlements in the wider southern area from Beachlands across to Waiuku currently being prepared.
2. Study Area

The study area for this high level planning scoping study is shown in Figure 1 below and comprises the urban zoned area of Waiuku, focusing on the residential and industrial zones and the immediately abutting rurally zoned land. This report also gives consideration to the capacity for industrial growth near the steel mill at Mission Bush Road, Glenbrook, a few kilometres to the north of Waiuku.

Figure 1 Study Area – Waiuku Planning Scoping Study
Waiuku’s 2018 population was 8,319\(^1\) Council records indicate that there are approximately 3457\(^2\) dwelling units in Waiuku's urban area, which represents a nett gain of 113 dwelling units since December 2016.

\(^1\) Source: Research, Investigation and Monitoring Unit (RIMU), Auckland Council, Dec 2019. RIMU advise that the population figure is a product of the 2018 census results plus ‘administrative data’, given the known issues with the 2018 census.
\(^2\) RIMU, Auckland Council, Dec 2019 - with the information having been sourced from Auckland Council’s rating database.
3. Population, Household and Employment Projections

Auckland Council’s RIMU unit have provided the population, household and employment forecasts shown in Table 1 below\(^3\) for Waiuku. These have been developed from the I11 regional model, version 5.

It is noteworthy that given that Statistics NZ’s population results have only recently arrived, the regional forecasts from which the dataset for Waiuku below is extracted are likely to require adjustment. This is programmed to occur in late in 2020 or early 2021 as part of a wider update of the entire regional model. For Waiuku, the 2016 basis for the forecasts below, projected Waiuku’s population to be 9,520 in 2018. This is clearly higher than 2018 census population count result of 8,319. Given this, it may be that the I11\(^4\) forecasts are adjusted for Waiuku. The advice from the Council’s RIMU unit is to use the following as the best available forecasts to work from.

Table 1 Waiuku population, household and employment forecasts

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<td>3,262</td>
<td>3,243</td>
<td>3,222</td>
<td>3,184</td>
<td>3,326</td>
<td></td>
</tr>
</tbody>
</table>

The forecasts above show that by 2051, Waiuku will have 721 more households, 360 more people and the ‘usually resident’ population will have 241 more jobs.

---

\(^3\) Source of projections: RIMU Unit, Auckland Council December 2019

\(^4\) Or equivalent – as the regional model numbering may change from an I series number to become a J series number.
4. Planning for Waiuku: Auckland Council and earlier

4.1 Auckland Plan

The first Auckland Plan was adopted by Auckland Council in 2012 and set the council’s strategic direction on how growth would be accommodated for the next 30 years. The plan:

- outlined a high-level development strategy to give direction and enable coherent, coordinated decision making by Auckland Council and other parties

- identified the existing and future location of residential, business, rural production and industrial activities

- identified the existing and future location of critical infrastructure facilities (such as transport, water supply, wastewater and stormwater disposal), other network utilities, open space, and social infrastructure identifies nationally and regionally important recreational and open space areas, ecological areas that should be protected from development, environmental constraints on development, and landscapes and areas of historic heritage value

- identified the policies, priorities, land allocations, programmes and investments to implement the strategic direction.

The Auckland Plan’s development strategy promulgated the concept of a Quality, Compact Urban Form as a key means of guiding the development of Auckland. The Auckland Plan was influential in the development of the Auckland Unitary Plan.

4.2 Auckland Unitary Plan

The development of the Unitary Plan was the largest and most complex planning exercise undertaken in New Zealand.

The proposed AUP was developed and notified by the Council. It was then referred to a hearings panel independent from the Council, chaired by Judge David Kirkpatrick.

The Independent Hearings Panel, similar to a Board of Inquiry, was appointed by the Ministers for the Environment and Conservation. The IHP heard public submissions and evidence through a process which allowed for cross-examination and careful testing of evidence.

After considering the plan, the IHP delivered its findings by way of recommendations to the Council.
Where the Council accepted the panel’s decision, the provisions were immediately operative, subject only to appeals on points of law. In respect of any recommendations the Council did not accept, full appeal rights to the Environment Court were available.

It was through this process that the current urban zoning for Waiuku (and the Glenbrook industrial area) was achieved. The Auckland Unitary Plan was made operative in part in 2016.

The AUP replaced the seven district plans inherited from the former councils.

4.2 Earlier Franklin District Council Work

Prior to the development of the Auckland Unitary Plan, planning for Waiuku involved the development of several planning initiatives by the Franklin District Council including the development of the Franklin District Plan (2000), Project Waiuku – Waiuku Concept Plan (2003) and the Franklin District Growth Strategy (2007). Discussion in Appendix 1 provides an overview of the Franklin District Council’s work from approximately 2000 to 2007.

4.3 Current Urban Zoning

Waiuku

Under the provisions of the Auckland Unitary Plan (AUP), Waiuku has approximately 291 ha of residentially zoned land featuring a range of residential zones. Refer to Table 2 below. Waiuku also has 12 ha of centre zoning, 116 ha of light industrial zoning, 12 ha of mixed use zone and 238 ha of large lot zoning surrounding the urban zoned area, as summarised in the table below. A zoning map of the town is provided below as Figure 2.

Table 2 Waiuku AUP zoning (ha)

<table>
<thead>
<tr>
<th>Mixed Housing Urban Zone (ha)</th>
<th>Mixed Housing Suburban Zone (ha)</th>
<th>Single House Zone (ha)</th>
<th>Mixed Use Zone (ha)</th>
<th>Total AUP Urban Residential zoning (ha)</th>
<th>Large Lot Zone (ha)</th>
<th>Light Industrial Zone (ha)</th>
<th>Neighbourhood Centre / Local Centre Zone (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.12</td>
<td>237.44</td>
<td>31.24</td>
<td>12.25</td>
<td>291.05</td>
<td>238.57</td>
<td>116.63</td>
<td>12.01</td>
</tr>
</tbody>
</table>

Source: Auckland Unitary Plan
Figure 2 Waiuku AUP zoning map
Most of Waiuku's residential area is zoned Mixed Housing Suburban, the predominant residential zone across Auckland. Single House zoned land is located to the south around Hull and Towers roads.

There is a large area of large lot zoning - around two distinct areas located to the north east and north west, in the south eastern area (around Colombo Road) and to the south west (west of the southern end of Queen Street).

Mixed Housing Urban zoned land is located around Kent, Domain, Kirk and Martyn Streets and Victoria Ave.

Mixed use zoning can be seen around in the fringe area around the town centre – in an area south of Kitchener Road as far as Bright Road and in a band running from Queen Street north of Kirk Street across to Constable Road.

There are two distinct areas of light industry zoned land - around Belgium and Pacific Streets to the south of the town and in Fernleigh to the north east of the town, centred on Colombo Road north of Kitchener and Waiuku Roads. The Fernleigh area is subject to specific AUP Waiuku precinct provisions. An overview of the AUP zones applied in Waiuku is provided in Appendix 2.

**Glenbrook Industrial Area**

The Glenbrook industrial area to the north of Waiuku comprises 361 hectares of Heavy Industry zoning which covers the NZ Steel site in Mission Bush Road, Glenbrook. Refer to the purple coloured land in the map at Figure 3 below. The site is the subject of AUP precinct provisions I415 Glenbrook Steel Mill Precinct.

As the precinct describes: *the purpose of the Glenbrook Steel Mill Precinct is to support and enable the continued operation of the existing steel mill and associated facilities. The Glenbrook Steel Mill is located on Mission Bush Road, Glenbrook and is a significant industrial resource within the Auckland region. This precinct seeks to provide for the mill’s growth and operation in a way that continues to support the local, regional and national economy.*
Figure 3 Glenbrook / Mission Bush AUP zoning map
Item 13
5. Utilisation of Residential and Industrial Land

5.1 Waiuku Residential

2019 data provided by Auckland Council’s Research and Investigation Unit (RIMU)\(^6\) provides an indication of the amount of occupied and vacant land in Waiuku’s residential zones. Refer to Table 3 below. The ‘vacant’ figure comes from the Council’s rates assessment. Vacant refers to properties without any buildings but does not include properties with a house at the front and the potential to build another dwelling at the rear, i.e: existing residential properties with potential for ‘infill’.

Table 3 Vacant and occupied land: Waiuku residential zones

<table>
<thead>
<tr>
<th>Waiuku Residentially zoned land</th>
<th>Occupied land</th>
<th>Vacant land</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential - Large Lot Zone</td>
<td>226.68</td>
<td>11.89</td>
<td>238.57</td>
</tr>
<tr>
<td>Residential - Mixed Housing Suburban Zone</td>
<td>227.02</td>
<td>10.41</td>
<td>237.44</td>
</tr>
<tr>
<td>Residential - Mixed Housing Urban Zone</td>
<td>9.46</td>
<td>0.67</td>
<td>10.12</td>
</tr>
<tr>
<td>Residential - Single House Zone</td>
<td>28.92</td>
<td>2.32</td>
<td>31.24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>492.08</strong></td>
<td><strong>25.29</strong></td>
<td><strong>517.36</strong></td>
</tr>
</tbody>
</table>

The figures above indicate that currently there is approximately 10ha of ‘vacant’ land zoned for Mixed Housing Suburban and a smaller 2.3ha Single House zoned area. Approximately 12 ha of ‘vacant’ land is also available on large lot zoned land.

It is noted that the capacity for development on this vacant land may be restricted by environmental constraints including topography or flood plains.

Redevelopment of existing residential sites to achieve greater land use intensity would be able to occur for at least some of the ‘occupied’ residential land.

5.2 Waiuku Industrial

In an informal survey carried out in 2019, Fernleigh, as shown in Figure 4 on the next page, had approximately 36 ha of vacant land and 59 ha of underutilised land (referred as ‘vacant potential’ in the next figure). At the time, this would allow an area of approximately 95 ha with capacity for development.

As discussed later in this report, there is a current resource consent application to develop 77.5 ha of this industrial land into an industrial business park with associated roading and servicing infrastructure as well as recreational amenities. The application proposes 74 lots ranging from 677 m\(^2\) to 7.4ha with 4x rural residential lots.

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\(^6\) Source: RIMU Dec 2019
The other industrial area at Belgium/Queen/Pacific Streets is much smaller, being approximately 5.6 ha in total with approximately 0.9 ha of vacant land and 1.8 ha of underutilised ('vacant potential') land. At the time of the survey, this would enable approximately 2.7 ha for total re/development. Refer Figure 5 below.

Figure 5 - Vacant land in the Belgium and Pacific Street industrial area as of 2019
5.3 Heavy Industry – Glenbrook

Figure 6 below\(^7\) shows the area of Heavy Industry Zoned land at the New Zealand steel site at Glenbrook. There is approximately 156ha of ‘unused’ land, shown in red with the balance being land with buildings or storage (shown in blue).

Figure 6 – ‘Used’ and ‘Unused’ Areas of Heavy Industry Zoned land at the New Zealand Steel site at Glenbrook

\(^7\) Source: GIS unit, Plans and Places, Auckland Council
6. Recent Urban Subdivision and Building Consent Activity

6.1 Subdivision

There appears to be an active site development/subdivision market in Waiuku involving land with existing AUP urban residential zoning. The table provided in Appendix 3 describes residential or industrial subdivisions of 2 or more lots, either recently granted or under assessment. The location of the granted subdivision consents is shown on the map at Figure 7 below.

Between the years 2016–2019, 55 subdivision consents were granted in the Waiuku area. Of these, 23 subdivision have been implemented, 5 have had survey plans approved by Council, and 27 are undergoing/awaiting monitoring and the deposit of a survey plan. In addition to these consents, there were five subdivision consents on hold or currently being processed by Council, at time of writing.

Subdivision activity involves a mix of new development and infill on residential zoned sites. Some of the larger subdivisions either completed or being currently assessed are described in Table 4 below.

Figure 7 – Location of recent Waiuku subdivision activity (granted subdivision consents, 2016–2019)

---

8 Auckland Council resource consent records
9 I.e., a section 224(c) completion certificate has been issued.
10 I.e., a section 223 survey plan has been approved and found to be in accordance with the underlying consent conditions.
<table>
<thead>
<tr>
<th>Item 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivision Consent</td>
</tr>
<tr>
<td>Residential – Large Lot Zone</td>
</tr>
<tr>
<td>Residential – Single House Zone</td>
</tr>
<tr>
<td>Residential – Mixed Housing Suburban Zone</td>
</tr>
<tr>
<td>Residential – Mixed Housing Urban Zone</td>
</tr>
<tr>
<td>Open Space – Conservation Zone</td>
</tr>
<tr>
<td>Open Space – Informal Recreation Zone</td>
</tr>
<tr>
<td>Open Space – Sport and Active Recreation Zone</td>
</tr>
<tr>
<td>Business – Local Centre Zone</td>
</tr>
<tr>
<td>Business – Neighbourhood Centre Zone</td>
</tr>
<tr>
<td>Business – Mixed Use Zone</td>
</tr>
<tr>
<td>Business – Light Industry Zone</td>
</tr>
<tr>
<td>Rural – Rural Production Zone</td>
</tr>
<tr>
<td>Rural – Mixed Rural Zone</td>
</tr>
<tr>
<td>Rural – Rural Coastal Zone</td>
</tr>
<tr>
<td>Special Purpose Zone</td>
</tr>
</tbody>
</table>
## Table 4 Larger recent subdivisions in Waiuku

<table>
<thead>
<tr>
<th>Site</th>
<th>Zoning</th>
<th>Number of lots created / proposed</th>
<th>Stage in subdivision process</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 and 30 Fernleigh Avenue, and 9 Ron Wyatt Lane (71 Kitchener Road)</td>
<td>Mixed Housing Suburban</td>
<td>92</td>
<td>Bundled consent – monitoring stage. No s223 survey plan submitted yet.</td>
</tr>
<tr>
<td>141 Collingwood Road</td>
<td>Light Industry, Rural Production, Mixed Housing Suburban</td>
<td>74 industrial</td>
<td>Received 24/05/2019. Subdivision consent application on hold.</td>
</tr>
<tr>
<td>45 Constable Road</td>
<td>Mixed Housing Suburban and Mixed Rural</td>
<td>38</td>
<td>No s223 survey plan submitted on system yet.</td>
</tr>
<tr>
<td>44 Collingwood Road</td>
<td>Mixed Housing Suburban</td>
<td>37</td>
<td>Bundled consent – monitoring stage. No s223 survey plan submitted yet.</td>
</tr>
<tr>
<td>41 Matai Street</td>
<td>Mixed Housing Suburban</td>
<td>13</td>
<td>Bundled consent – monitoring stage. No s223 survey plan submitted yet.</td>
</tr>
<tr>
<td>9A Karioitahi Road</td>
<td>Mixed Housing Suburban</td>
<td>12</td>
<td>s224c certificates issued 20/02/2017 and 11/06/2018 (Stage 1–2).</td>
</tr>
<tr>
<td>1 Trosk Place</td>
<td>Mixed Housing Suburban</td>
<td>10</td>
<td>s224c certificate issued 03/11/2017</td>
</tr>
<tr>
<td>29 Owens Road</td>
<td>Single House</td>
<td>10</td>
<td>Bundled consent – monitoring stage. No s223 survey plan submitted yet.</td>
</tr>
</tbody>
</table>
6.2 Building Consent Activity

Data provided by the Council’s Research, Investigation and Monitoring Unit shows that there has been 78 new dwellings consented in the past 3 years in Waiuku. Refer Table 5 below.

Table 5 Consented dwellings in Waiuku

<table>
<thead>
<tr>
<th>Consented Building development</th>
<th>Apartments</th>
<th>Houses</th>
<th>Townhouses, flats, units, and other dwellings</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td>33</td>
<td>3</td>
<td>36</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td>19</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>2019</td>
<td>1</td>
<td>18</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>70</td>
<td>7</td>
<td>78</td>
</tr>
</tbody>
</table>
7. Capacity Analysis

The dataset for Auckland Council’s reporting for the 2017 National Policy Statement – Urban Development Capacity was used to develop the capacity analysis described below in Table 6.

**Table 6 Existing residential opportunities in Waiuku (August 2017)**

<table>
<thead>
<tr>
<th>Dwellings</th>
<th>Dwelling capacity</th>
<th>infill capacity</th>
<th>re-development capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3547</td>
<td>1550</td>
<td>8764</td>
<td></td>
</tr>
</tbody>
</table>

As can be seen, two types of assessments were modelled,

a. Residential infill assessment – this being in-situ development potential **without demolishing or relocating existing dwellings** (noting that the yield calculation does not include minor dwellings)

b. Residential redevelopment assessment – this being in-situ development potential **by demolishing existing dwellings** (the yield calculation does not include minor dwellings)

The summarised methodology is provided in Appendix 4.

Maps of Waiuku’s residential infill assessment and redevelopment assessment have been produced by RIMU. These can be found in Appendix 5.

It is noted that site specific environmental constraints such as flood plains have **not** been considered in the development of these capacity figures. Flood plains** as steep topography** as land slopes down to watercourses such as the Waiuku stream (refer to Figure 9a on the next page) are known development constraints in parts of Waiuku. The zoning is also shown for completeness in Figure 9b [See Appendix 2 for AUP zone key information].

Some sites may be able to be developed either through ‘infill’ e.g: a second or more dwellings on the same site) or through total redevelopment (‘starting from scratch’) by way of engineering solutions if potential building sites are located in a flood plain or on a steep slope for example. However, if development on such sites cannot be addressed or it is an overly expensive solution, the development feasibility of such new development on some sites will be constrained.

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11 Source: RIMU, Auckland Council, Dec 2019
12 Auckland Council GIS maps
13 Auckland Council GIS maps
Figure 9a Topography around the Waiuku Stream / Kitchener Reserve
Figure 9b Zoning around the Waiuku Stream / Kitchener Reserve
8. **Rural Production Land**

The rural area around Waiuku and the Glenbrook steel mill features a mix of FARM LUC1, LUC2, LUC3 and LUC 4 arable land at the 1:50,000 scale. Land classified as Land Use Capability (LUC) class 1 is considered land containing elite soil and land classified as LUC classes 2 and 3 is considered land containing prime soils.

Refer to the following two maps\(^\text{14}\). Figure 10 covers the area around Waiuku and Figure 11 is the area around the steel mill at Mission Bush Road, Glenbrook.

\(^{14}\) Source: GIS team, Plans and Places, Auckland Council
Figure 10 Land Use Capability Map around Waiuku
Figure 11 Land Use Capability Map around Steel Mill at Glenbrook

- The Auckland Plan which was refreshed in 2018, sets Auckland Council’s (the council’s) strategic direction on how growth will be accommodated. The Plan looks ahead to 2050, As part of a quality compact approach to growth, The Auckland Plan anticipates that up to 70 percent of new dwellings will be built within the existing urban area, up to 32 per cent is anticipated to occur largely within future urban area with a small amount allocated to rural areas – including towns and villages (6 %). One of the benefits of the quality compact city approach is that it helps to maintain Auckland’s rural productivity by limiting urban sprawl. Encouraging growth within urban areas helps to protect rural environments from urban encroachment and maintains the productive capability of the and its rural character.

- In terms of rural growth, the Auckland Plan’s approach is to focus on residential growth mainly in towns which provide services for the wider rural area, particularly the rural nodes of Pukekohe and Warkworth. Less residential growth is anticipated in the smaller towns and villages.

- Rural lifestyle growth will be focused into those areas already zoned as 'Countryside Living', and only a small amount of growth is anticipated in the wider rural area. This growth is likely to relate to incentive-based subdivision for environmental enhancement and/or the amalgamation of existing vacant lots.

- To ensure that rural production can continue and develop, the Auckland Plan advises that land fragmentation and reverse sensitivity must be minimised to safeguard Auckland's land and soil resources, particularly elite soils and prime soils.

Future urban zoned land forms an important component of the overall strategy for enabling Auckland’s growth. Approximately 15,000 hectares was zoned Future Urban within the AUP with approximately 1,400 hectares for new business land. Figure 12 below shows the areas in the region zoned Future Urban.

The Future Urban Land Supply Strategy identifies the sequencing and timing of future urban land for development readiness over 30 years. The strategy is a long-term and proactive approach to delivering land that is ‘ready to go’ in these future urban areas. As this land is predominantly rural and has not previously been identified for urbanisation, bulk infrastructure has to be provided. This programme helps to provide greater clarity and certainty to landowners, iwi, developers, infrastructure providers and council about when future urban land will have bulk infrastructure in place and be ready for urban development. The programme specifically helps to inform:

- council’s infrastructure asset planning and management and its infrastructure funding priorities and sequencing that inform the council’s future Long-term Plans and the Annual Plans
- central government, such as the Ministry of Education, with medium to long-term projections, location and investment decisions
- private sector infrastructure providers with forward planning and investment decisions.

Other council documents such as the Auckland Plan, the Auckland Unitary Plan, and the 30 year Infrastructure Strategy have close links with this strategy. The strategy informs the greenfield element of the Auckland Plan Development Strategy which makes up a portion of the overall growth anticipated over the next 30 years. There are also links with relevant transport documents such as the National Land Transport Programme, Integrated Transport Programme, Regional Land Transport Plan, Auckland Transport Alignment Project and Supporting Growth.

There are large areas of future urban zoned land around Drury and Pukekohe and small areas around Glenbrook, Clarks Beach and Patumahoe. Future Urban land was not zoned around Waiuku.
Figure 12 Future Urban zoned areas in the region in FULSS

The NPS-UDC directs local authorities to provide sufficient development capacity in their resource management plans, supported by infrastructure, to meet demand for housing and business space.

Development capacity refers to the amount of development allowed by zoning and regulations in plans that is supported by infrastructure. This development can be ‘outwards’ (on greenfield sites) and/or ‘upwards’ (by intensifying existing urban environments). Sufficient development capacity is necessary for urban land and development markets to function efficiently to meet community needs. The NPS-UDC contains objectives and policies that local authorities must give effect to in their resource management decisions. It provides direction on:

- outcomes that urban planning decisions should achieve
- evidence underpinning those decisions
- responsive planning approaches
- coordination between local authorities and providers of infrastructure.

Key objectives and policies are listed in Appendix 6

Analysis

The Auckland Unitary Plan was developed in parallel with the development of the National Policy Statement – Urban Development Capacity. The Auckland Unitary Plan identifies approximately 15,000 hectares of rural land for future urbanisation with the potential to accommodate approximately 137,000 dwellings. As described in the preceding section of the report, the FULSS addresses the council’s obligations under the National Policy Statement on Urban Development Capacity which requires the council to ensure there is greater focus on enabling urban development and that there is sufficient capacity for housing and businesses. Auckland Council provides quarterly\(^\text{15}\) and monthly\(^\text{16}\) updates on how it is tracking against NPC-UDC expectations. Reporting is done on an Auckland wide basis with reference to Local Board areas. Key results from the last available reports are provided as follows.

**Auckland wide:**

- 1120 dwellings were consented in November 2019. In the year ending November 2019, 14,866 dwellings were consented in the region.
- 54 per cent of new dwellings consented in November 2019 were houses, 12 per cent were apartments and 34 per cent were townhouses, flats, units, retirement village units, or other types of attached dwellings.
- 1067 dwellings consented in November 2019 were inside the RUB. Over the past 12 months, 94 per cent of new dwellings consented were inside the RUB.
- 1745 dwellings were ‘completed’ by having a Code Compliance Certificate (CCC) issued in November 2019. In the year ending November 2019, 12,700 dwellings had a CCC issued.
- 658 new residential parcels under 5000m\(^2\) were created in December 2019.

\(^{15}\) Auckland Council Quarterly Monitoring Report for the National Policy Statement on Urban Development Capacity

\(^{16}\) Auckland Monthly Housing Update
• In the past 12 months, 7,916 new residential parcels under 5000m2 were created – an average of 660 each month. In December 2019, 631 new residential parcels of all sizes were created inside the RUB.

• Across Auckland, there is over 9,000 hectares of land area zoned for business purposes. The two largest business zones are Light Industry and Heavy Industry zones.

• A total of 92 business zoned parcels were created between January and March 2018 among which, 41 per cent of the new business parcels are located within the Light Industry zone and 29 per cent are located in the Mixed Use zone.

The Council is, on a region wide basis, providing sufficient development capacity in its resource management plans, supported by infrastructure, to meet demand for housing and business space. Earlier discussion within this report describes the active subdivision / development market within Waiuku on existing residential and business zoned land.

In 2019, the Government proposed a National Policy Statement for Highly Productive Land (NPS-HPL) to prevent the further loss of NZ’s productive land and promote its sustainable management. The overall purpose of the proposed NPS-HPL is to improve the way highly-productive land is managed under the Resource Management Act 1991 (RMA) to:

- recognise the full range of values and benefits associated with its use for primary production
- maintain its availability for primary production for future generations
- protect it from inappropriate subdivision, use, and development

The Ministry for Primary Industries and the Ministry for the Environment called for submissions on the proposed NPS-HPL. The Council prepared a submission on the proposed National Policy Statement. This incorporated input from the Franklin Local Board. The main points of the Auckland Council submission are summarised below:

- While the council generally supports the National Policy Statement on Highly Productive Land, there are a number of matters where the council seeks the National Policy Statement to be more directive to give more certainty for the Highly Productive Land areas.

The Auckland Council:

- Supports the introduction of national direction to protect Highly Productive Land through the proposed National Policy Statement (‘NPS’) on Highly Productive Land. This is in light of the threats to Highly Productive Land in Auckland, the alignment of the NPS Highly Productive Land with council plans and policies, the benefits of national direction, and the importance of local food production.

- Requests the strengthening of Policy 4 to essentially preclude rural lifestyle development or zoning on Highly Productive Land as it impacts negatively on primary production and is an inefficient form of development.

- Requests that the tests for urban expansion onto Highly Productive Land be significantly strengthened to recognise the value of this finite resource.

- Supports the first list of criteria to identify Highly Productive Land as these relate to the physical land resource itself.

- Requests that further national direction be provided on the types of primary production activities and effects that should be anticipated and tolerated in rural areas and also in relation to methods to avoid reverse sensitivity effects.

- Request that a ‘buffer area’ be included in the Highly Productive Land identification exercise to protect Highly Productive Land from reverse sensitivity issues around its edges.

The government is currently reviewing the proposed NPS based on submissions received. It will then go to the ministers and cabinet for approval. If approved the NPS is currently forecast to take
effect in mid 2020.

Analysis

The area around Waiuku and the steel mill features Farm LUC1 and 2 land – both considered to be ‘elite’ and ‘prime’ soils. The future adoption of the NPS especially in its amended form, (as suggested in the Council’s submission) would help protect the finite resource of elite and prime quality soils from urban expansion.
13. Franklin Local Board Plan (2017)

The Franklin Local Board Plan is a strategic document reflecting community priorities and preferences. It guides the local board activity, funding and investment decisions and influences local board input into regional strategies and plans.

A common theme during feedback on the draft plan was support for the protection of productive soils. This is reflected in the final plan through ‘Outcome 4: Growth is dealt with effectively’. It states that “protecting our fertile soils used for local horticulture and agriculture is a key priority” and a key initiative in the plan is to “Plan for growth in the right places, centred on local and town centres, to protect productive soils used for local agriculture and horticulture.”
14. Infrastructure

14.1 Wastewater

Watercare has advised that the existing Waiuku wastewater treatment plant can handle short term growth and is considered effective at present. The advice is that the existing wastewater supply network in the area has enough current capacity for about 1000 additional people subject to additional demands from other users – e.g. trade waste. Population growth and / or growth in trade waste will eventually bring the plant to capacity. The current discharge consent was renewed in 2019 and will provide for growth for approximately the next five to eight years until Watercare’s South West scheme becomes operational in approx 2026. The South West scheme includes:-

(a) building a high tech facility at the Waiuku Wastewater Treatment Plant to serve these western communities

(b) laying pipelines to take the highly treated wastewater to the proposed outfall in the Waiuku river channel, near the Clarks Beach golf course

The discharge consent for the South West scheme allows for population growth of up to 30,000 people of which a 16,000 increase in population is allocated to Waiuku.

14.1 Water

Watercare considers that the existing water supply network in the area has sufficient capacity to accommodate proposed development in line with AUP zoning. Water treatment plant upgrades will be staged at the plant to stay ahead of growth. A new water bore has recently been drilled at Cornwall Rd. In terms of current water supply, there is capacity for about 3,100 people in Waiuku. Further growth would require an additional water source. Watercare is in the process of coordinating the potential proposals in order to assess the actual effects on their services.

General

With both wastewater and water supply, localised upgrades may be required but this is dependent on the scale and location of any developments. Watercare has advised that it would work with developers to align any required work and the associated infrastructure funding requirements

14.2 Stormwater

The Waiuku study area falls outside any approved urban stormwater catchment area. However, it is recognised that flood management is a constraint to development in some areas. Storm water modelling would be required by Auckland Council’s Healthy Waters department depending on the nature and location of any future growth.

A Network Discharge Consent (NDC) was granted in October 2019 for the wider Auckland area. This is a single region wide consent to discharge stormwater with clear processes and requirements. This makes it easier to prepare stormwater management plans and manage all public stormwater discharges.

Healthy Waters has advised that it would work with developers seeking to utilise the NDC and how
best to provide stormwater management for any future development.

### 14.3 Transport

Analysis provided by RIMU using the 2013 census data reveals that for those living in Waiuku and not working from home, 68% of employment commuter trips are to local jobs (Waiuku, Pukekohe, west Franklin) with 6% commuting to Drury/Papakura/Manurewa, 11% commuting to Manukau/Wiri and 15% working further north.

As with many other rural towns in the region, Waiuku’s location renders it somewhat dependant on the use of private vehicles for local transport needs. The nearest train stations are in Pukekohe or Papakura for north and south bound train services and there are relatively infrequent bus services to Pukekohe (every 1 to 2 hours) and Papakura (Mon to Fri – one bus service to Papakura in the morning and one returning in the evening).

There are safety improvements currently being implemented on SH22 from Drury to Paerata. Safety improvements to local roads including both Glenbrook and Waiuku Roads are included in the Strategic Transport Network Plan announced in July 2019. However, they are yet to be prioritised for funding.

The Supporting Growth Alliance is currently looking at serving future land development needs in the Drury and Pukekohe areas. Eventual transport improvements in these areas will assist with travel to and from Waiuku.

### 14.4 Gas

First Gas, an owner and operator of gas networks, is currently expanding its gas pipelines into Waiuku, recognising that Waiuku is a growing area. A new 8.5km gas distribution pipeline project links Waiuku to the main gas transmission pipeline at Glenbrook. The work was completed in 2019 with the route going through Waiuku.

The new gas pipeline network will mean gas supply infrastructure will now be in place for any current or future development in and around Waiuku to tap into. This type of gas provision could be considered for subdivisions of a certain size, otherwise pipes would be installed in trenches. Capacity is suggested to be around 1200-1500 homes (or equivalent) subject to user needs. As with waste water, industrial uses create greater need /take more gas.

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17 Refer to Appendix 8
15. **AUP Regional Policy Statement**

The issues discussed in Chapter B2.1 and Chapter B9.1 and the objectives and policies of Chapters B2.2, B2.5 and B2.6 and Chapters B9.2., B9.3 and B9.4 are the most relevant for the purposes of this report. Extracts of these provisions are provided within Appendix 8.

B2.2 provides ‘higher order’ region wide direction and B2.5 refers to commercial and industrial growth. B2.6 provides growth and form objectives and policies specifically for rural and coastal towns and villages along with B9 which addresses the rural environment. Analysis is provided as follows.

**Chapter B2.2 - Urban Growth and Form**

Objective B 2.2.1 (1) seeks an outcome of a quality compact urban form which wouldn’t preclude the growth of rural towns such as Waiuku, bringing with it greater productivity and economic growth, greater social and cultural vitality and potentially infrastructure benefits for the area.

There is however also an expectation that rural character and productivity would be maintained and adverse environmental effects would be reduced. It is noted that rural area around Waiuku and the steel mill at Glenbrook features a high proportion of Farm LUC1 and 2 land. LUC1 land is considered to be ‘elite’ whilst LUC2 land is considered to be ‘prime’.

Whilst urban growth is to be primarily accommodated within the urban area 2016, Policy B2.2.1 does not include preclude growth in areas outside of the urban area such as Waiuku, which is noted as having a relatively small population.

Policy B2.2.2 (4) directs that urbanisation outside of the region’s towns is avoided.

**Chapter B2.5 - Commercial and industrial growth**

Objective B2.5.1 (1) identifies that opportunities for industrial growth should meet current and future demands. B2.5.1 (3) provides for industrial growth and activities to be enabled in a manner that does all of the following:

(a) promotes economic development;
(b) promotes the efficient use of buildings, land and infrastructure in industrial zones;
(c) manages conflicts between incompatible activities;
(d) recognises the particular locational requirements of some industries; and
(e) enables the development and use of Mana Whenua’s resources for their economic well-being.

B2.5.2. Policies

(7) directs the enabling of the supply of land for industrial activities, in particular for land-extensive industrial activities and for heavy industry in areas where the character, scale and intensity of the effects from those activities can be appropriately managed.

(8) enabling the supply of industrial land which is relatively flat, has efficient access to freight routes, rail or freight hubs, ports and airports, and can be efficiently served by infrastructure.

(9) enabling the efficient use of industrial land for industrial activities and avoid incompatible activities by all of the following:

(a) limiting the scale and type of non-industrial activities on land zoned for light industry;
(b) preventing non-industrial activities (other than accessory activities) from establishing on land zoned for heavy industry; and
(c) promoting co-location of industrial activities to manage adverse effects and to benefit from agglomeration.

(10) Manage reverse sensitivity effects on the efficient operation, use and development of existing industrial activities, including by preventing inappropriate sensitive activities locating or intensifying in or adjacent to heavy industrial zones.

Chapter B2.6 - Rural and coastal towns and villages

Objective B 2.6.1 enables growth and development of rural and coastal towns and villages such as Waiuku but only in ways that amongst other matters, avoids elite soils and avoid where practicable prime soils which are significant for their ability to sustain food production.

Policy B 2.6.2 directs that any expansion of existing rural and coastal towns and villages such as Waiuku is undertaken in a manner that avoids elite soils and avoids where practicable prime soils which are significant for their ability to sustain food production.

As discussed earlier, the area around Waiuku and the steel mill features a reasonable proportion of Farm LUC1 and 2 land – aka ‘elite’ and ‘prime’ land.

A case could be potentially developed that the expansion of the urban area could be undertaken on land around Waiuku and NZ Steel which isn’t LUC1 or 2 and can achieve or isn’t constrained in a policy sense by the other matters listed. It could also be argued that the LUC1 or 2 areas aren’t significant in terms of their ability to sustain food production – either in size or productivity terms.

However, in contrast, the history of land development within the Auckland region’s productive rural areas is typically relatively small in scale and incremental and whilst any given development is not necessarily significant per se, the result over time is the cumulative loss of productive land.

Analysis of Chapter B9. - Rural environment

Rural and coastal towns and villages, and areas zoned for countryside living, play an important role in enabling people to live, work and play in rural areas. They also can accommodate a portion of Auckland's growth.

Auckland, especially areas in Franklin, inclusive of the area around Waiuku has land of high productive potential for farming classified as elite land (Land Use Capability Class 1) and prime land (Land Use Capability Classes 2 and 3). The priority in these areas is to maintain the potential for these high quality soils to be used for agricultural purposes, rather than activities that are not dependent on soil quality.

Chapter B9’s policies seek to protect highly productive land from urban expansion, fragmentation, reverse sensitivity and inappropriate uses. The policies seek to ensure that uses and subdivision do not undermine or significantly compromise the productive potential of Auckland’s rural areas, while maintaining those qualities which the community values.
16. Engagement

As part of the Waiuku Planning scoping project, Plans and Places held a range of engagement activities with mana whenua, key stakeholders and the community.

This included:
(a) a workshop at the Waiuku Community Hall on 4 April 2019 for invited members of the business/commercial sector, attended by about 13-15 people
(b) meeting with Ngati Te Ata and Ngati Tamaoho representatives on 10 July in Pukekohe
(c) a drop in session with the community at Waiuku on 9 August 2019, attended by approximately 80 people.

Waiuku Community Hall Workshop

At the workshop, Council representatives presented on preliminary work completed and discussed the constraints affecting the future development of the town. Those attending raised matters including:

- their aspirations for an expansion of the urban area
- infrastructure constraints and opportunities
- forwarding technical work completed to the Council for consideration as part of this project
- their desire to continue to be involved in future planning for Waiuku

Mana Whenua meeting

The mana whenua were briefed on the nature of the project, the programme and timeline. Issues raised included:

- stream (awa) protection
- stormwater management
- earlier planning work completed for the town, including the FDGS
- engagement that had occurred with them by local developers, in particular the Fernleigh industrial developer seeking to develop 74 industrial lots
- the opportunity for best practice environmental management to be put into practice should development occur.

Otherwise, there were no specific concerns raised by the two mana whenua representatives. They did wish to be kept informed of any future planning activity by Auckland Council for the area.

Drop In Session

There were over 110 comments received at the drop in session.

37 comments suggest that more development for a wide range of uses should be allowed in Waiuku. Three comments suggest that no more development should be allowed in Waiuku. Nine
comments refer to infrastructure issues. Some comments are generic, but some also are very specific around location and uses. Three comments were received which relate to a specific question asked at the drop in session about "what makes Waiuku special".

There were over 50 comments which fell outside of the scoping project. 35 comments were received which related to transport/traffic issues and the remainder (approx. 56) covered lifestyle, recreational facilities, placemaking, provision of housing, tourism, natural landscape and ancillary matters.

<table>
<thead>
<tr>
<th>THEMES</th>
<th>Number</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>More development should be allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilise/rezone land on Constable Rd for more residential</td>
<td>12</td>
<td>Good location as walking distance to town centre/medical centre/schools/proposed sports park/supermarket/ college</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Area suitable for retirement village or secure units for retired</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Area suitable for new subdivision</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Can rezone in stages over 20-30 years</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Area could include sports land, pools, parking, event complex [including access to all the above]</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Area provides opportunity to do a green fields development</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>in whole peninsula and especially near arterial routes</td>
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<tr>
<td>Growth and housing are needed</td>
<td></td>
<td></td>
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<tr>
<td>More mixed housing suburban (MHS), more industrial land, business activity, more THAB around town centre</td>
<td>4</td>
<td>MHS needed to support businesses mixed business use (for small business users).</td>
</tr>
<tr>
<td>Changes to zoning/controls needed</td>
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<td>Rural – residential lots are too big</td>
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<td>Rural areas are struggling</td>
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<td>More lifestyle blocks</td>
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<td>Only two storey buildings</td>
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<td>No high rise</td>
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<tr>
<td>Relocate the golf course</td>
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<td>Use of housing or open space</td>
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<tr>
<td>Item 13</td>
<td>Extend the boundary at Hyland Place</td>
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<tr>
<td>---------</td>
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<tr>
<td>Waiuku does not need more development</td>
<td>No shortage of land for housing</td>
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<tr>
<td></td>
<td>No high rise in the main street, keep the character of the town</td>
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<tr>
<td></td>
<td>Enough industrial land at Cornwall Rd</td>
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<td>Infrastructure</td>
<td>Water supply/sewage issues</td>
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<td>“Thank you” to gas company</td>
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<tr>
<td></td>
<td>Funding</td>
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</table>
17. Analysis

17.1 Residential

As described within chapter 6 of this report there appears to be a reasonably active subdivision development market within Waiuku whereby land which has been zoned for residential purposes is being subdivided to create more sites for residential development.

The subdivisions approved or under consideration appears to generate a reasonable pipeline of residential sites for residential development and thus enables further capacity for residential growth of the town for a number of years, subject to market conditions.

The infill / redevelopment of existing urban areas can be seen as being in line with the AUP’s push for a compact urban form able to be serviced by infrastructure.

The capacity for residential development in Waiuku should continue to be monitored. Enabling some expansion of the urban area of Waiuku for residential purposes may be required in the future to cater to the future population growth needs. However, as discussed earlier in this report, future population growth is projected to be relatively small.

Future urban expansion for residential purposes, if proposed, would need to consistent with the relevant statutory tests including the objectives and policies of the Regional Policy Statement.

17.2 Industrial

In terms of industrial land, the current industrial subdivision at Fernleigh on the northern edge of the town will be generating 70+ lots for industrial purposes. This development is also likely to enable sufficient industrial growth capacity for next few years, subject to market conditions.

There is limited capacity for growth within the more centrally located industrial areas although redevelopment of existing sites may provide for greater intensification.

A landowner has expressed an interest in developing land for industrial purposes close to the Glenbrook steel mill (currently owned by Bluescope Steel). Supporting legal and economic documentation regarding the rationale for the proposal has been provided to Plans and Places. The documents reference work commissioned by Auckland Council which indicates demand for further heavy industrial land in the southern sector of the region. Discussion is also provided on the merits of the land in question, that the Heavy Industry zoning is (nearly) entirely owned by Bluescope and that buffering requirements mean that not all vacant land is necessarily available for industrial expansion in zone. The steel mill area is served by long established road, rail, electricity supply and other infrastructure. The analysis provided discusses potential co-locational benefits for businesses looking to take advantage of an expansion of the local Heavy Industry zoning.

As outlined in Appendix 1, the Franklin District Growth Strategy discussed the potential for industrial expansion near the steel mill and the submissions were made to this effect as part of the
Unitary Plan process. The Independent Hearings Panel recommended a preference for no industrial expansion at Glenbrook\textsuperscript{18}.

Along with land zoned Business - Light Industry Zone, the Independent Hearings Panel recommended the Council develop further the approach used in the PAUP Business Land report to monitor demand for and supply of this capacity in order to inform future plan changes, and in the interim to respond expeditiously to any requests for operative Business - Heavy Industry Zones in the Future Urban Zones.

The Council is not currently looking to provide for further industrial land in the area by way of Council initiated plan changes.

Any proposed future expansion of the industrial / business land area around Waiuku and the steel mill by way of a private plan change would need to meet the relevant statutory tests inclusive of consistency with the relevant objectives and policies of the Regional Policy Statement.

\textsuperscript{18} July 2016 Recommendations Report on Topic 081
18. Conclusions

Waiuku’s development capacity was only recently settled through the AUP process.

There appears to be sufficient development capacity being generated by subdivision activity within the existing urban zoned area to cater for Waiuku’s future industrial and residential needs, at least for the next few years.

The Council is not at this stage proposing to extend the urban area of Waiuku or the industrial zoned area close to the Glenbrook steel mill.

The Council will be preparing for the review of the next Unitary Plan in 2026. This will provide an opportunity for a comprehensive review of the development capacity of the region inclusive of Waiuku.

This study is not intended to be a comprehensive planning exercise for the future of Waiuku but is a high level planning scoping study for possible further work to come. This includes a settlements capacity study for the rural and coastal settlements in the wider southern area.
Appendix 1 – Franklin District Council Planning: Overview

Franklin District Plan (2000)

The Franklin District Plan was developed by the legacy Franklin District Council (FDC) and made operative in part\(^{19}\) in 2000. In Waiuku, the residential area was zoned ‘Residential’ (grey colour on the map at Figure 2 below) whilst areas of ‘Rural Residential’ (pink on the maps below) were located to the north west and north east of the town. The residential zone enabled one dwelling per site or multi-unit housing at one unit per 350m\(^2\) (up to 3 units as a permitted activity). The minimum vacant lot size for subdivision purposes was 350m\(^2\).

In the rural residential zone, the size of lots was to be “in the range of 2500 to 8000 square metres, with an average of no less than 3000 metres”. ‘Industrial’ zoning (purple coloured on the maps) was provided for a large area of land in the Fernleigh area (expanded by way of a later plan change) whilst the central areas of industrial around Belgium and Pacific streets and at the town end of Constable Road were zoned ‘Business’ (red).

\(^{19}\) At the time of being made operative in part there were several outstanding appeals.
In 2003 the FDC released ‘Project Waiuku’ which was developed following public engagement including a number of community design workshops, focus groups and public presentations. The project involved the formulation of a development framework for Waiuku that amongst other
matters, sought to “promote sustainable use and integrated management of Waiuku’s resources over the next 30 years”.

Project Waiuku noted that a substantial amount of growth could occur within the existing zoning of the town. It also supported potential rezoning of some greenfields land to the west and south of the town “to provide greater choice and opportunity”. This area is centred on Constable Road with approximately 9ha which could become residential zoned, 27ha ‘deferred residential’ and 143ha of rural residential. The study also supported potential rezoning of around 12ha of greenfields land by the Franklin District Council or the land owners to become business/industrial and ‘deferred business’ zoned land, to the north east of the town in the Fernleigh area. Refer maps at figure 3 below.

Figure 14: Maps from Waiuku Concept Plan 2003

Identified areas suggested as being supportable for rezoning by owners or FDC
Franklin District Growth Strategy 2051 (2007)

The Franklin District Growth Strategy (FDGS) 2051 was developed over a period of several years by FDC to achieve a strategic direction consistent with the Auckland Regional Council’s proposed Change 6 to the Auckland Regional Policy Statement, the Southern Sector Agreement, the Auckland Regional Business Land Strategy 2006 and the Auckland Regional Land Transport Strategy while reflecting the particular needs and circumstances of the district. The FDGS was regarded as being a precursor to future FDC plan changes.

Residential

For Waiuku, the FDGS developed population projections whereby the anticipated population by 2051 was projected to reach 13,100 people. The study noted that Waiuku had a very low population density of 5.1 dwellings per hectare, with the current mean section size being 1,330 m².

The study proposed a future target density of 10 dwellings per hectare with the average lot size reducing to 750m² by 2051.

The FDGS considered that even when allowing for redesign / infill within the residential zone and the intensification of the rural residential zone, not all of the projected population growth could be accommodated within the then current urban boundaries.

Infill opportunities were considered to be limited by the Waiuku stream located south of the town centre. The topography associated with this stream meant that many sites were not considered to be suitable for infill. The FDGS proposed an additional urban area of 107 hectares of residential zoning to accommodate the projected population growth.

Constraints to urban development were considered and mapped in order to identify the areas suitable for urban development. Residential Areas A, B, C, and D shown in Figure 15 below were all identified for residential rezoning by 2021. Area B and D were already zoned Rural Residential, however by 2021 these areas were to be re-zoned residential with a target household density of 10 households per hectare. Area A and C were newly identified residential areas. By 2051, Area E and the rural residential south-eastern corner were to be intensified.
Figure 15 – Waiuku 2051 Live (Residential Zones)
Business

The FDGS identified that the Franklin District Plan at the time provided 37 hectares of Business zoned land in Waiuku. An additional 53 hectares of new industrial land was proposed by the FDGS. 23 hectares was to be made available by 2021 comprising the land closest to the town centre. By 2051, a further 30 hectares was to be made available.

The FDGS identified that to the north of Waiuku, the Glenbrook Steel Mill occupied an area of approximately 333 hectares. The site is accessed via a district arterial route and a freight railway line. The FDGS noted that there was an opportunity to cluster similar activities and make use of the existing transport infrastructure in an area surrounding the Glenbrook Steel Mill. The FDGS also noted that further analysis was required to determine whether additional industrial land should be zoned around the Steel Mill, and if so, how much will be required. If additional industrial land was to be located around the Steel Mill, it was observed that the provision and release of land at Waiuku may need to be adjusted. The FDGS proposed industrial zoning expansion in Waiuku as shown in Figure 16 below.
In 2010 the legacy Councils within the Auckland region, including Franklin, were amalgamated to form the Auckland Council. Preparation for the Auckland Unitary Plan (AUP) followed shortly thereafter in 2012, superseding work done at a legacy Council level, including the FDGS.

Figure 16 – Waiuku 2051 Work (Business Zones)
There have been no private plan change requests proposed by land owners to develop land identified as being supported for rezoning in the DGS or Project Waiuku. Submissions were made to enable expansion through the Unitary Plan process. The two year ‘moratorium’ on private plan changes since the adoption of the Unitary Plan recently ended in November 2018. Several landowners continue to express an interest in developing land on the urban edge of Waiuku, picking up from the investigation work they did over the past decade.
Appendix 2 - AUP zone key information

Single house zone
The purpose of the Single House Zone is to maintain and enhance the amenity values of established residential neighbourhoods in number of locations. The particular amenity values of a neighbourhood may be based on special character informed by the past, spacious sites with some large trees, a coastal setting or other factors such as established neighbourhood character. To provide choice for future residents, Single House Zone zoning may also be applied in greenfield developments. To support the purpose of the zone, multi-unit development is not anticipated, with additional housing limited to the conversion of an existing dwelling into two dwellings and minor dwelling units. The zone is generally characterised by one to two storey high buildings consistent with a suburban built character. To create a new lot, under the Auckland Unitary Plan, each site in this zone needs to be a minimum of 600m².

Mixed housing urban
The Mixed Housing Urban Zone is a reasonably high-intensity zone enabling a greater intensity of development than previously provided for. Over time, the appearance of neighbourhoods within this zone will change, with development typically up to three storeys in a variety of sizes and forms, including detached dwellings, terrace housing and low-rise apartments. This supports increasing the capacity and choice of housing within neighbourhoods as well as promoting walkable neighbourhoods, fostering a sense of community and increasing the vitality of centres. Up to three dwellings are permitted as of right subject to compliance with the standards. This is to ensure a quality outcome for adjoining site and the neighbourhood, as well as residents within the development site. Resource consent is required for four or more dwellings. To create a new lot, under the Auckland Unitary Plan, each site in this zone needs to be a minimum of 300 m².

Mixed housing suburban
The Mixed Housing Suburban Zone is the most widespread residential zone covering many established suburbs and some greenfields areas. Much of the existing development in the zone is characterised by one or two storey, mainly standalone buildings, set back from site boundaries with landscaped gardens. The zone enables intensification, while retaining a suburban built character. Development within the zone will generally be two storey detached and attached housing in a variety of types and sizes to provide housing choice. To create a new lot, under the Auckland Unitary Plan, each site in this zone needs to be a minimum of 400m², although there are some specific exceptions.

Mixed Use
The Mixed Use Zone is typically located around centres and along corridors served by public transport. It acts as a transition area, in terms of scale and activity, between residential areas and the City Centre Zone, Metropolitan Centre Zone and Town Centre Zone. It also applies to areas where there is a need for a compatible mix of residential and employment activities.
The zone provides for residential activity as well as predominantly smaller scale commercial activity that does not cumulatively affect the function, role and amenity of centres. The zone does not specifically require a mix of uses on individual sites or within areas. There is a range of possible building heights depending on the context. Provisions typically enable heights up to four storeys. The minimum lot size is 200m².

**Light Industry**

The Light Industry Zone anticipates industrial activities that do not generate objectionable odour, dust or noise. This includes manufacturing, production, logistics, storage, transport and distribution activities. The anticipated level of amenity is lower than the centre zones, General Business Zone and Mixed Use Zone. Due to the industrial nature of the zone, activities sensitive to air discharges are generally not provided for.

**Large Lot**

The Large Lot Zone provides for large lot residential development on the periphery of urban areas. Large lot development is managed to address one or more of the following factors:

- it is in keeping with the area’s landscape qualities; or
- the land is not suited to conventional residential subdivision because of the absence of reticulated services or there is limited accessibility to reticulated services; or
- there may be physical limitations to more intensive development such as servicing, topography, ground conditions, instability or natural hazards where more intensive development may cause or exacerbate adverse effects on the environment.

The minimum lot size is 4,000m².

### Residential

<table>
<thead>
<tr>
<th>Zone</th>
<th>Zoning Maps Legend</th>
<th>Maximum Building Height</th>
<th>Height in Relation to Boundary</th>
<th>Maximum Building Coverage (HA Area)</th>
<th>Maximum Impervious Area</th>
<th>Minimum Net Site Area</th>
<th>Minor Dwellings Permitted</th>
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<tbody>
<tr>
<td>Residential - Large Lot Zone</td>
<td></td>
<td>8m</td>
<td>None</td>
<td>Lesser of 400m² or 20%</td>
<td>Lesser of 1,600m² or 35%</td>
<td>4000m²</td>
<td>Up to 65m²</td>
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<tr>
<td>Residential - Rural and Coastal Settlement Zone</td>
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<td>8m</td>
<td>2.5m or 45°</td>
<td>Lesser of 200m² or 20%</td>
<td>Lesser of 1,600m² or 35%</td>
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<td>Residential - Single House Zone</td>
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<td>6,000m²</td>
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<td>3m or 45°</td>
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<td>Residential - Terraced Housing and Apartment Buildings Zone</td>
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<td>50%</td>
<td>70%</td>
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### Business Zones

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<th>Zone</th>
<th>Planning Maps Legend</th>
<th>Maximum Building Height (subject to applicable height variation controls)</th>
<th>Height in Relation to Boundary</th>
<th>Minimum Net Site Size[^1]</th>
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<td>Business - Metropolitan Centre Zone</td>
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<td>Business - Town Centre Zone</td>
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<td>Business - Local Centre Zone</td>
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<td>Business - General Business Zone</td>
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<td>Business - Business Park Zone</td>
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<td>Business - Light Industry Zone</td>
<td>20m</td>
<td>6m 35°</td>
<td>Minimum average site size 2000m²</td>
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### Rural Zones

<table>
<thead>
<tr>
<th>Zone</th>
<th>Planning Maps Legend</th>
<th>Maximum Building Height</th>
<th>Minimum Net Site Size[^1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Production Zone</td>
<td>9m for dwellings, 15m for other buildings</td>
<td>80ha – Minimum average site size 100ha</td>
<td></td>
</tr>
<tr>
<td>Mixed Rural Zone</td>
<td>9m for dwellings, 15m for other buildings</td>
<td>40ha – Minimum average site size 50ha</td>
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</tr>
<tr>
<td>Rural Coastal Zone</td>
<td>9m for dwellings, 15m for other buildings</td>
<td>40ha – Minimum average site size 50ha</td>
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<tr>
<td>Rural Conservation Zone</td>
<td>9m for dwellings, 15m for other buildings</td>
<td>10ha – Minimum average site size 20ha</td>
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<tr>
<td>Countryside Living Zone</td>
<td>9m for dwellings, 15m for other buildings</td>
<td>Refer Unitary plan, Chapter 39 Subdivision – Rural, E39.6.5.2</td>
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### Future Urban Zones

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<th>Zone</th>
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<th>Maximum Building Height</th>
<th>Minimum Net Site Size</th>
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<tbody>
<tr>
<td>Rural Production Zone</td>
<td>9m for dwellings and buildings accessory to dwellings, 15m for other accessory buildings</td>
<td>Refer Unitary plan, Chapter 39 Subdivision – Rural, E39.4.3</td>
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</table>
### Appendix 3 – Waiuku Subdivision Consents

<table>
<thead>
<tr>
<th>Site</th>
<th>Zoning</th>
<th>Number of lots created / proposed</th>
<th>Application status</th>
<th>Stage in the subdivision process</th>
<th>Consent application number(s)</th>
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</thead>
<tbody>
<tr>
<td>9A Karioitahi Road</td>
<td>Mixed Housing Suburban</td>
<td>12</td>
<td>Granted 22/12/2016</td>
<td>s224c certificates issued 20/02/2017 and 11/06/2018 (Stage 1–2).</td>
<td>SUB60222242</td>
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<tr>
<td>1 Trosk Place</td>
<td>Mixed Housing Suburban</td>
<td>10</td>
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<td>s224c certificate issued 03/11/2017.</td>
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<tr>
<td>2D Masters Road</td>
<td>Large Lot</td>
<td>5</td>
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<td>SUB60215460</td>
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<td>7D Collingwood Road</td>
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<td>Subdivision finalised and Record of Title issued 10/05/2018.</td>
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<td>14 Racecourse Road</td>
<td>Mixed Housing Suburban</td>
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<td>s224c certificate issued 05/09/2018.</td>
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<td>90 Victoria Avenue</td>
<td>Large lot</td>
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<tr>
<td>18 Sandspit Road</td>
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<td>Granted 25/10/2016</td>
<td>s224c certificate issued 14/08/2017.</td>
<td>SUB60230750</td>
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### Item 13

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<th>Site</th>
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<th>Number of lots created / proposed</th>
<th>Application status</th>
<th>Stage in the subdivision process</th>
<th>Consent application number(s)</th>
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<tbody>
<tr>
<td>64 Cameron Road</td>
<td>Suburban</td>
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<td>Granted 09/02/2016</td>
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<tr>
<td>43 Colombo Road</td>
<td>Large Lot</td>
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<td>Granted 15/08/2016</td>
<td>s223 survey plan approved 04/02/2020.</td>
<td>SUB60222219</td>
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<tr>
<td>9 Collingwood Road</td>
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<td>3</td>
<td>Granted 01/02/2019</td>
<td>s223 survey plan approved 12/12/2019.</td>
<td>SUB60329506</td>
</tr>
<tr>
<td>45 Sandspit Road</td>
<td>Mixed Housing Suburban</td>
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<td>Granted 14/11/2019</td>
<td>s223 survey plan approved 28/02/2020.</td>
<td>SUB60344637</td>
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<tr>
<td>32 Sandspit Road</td>
<td>Mixed Housing Suburban</td>
<td>2</td>
<td>Granted 02/04/2019</td>
<td>s223 survey plan approved 04/02/2020. s224c process underway.</td>
<td>SUB60334103</td>
</tr>
<tr>
<td>3 View Road</td>
<td>Mixed Housing Suburban</td>
<td>2</td>
<td>Granted 08/08/2018</td>
<td>s223 survey plan approved 08/05/2019.</td>
<td>SUB60321213</td>
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<tr>
<td>25 and 30 Fernleigh Avenue, and 9 Ron Wyatt Lane (71 Kitchener Road)</td>
<td>Mixed Housing Suburban</td>
<td>92</td>
<td>Granted 10/10/2019</td>
<td>Bundled consent(^{20}) – monitoring stage. No s223 survey plan submitted yet.</td>
<td>SUB60332941</td>
</tr>
<tr>
<td>45 Constable Road</td>
<td>Mixed Housing Suburban and Mixed Rural</td>
<td>38</td>
<td>Granted 23/05/2019</td>
<td>No s223 survey plan submitted on system yet.</td>
<td>SUB60237908</td>
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<tr>
<td>44 Collingwood Road</td>
<td>Mixed Housing Suburban</td>
<td>37</td>
<td>Granted 03/02/2020</td>
<td>Bundled consent – monitoring stage. No s223 survey plan submitted yet.</td>
<td>SUB60317687</td>
</tr>
</tbody>
</table>

\(^{20}\) Bundled consents are those resource consent applications which are comprised of multiple components requiring assessment and monitoring. E.g., a subdivision consent bundled with a land use consent.
<table>
<thead>
<tr>
<th>Site</th>
<th>Zoning</th>
<th>Number of lots created / proposed</th>
<th>Application status</th>
<th>Stage in the subdivision process</th>
<th>Consent application number(s)</th>
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</thead>
<tbody>
<tr>
<td>41 Matai Street</td>
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<td>29 Owens Road</td>
<td>Single House</td>
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<td>71 Martyn Street</td>
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<tr>
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<td>SUB60229392</td>
</tr>
<tr>
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<td>Mixed Housing Suburban</td>
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<td>Bundled consent monitoring. No s223 survey plan submitted yet.</td>
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<tr>
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<tr>
<td>6 Kirk Street</td>
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<td>Site</td>
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<tr>
<td>18 George Street</td>
<td>Mixed Housing Suburban</td>
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</table>

- **s224(c) completion certificate has been issued for the subdivision.**
- **s223 survey plan has been approved by Council, but s224(c) has not been issued yet.**
- **Only the underlying subdivision consent has been granted – no s223 or s224(c) sign-off yet.**
- **Subdivision consent application is on hold or in progress.**
Appendix 4 - Formulas (simplified versions) used by RIMU to infill and redevelopment assessments

Infill assessment

Redevelopment assessment
Appendix 5 - Capacity Maps for Waiuku: Redevelopment and Infill
Appendix 6 National Policy Statement – Urban Development Capacity: Key objectives and Policies

- OC1. Planning decisions, practices and methods that enable urban development which provides for the social, economic, cultural and environmental wellbeing of people and communities and future generations in the short, medium and long term of people and communities and future generations, in a timely way.

- OC2. Local authorities adapt and respond to evidence about urban development, market activity and the social, economic, cultural and environmental wellbeing of people and communities and future generations in the short, medium and long term.

- OD1. Urban environments where land use, development, development infrastructure and other infrastructure are integrated with each other.

- PA1. Local Authorities shall ensure that at any one time there is sufficient development capacity available as follows:
  - Short term capacity must be feasible, zoned and serviced with development infrastructure
  - Medium term capacity must be feasible, zoned and either serviced with development infrastructure or development infrastructure identified in the long-term plan under the LGA
  - Long term capacity must be feasible, identified in relevant plans and strategies, and the development infrastructure to support it must be identified in an infrastructure strategy under the LGA.

- PA2. Local authorities shall satisfy themselves that other infrastructure required to support urban development is likely to be available.

PA3. When making decisions that affect the way and rate at which development capacity is provided, decision-makers shall provide for the social, economic, cultural and environmental wellbeing of people and communities and future generations, having regard to:
  - Providing choices that will meet the needs of people and communities and future generations for a range of dwelling types and locations, working environments and places to locate businesses
  - Promoting efficient use of scarce urban land and infrastructure
  - Limiting as much as possible adverse impacts on the competitive operation

PA4. When considering the effects of urban development, decision makers shall take into account:
  - The benefits that urban development will provide with respect to the ability of people, communities and future generations to provide for their social, economic, cultural and environmental wellbeing
• The benefits and costs of urban development at a national, inter regional, regional and district scale, as well as local effects.

PC3. When the housing and business development capacity assessment or monitoring indicates development capacity is not sufficient in any of the short, medium terms or long term, local authorities shall respond by providing further development capacity and enabling development.

PC4. Local authorities shall consider all practicable options for providing sufficient, feasible development capacity and enabling development to meet demand including:
• Changes to plans and regional policy statements including zoning, objectives, policies, rules and
• overlays that apply in both existing urban environments and greenfield areas
• Integrated and coordinated consenting processes that facilitate development
• Statutory tools and other methods available under other legislation.

Appendix 7 Travel to Work analysis 2013

Employed - living in Waiuku 3-CAU:
68% commute to Zone 1,
6% commuted to Zone 2,
11% commuted to Zone 3, and 1
5% commuted to Zone 4.
The balance worked from home.
Appendix 8   Extracts from AUP Regional Policy Statement
Objectives and Policies

Chapter B2. Tāhuhu whakaruruhau ā-taone addresses urban growth and form.

B2.1. Issues

Auckland’s growing population increases demand for housing, employment, business, infrastructure, social facilities and services. Growth needs to be provided for in a way that does all of the following:
(1) enhances the quality of life for individuals and communities;  
(2) supports integrated planning of land use, infrastructure and development;  
(3) optimises the efficient use of the existing urban area;  
(4) encourages the efficient use of existing social facilities and provides for new social facilities;  
(5) enables provision and use of infrastructure in a way that is efficient, effective and timely;  
(6) maintains and enhances the quality of the environment, both natural and built;  
(7) maintains opportunities for rural production; and  
(8) enables Mana Whenua to participate and their culture and values to be recognised and provided for.

**B2.2. Urban growth and form**

**B2.2.1. Objectives**

(1) A quality compact urban form that enables all of the following:
   (a) a higher-quality urban environment;  
   (b) greater productivity and economic growth;  
   (c) better use of existing infrastructure and efficient provision of new infrastructure;  
   (d) improved and more effective public transport;  
   (e) greater social and cultural vitality;  
   (f) better maintenance of rural character and rural productivity; and  
   (g) reduced adverse environmental effects.

(2) Urban growth is primarily accommodated within the urban area 2016 (as identified in Appendix 1A).

(3) Sufficient development capacity and land supply is provided to accommodate residential, commercial, industrial growth and social facilities to support growth.

(4) Urbanisation is contained within the Rural Urban Boundary, towns, and rural and coastal towns and villages.

(5) The development of land within the Rural Urban Boundary, towns, and rural and coastal towns and villages is integrated with the provision of appropriate infrastructure.

**B2.2.2. Policies**

Development capacity and supply of land for urban development

......

Quality compact urban form

(4) Promote urban growth and intensification within the urban area 2016 (as identified in Appendix 1A), enable urban growth and intensification within the Rural Urban Boundary, towns, and rural and coastal towns and villages, and avoid urbanisation outside these areas.

**B2.5. Commercial and industrial growth**

**B2.5.1. Objectives**

(1) Employment and commercial and industrial opportunities meet current and future demands.
(3) Industrial growth and activities are enabled in a manner that does all of the following:
(a) promotes economic development;
(b) promotes the efficient use of buildings, land and infrastructure in industrial zones;
(c) manages conflicts between incompatible activities;
(d) recognises the particular locational requirements of some industries; and
(e) enables the development and use of Mana Whenua’s resources for their economic well-being.

**B2.5.2. Policies**

(7) Enable the supply of land for industrial activities, in particular for land-intensive industrial activities and for heavy industry in areas where the character, scale and intensity of the effects from those activities can be appropriately managed.
(8) Enable the supply of industrial land which is relatively flat, has efficient access to freight routes, rail or freight hubs, ports and airports, and can be efficiently served by infrastructure.
(9) Enable the efficient use of industrial land for industrial activities and avoid incompatible activities by all of the following:
(a) limiting the scale and type of non-industrial activities on land zoned for light industry;
(b) preventing non-industrial activities (other than accessory activities) from establishing on land zoned for heavy industry; and
(c) promoting co-location of industrial activities to manage adverse effects and to benefit from agglomeration.
(10) Manage reverse sensitivity effects on the efficient operation, use and development of existing industrial activities, including by preventing inappropriate sensitive activities locating or intensifying in or adjacent to heavy industrial zones.

**B2.6. Rural and coastal towns and villages**

**B 2.6.1. Objectives**

(1) Growth and development of existing or new rural and coastal towns and villages is enabled in ways that:

(a) avoid natural and physical resources that have been scheduled in the Unitary Plan in relation to natural heritage, Mana Whenua, natural resources, coastal environment, historic heritage or special character unless growth and development protects or enhances such values; and
(b) avoid elite soils and avoid where practicable prime soils which are significant for their ability to sustain food production; and
(c) avoid areas with significant natural hazard risks;
(d) are consistent with the local character of the town or village and the surrounding area; and
(e) enables the development and use of ManaWhenua’s resources for their economic well-being.

(2) Rural and coastal towns and villages have adequate infrastructure.

B2.6.2. Policies

(1) Require the establishment of new or expansion of existing rural and coastal towns and villages to be undertaken in a manner that does all of the following:

(a) maintains or enhances the character of any existing town or village;
(b) incorporates adequate provision for infrastructure;
(c) avoids locations with significant natural hazard risks where those risks cannot be adequately remedied or mitigated;
(d) avoids elite soils and avoids where practicable prime soils which are significant for their ability to sustain food production;
(e) maintains adequate separation between incompatible land uses;
(f) is compatible with natural and physical characteristics, including those of the coastal environment; and
(g) provides access to the town or village through a range of transport options including walking and cycling.

(2) Avoid locating new or expanding existing rural and coastal towns and villages in or adjacent to areas that contain significant natural and physical resources that have been scheduled in the Unitary Plan in relation to natural heritage, Mana Whenua, natural resources, coastal environment, historic heritage or special character, unless the growth and development protects or enhances such resources including by any of the following measures:

(a) the creation of reserves;
(b) increased public access;
(c) restoration of degraded environments;
(d) creation of significant new areas of biodiversity; or
(e) enablement of papakāinga, customary use, cultural activities and appropriate commercial activities.

(3) Enable the establishment of new or significant expansions of existing rural and coastal towns and villages through the structure planning and plan change processes in accordance with Appendix 1 Structure plan guidelines.

(4) Enable small-scale growth of and development in rural and coastal towns and villages without the need for structure planning, in a manner consistent with policies B2.6.2(1) and (2).

(5) Enable papakāinga, marae, customary use, cultural activities and appropriate commercial activities on Māori land and on other land where Mana Whenua have collective ownership.

Chapter B9. - Rural environment

B9.1 Issues

The Auckland region……... The outward expansion of urban areas and people’s lifestyle choices and recreational activities place significant pressures on maintaining the amenity values and the quality of the environment in rural areas. Specific issues in the Auckland region are:
• protecting the finite resource of elite quality soils from urban expansion;
• managing subdivision to prevent undue fragmentation of large sites in ways that restrict rural production activities;
• addressing reverse sensitivity effects which rural-residential development can have on rural production activities; and
• managing the opportunities for countryside living in rural areas in ways that provide for rural-residential development in close proximity to urban areas and the larger rural and coastal towns and villages while minimising the loss of rural production land.

B9.2. Rural activities

B9.2.1. Objectives

(1) Rural areas make a significant contribution to the wider economic productivity of, and food supply for, Auckland and New Zealand.
(2) Areas of land containing elite soil are protected for the purpose of food supply from inappropriate subdivision, urban use and development.

(4) Auckland’s rural areas outside the Rural Urban Boundary and rural and coastal towns and villages are protected from inappropriate subdivision, urban use and development.
(5) Auckland’s rural areas inside the Rural Urban Boundary are not compromised for future urbanisation by inappropriate subdivision, use and development.

B9.2.2. Policies

(1) Enable a diverse range of activities while avoiding significant adverse effects on and urbanisation of rural areas, including within the coastal environment, and avoiding, remedying, or mitigating other adverse effects on rural character, amenity, landscape and biodiversity values.

B9.3. Land with high productive potential

B9.3.2. Policies

(1) Avoid new countryside living subdivision, use and development on land containing elite soil and discourage them on land containing prime soil.
(2) Encourage activities that do not depend on using land containing elite and prime soil to locate outside these areas.

B9.4. Rural subdivision

B9.4.1. Objectives

(1) Further fragmentation of rural land by sporadic and scattered subdivision for urban and rural lifestyle living purposes is prevented.
(2) Subdivision does not undermine the productive potential of land containing elite soils.
(3) Subdivision of rural land avoids, remedies or mitigates adverse effects on the character, amenity, natural character, landscape and biodiversity values of rural areas (including within the coastal environment), and provides resilience.
to effects of natural hazards.

B9.4.2. Policies

(4) Provide for new rural lifestyle subdivision in locations and at scales and densities so as to:
(a) avoid areas that would undermine the integrity of the Rural Urban Boundary or compromise the expansion of the satellite towns of Warkworth and Pukekohe, and rural and coastal towns and villages;
(b) protect areas where natural and physical resources have been scheduled in the Unitary Plan in relation to natural heritage, Mana Whenua, natural resources, coastal, historic heritage and special character;
(c) avoid land containing elite soil;
(d) avoid where practicable land containing prime soil;
... (f) maintain or enhance landscape, rural and, where relevant, coastal, character and amenity values;

•
•
Urgent Decision - Franklin Local Board agenda items from the cancelled 24 March 2020 business meeting

File No.: CP2020/04748

Te take mō te pūrongo / Purpose of the report
1. To report on the urgent decision made by Franklin Local Board on the substantive agenda items from the cancelled 24 March 2020 business meeting.

Whakarāpopototanga matua / Executive summary
2. At its meeting on 26 November 2019 the Franklin Local Board resolved (FR/2019/168) the following in relation to urgent decision-making:
   
   That the Franklin Local Board:
   
   a) adopt the urgent decision-making process for matters that require a decision where it is not practical to call the full board together and meeting with requirements of a quorum.
   
   b) delegate authority to the chair and deputy chair, or any person acting in these roles, to make urgent decisions on behalf of the local board.
   
   c) agree that the relationship manager (or any person/s acting in this role) will authorise the urgent decision-making process by signing off an authorisation memo.
   
   d) note that all urgent decisions will be reported to the next ordinary business meeting of the local board.

3. The Relationship Manager for the Franklin Local Board authorised the urgent decision-making process as a result of the COVID-19 lockdown that did not allow for resolution by the full local board.

4. The Franklin Local Board held an informal Skype meeting on 24 March 2020 to discuss the substantive items from the agenda prepared for the 24 March 2020 business meeting, which was cancelled due to COVID-19 restrictions.

5. Feedback on the proposed agenda items was received from Franklin Local Board members, and local board resolutions were approved under delegated authority of the Chair and Deputy Chair as an urgent decision.

6. Member Alan Cole was an additional signatory for Item 11 – Karaka Sports Park detailed business case, due to a declared conflict of interest from the Chair (Attachment A).
Ngā tūtohunga / Recommendation/s

That the Franklin Local Board note the urgent decision as follows:

i) Karaka Sports Park One Local Initiative, Detailed Business Case

That the Franklin Local Board:

a) endorse the Karaka Sports Park detailed business case

b) approve the sports field layout and multisport facility concept plans and location as the preferred development options for the Karaka Sports Park development as outlined in the report

c) support a report being progressed to the Finance and Performance Committee in May 2020 requesting $28.3 million from the One Local Initiative 10 Year Programme to enable the development of Karaka Sports Park as outlined in the detailed business case

d) Note the successful approach to stakeholder engagement as part of detailed business case development and congratulate staff for their good work.


That Franklin Local Board approve the following grants from line item 1256 of the 2019/2020 local board work programme:

a) $50,000 to Counties Manukau Hockey Association towards renewal of a hockey turf at Rosa Birch Park, Pukekohe

b) $50,000 to Franklin Gymsports Incorporated towards updating its feasibility study and preparing a business case for a gymsports facility.

iii) Sport and Recreation Facilities Investment Fund - applications from sports groups in the Franklin Local Board area.

That the Franklin Local Board:

a) does not endorse a Sport and Recreation Facility Investment Fund application from Franklin Gymsports for $56,000 to the 2019/2020 grant fund to update its feasibility study and prepare a business case for a new purpose built gymsports facility. The local board has already funded this initiative at its March 2020 business meeting in item 12.

b) endorse an application from the Pōhutukawa Coast Mountain Bike Club for $150,000, to the 2019/2020 Sport and Recreation Facilities Investment Fund, to winterproof mountain bike tracks in the Maraeatai/Waiho block of Whitford Forest and construct new tracks in Whitford Forest.

c) endorse an application from Franklin Mountain Bike Club for $50,000 to the 2019/2020 Sport and Recreation Facilities Investment Fund, to winterproof mountain bike tracks and extend a track at Puni Recreation Reserve

d) endorse an application from Bombay Rugby Club for $52,500 to the 2019/2020 Sport and Recreation Facilities Investment Fund, to complete a needs assessment, feasibility and business case to upgrade sports fields and field B lights at Bombay Rugby Club.
iv)  **Auckland Transport monthly update to the Franklin Local Board - March 2020**

That the Franklin Local Board:

a) receive the March 2020 Auckland Transport monthly update.

b) appoint the following members to be the nominated local board members as transport representatives within their subdivision for the 2019-2022 electoral term:
   - Lance Gedge for the Wairoa sub-division
   - Matthew Murphy for the Waiuku sub-division
   - Andrew Baker for the Pukekohe sub-division

c) appointed Transport Representatives are authorised by the board to:
   
   i. prepare and provide local board area views on transport issues, works or projects within their area that are time-sensitive and that are unable to be presented to the whole board via weekly workshops
   
   ii. receive staff notifications of areas that may involve reputational, financial, performance or political risk.

d) note that appointed transport representatives are expected to consult with other board members where practical, ensure board members are updated on views provided at the next available opportunity.

e) request that the Local Board Chair is copied in on all requests.

v)  **Te Tāruke-ā-Tāwhiri: Auckland's Climate Action Framework - Proposed changes**

That the Franklin Local Board:

a) support the changes to the draft Te Tāruke-ā-Tāwhiri: Auckland's Climate Action Framework including:
   - introducing three pillars representing the core drivers for climate action (i.e. a place-based approach; emissions reduction; preparing for climate change)
   - moving from eleven key moves to eight priorities
   - changing the title from Te Tāruke-ā-Tāwhiri: Auckland’s Climate Action Framework to Te Tāruke-ā-Tāwhiri: Auckland’s Climate Plan.

a) note that isolation from services and employment centres can prevent immediate adoption of alternative, more environmentally friendly choices. For example, road design should continue to consider car ownership in greenfield development and rural areas to recognise that public transport is not available and that key employers, such as NZ Steel in Waiuku, have a disproportionate importance to small settlements.

vi)  **Local Board feedback to the Independent Council-Controlled Organisations Review**

That the Franklin Local Board:

a) note that the timing of the public engagement of the Council Controlled Organisations (CCO) Review precludes the Franklin Local board receiving and reflecting on current local views in providing local feedback; however, the board is comfortable providing feedback based on its own experiences

b) agree that the Council Controlled Organisations are an effective and efficient model for delivering services to Council and Aucklanders

c) agree that the CCO decision-making model enables sufficient political oversight,
public transparency and accountability; however note that culture and CCO priorities influence the degree to which a CCO delivers sufficiently to local outcomes

d) agree that it is appropriate that CCOs operate and present themselves as distinct from Auckland Council externally, if they are sufficiently and demonstrably connected with Auckland Council and each other internally and strategically.

e) identify the following opportunities to foster greater internal connection between Auckland Council, including local boards and the community:
   i. CCO staff and board members should receive governance inductions to create a shared understanding of the Auckland governance model and to generate a greater respect for respective roles and responsibilities.
   ii. CCOs should actively engage in the development of local strategic plans and reference local strategic priorities in the development of the statement of intent to facilitate regular, relevant and joined-up reporting and engagement.

f) propose that Auckland Council should facilitate local board input into the development and approval of CCO Statement of Intent (SOIs), including providing analysis of SOIs in terms of local outcomes and facilitating formal feedback, and in doing so provide a platform for ongoing engagement and delivery partnerships. The board suggests that a stronger role in prescribing the priorities and key performance indicators of CCOs could be modelled on Central Government and State-Owned Enterprise accountability processes. This will strengthen Auckland Council and CCO collaboration and address the perception that CCOs do not adequately respond to Council and community priorities.

g) note that, with the exception of Panuku Development Auckland, CCOs do not take a place-based approach to delivery, which creates a disconnect with local and community aspirations. The independent panel has an opportunity to consider and clarify the mandate of CCOs in the place-shaping space and emphasise that every CCO should factor this into their projects, in collaboration with the relevant local board.

h) provide the following feedback on the approach to roles and responsibilities, accountability and engagement with council and community by CCOs:

I. Auckland Transport
   • does not sufficiently and consistently enable local boards to represent the views of their community through their consultation and engagement initiatives
   • does not recognize local priorities and outcomes in the planning and delivery of projects and initiatives. Consideration could be given to Auckland Council taking on some AT responsibilities less suited to a roading authority eg design and specifications of roads in green field areas, and footpaths and trails in rural areas
   • does not proactively participate in integrated delivery initiatives at the local level
   • culture does not demonstrate a respect for the role of local boards i.e. as having governance responsibility at the local level. AT Board Relationship Managers are not well supported by organisational culture and are therefore largely ineffective in identifying and promoting partnership approaches to delivery

II. Auckland Tourism Events and Economic Development
   • beyond event delivery, displays limited support for opportunities to develop or deliver business and business sector (including tourism) development
initiatives outside the city centre

- are making local engagement improvements following the initiation of the local board engagement plan and appointment of a local board liaison resource
- note that this resource will need to be supported by organizational culture, be adequately positioned within the organization to be successful
- has enabled Local Board and ATEED board engagement which is applauded and supported.

III. Panuku Development Auckland

- are successful in engaging with local communities in the development of projects and activities
- are accessible and approachable at both a staff and board level and try to understand the strategic and operation constraints of the local environment
- could do some work to improve relationships with council departments and other CCOs who from time to time demonstrate they are not engaged in Panuku activities.
- has enabled local board and ATEED board engagement which is applauded and supported.

IV. Regional Facilities Auckland (RFA)

- noting that while the Franklin Local Board area does not have any regional facilities, Regional Facilities regularly and adequately engages with the local board through their Elected Member Relationship Manager.
- could work more proactively to create opportunities to service local communities, including understanding what the local priorities are and how RFA resources could support delivery.
- has enabled local board and RFA board engagement, however note that while this annual social event is enjoyable, it does not effectively establish and maintain governor-to-governor relationships.

V. Watercare

- are successful in engaging with local communities in the development of projects and activities
- are accessible and approachable at both a staff and board level and try to understand the local environment, noting that part of their operation is based in the Franklin Local Board area
- have successfully demonstrated an ability to work across Auckland and CCOs in their support for the Hūnua Trail (with Community Services and ATEED), and through the development of the Clevedon Water Reticulation Targeted Rate initiative (with Healthy Waters).

vii) Public feedback on proposed new Food Safety Information Bylaw 2020

That the Franklin Local Board:

a) note the public feedback to the proposed new Food Safety Information Bylaw 2020 by people from the Franklin Local Board area contained in this agenda report.

viii) McNicol Homestead Reserve - Classification as Historic Reserve

That the Franklin Local Board:

a) approve the classification of the following parcels of land as historic reserve under section 16(2A) of the Reserves Act 1977 being part of McNicol
Homestead, 2R, 12 R and 80R McNicol Road, Clevedon:

i. Lot 8, Deposited Plan 356440 contained in Record of Title 230156 and comprising 1,0966 hectares is held as an unclassified local purpose (recreation) reserve under the Reserves Act 1977 (2R McNicol Road);

ii. Lot 1, Deposited Plan 89145 contained in Record of Title A46B/268 comprising 4315m² more or less and held as an unclassified historic reserve under Reserves Act 1977 (12R McNicol Road);

iii. Lot 1, Deposited Plan 429258 contained in Record of Title 580536 comprising 2706 m² more or less and is held as unclassified recreation reserve under the Reserves Act 1977 (80R McNicol Road).

iix) Prospect Terrace foot path extension concept design
That the Franklin Local Board:

a) approve the pathway extension concept design connecting Prospect Terrace and Franklin Road as provided in Attachment A of the report.

ix) Correction to a road type (Suffix) at the new subdivision within Stage 6 of the Auranga development in Drury.
That the Franklin Local Board:

a) rescind resolution FR/2019/16 to name ROAD 6 ‘Ata Drive’ (due to incorrect road type used), within the subdivision at the Auranga Development (Stage 6) in Drury (Council reference BUN60310376 & SUB60310378), in accordance with section 319(1)(j) of the Local Government Act 1974.

b) approve the replacement road type for ROAD 6 as ‘Ata Road’ within the subdivision at the Auranga Development (Stage 6) in Drury (Council reference BUN60310376 & SUB60310378), in accordance with section 319(1)(j) of the Local Government Act 1974.

x) Franklin Local Board Grants Programme 2020/2021
That the Franklin Local Board:

a) adopt the Franklin Grants Programme 2020/2021.

Ngā tāpirihanga / Attachments

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<tr>
<th>Author</th>
<th>Denise Gunn - Democracy Advisor - Franklin</th>
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<tr>
<td>Authoriser</td>
<td>Carol McKenzie-Rex - Relationship Manager for Franklin and Howick Local Boards</td>
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Franklin Local Board urgent decision on 24 March 2020 -
Franklin Local Board business meeting agenda items

Te take mō te pūrongo
Purpose
1. To seek an urgent decision from delegated board members on a range of items that would
ordinarily have been considered at the Franklin Local Board business meeting scheduled
for 24 March 2020.

Te tikanga whakatau-kaupapa wawe
Urgent decision-making process
2. At its meeting on 26 November 2019 the Franklin Local Board resolved (FR/2019/168) the
following in relation to urgent decision-making:

That the Franklin Local Board:
a) adopt the urgent decision-making process for matters that require a decision where it
is not practical to call the full board together and meeting with requirements of a
quorum.
b) delegate authority to the chair and deputy chair, or any person acting in these roles, to
make urgent decisions on behalf of the local board.
c) agree that the relationship manager (or any person/s acting in this role) will authorise
the urgent decision-making process by signing off an authorisation memo.
d) note that all urgent decisions will be reported to the next ordinary business meeting of
the local board.

3. The board unanimously agreed at an audio-visual meeting on 24 March 2020 that an
additional board member, Alan Cole, should review and approve the decision on item 11
Karaka Sports Park One Local Initiative, Detailed Business Case, noting that the chair of
the board, Andrew Baker, declared an interest in this item.

4. The Relationship Manager signed off the authorisation memo, including the additional
member approval, and authorised the use of the urgent decision-making process on this
matter on 24 March 2020 (Attachment 1).

Te take me whakawawe
Reason for urgency
5. A pneumonia of unknown cause (known as coronavirus) was detected in Wuhan, China
was first reported to the World Health Organisation (WHO) Country Office in China on 31
December 2019.

6. The outbreak was declared a Public Health Emergency of International Concern on 30
January 2020 and on 11 February 2020, WHO announced a name for the new coronavirus
disease: COVID-19, and on the 11 March 2020, COVID-19 was assessed by WHO as a
pandemic.

7. The New Zealand Government has subsequently led the development of recommendations
to prevent the spread of Covid-19, including New Zealand's four-level COVID-19 alert
system that specifies public health and social measures to be taken against COVID-19
(Attachment 2).

8. At 24 March 2020, New Zealand is at alert level 3, with the following consequences:
   • travel in areas with clusters or community transmission limited
   • affected educational facilities closed
Franklin Local Board
05 May 2020

- mass gatherings cancelled
- public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks)
- alternative ways of working required and some non-essential businesses should close
- non face-to-face primary care consultations
- non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised.

9. The Franklin Local Board business meeting was scheduled for 24 March 2020 with the agenda published at the following link [https://infocouncil.aucklandcouncil.govt.nz](https://infocouncil.aucklandcouncil.govt.nz) on 19 March 2020.

10. On 23 March 2020, staff recommended and the board agreed that the public business meeting of the Franklin Local Board 24 March 2020 be cancelled in support the national effort to contain COVID-19.

11. The board have unanimously agreed an alternative decision-making process to enable decision making outside of the scheduled business meeting (i.e. the Urgent Decision process) to facilitate selected decisions and enable staff to continue council business where possible.

12. Board member Alan Cole was nominated by the board as a third signatory (special signatory) to the decision, noting that the chair (as a delegated urgent decision-maker) had declared a conflict in one of the items.

13. The chair and deputy chair (the delegated decisions makers) and Alan Cole as special signatory sought feedback from the board on decisions and approach via an extra-ordinary Skype meeting of the board 24 March 2020, with unanimous support.

14. An urgent decision is required to enable council and board business to continue despite the cancellation of the 24 March 2020 business meeting, noting that the timing of the next business meeting is currently uncertain due to the evolving nature of the COVID-19 pandemic response.

Te horopaki

Context

15. Local board decision-making on local issues, activities and services, input into regional strategies and policies and plans takes place at Local Board business meetings. The business meetings are scheduled at the beginning of an electoral term and typically take place once a month.

16. The Franklin Local Board had scheduled a business meeting for 24 March 2020, with a range of procedural and content items on the agenda for board consideration as detailed in the table of contents below (table 1 – Franklin Local Board Open Agenda 24 March 2020 table of contents).

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<td>Correction to a road type (suffix) at the new subdivision within Stage 6 of the Auranga development in Drury</td>
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17. Local Board Services staff worked with the Chair and Deputy Chair to develop draft recommendations/decisions to be considered at the business meeting and these were circulated with the board on Friday 20 March as per the usual process.

18. On Monday 23 March, the Chair of the board and Relationship Manager for the Franklin Local Board (who is delegate to the Auckland Council Chief Executive) made the decision to cancel the 24 March business meeting according to procedure outlined in Standing Orders of the Franklin Local Board 8 July 2019, section 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 the reason 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.”
19. This decision was made in support the national effort to contain COVID-19 and is further explained in the ‘Reason for Urgency’ section above. The next scheduled Franklin Local Board meeting is Tuesday 28 April 2020; however at this time it is unclear if decisions will be made through standard business meeting process. This will depend on if there are changes to legislation to allow for quorum to be achieved via audio-visual link or if the national alert level has changed.

20. Subsequent to cancellation, the board met via audio-visual link to discuss how best support decision-making in the absence of the business meeting. At this meeting the board;

a) reviewed the agenda and agreed to make decisions on agenda items 11-21 using the Urgent Decision process

b) reviewed the chairs recommendations and agreed unanimously on the scope and wording of decisions

c) noted the declaration of interest from Chair Andrew Baker regarding item 11 whereby there may be a perception of a conflict of interest between his role of Chair, and association with Karaka Rugby as a key stakeholder in the development of Karaka Sports Park.

d) agreed to add board member Alan Cole as a special signatory to the urgent decision, including on item 11, to address any perceived conflict.

Tātaritanga me nga tohutohu
Analysis and advice

21. The agenda of the 24 March business meeting is outlined in Table 1 – Franklin Local Board Open Agenda 24 March 2020 Table of Contents. Supporting reports to inform decision making (the agenda) is appended as Attachment 3.

22. Items 1-10 are largely procedural, recording current and future meeting attendance and allowing time for public forum and public deputations. Beyond choosing to note or receive items, these items do not require a decision from the board.

23. Items 22-23 seek board approval of workshop records and to publicly note the forward work calendar. Beyond noting acceptance, neither generate further council activity.

24. Items 11-21 require decisions or feedback from the board as part of wider council programmes and have either strategic or operational implications that would ultimately be delayed by a delay in decision-making.

25. National restrictions on physical contact as part of the COVID-19 pandemic response will delay physical delivery on projects and programmes, including preventing local boards from achieving a business meeting quorum at this time (enabling decision-making to progress council activities).

26. Since the direction to progress to development of an urgent decision, New Zealand has moved to COVID-19 alert level 4, known as ‘Lockdown’, meaning only desk-top progress can be made on council activities.

27. Although the next board meeting is scheduled for April 28, 2020, there is no guarantee that restrictions on physical contact will have been lifted at that time, nor that any changes at a national level will have been made to enable decision-making by audio-visual conference.

28. In making decisions now, and not waiting for the next scheduled business meeting, the board will enable staff to progress planning, and continue process associated with the range of activities impacted by decisions sought through Items 11-21.
Ngā mahi ā-muri

Next steps

29. If the recommendations are adopted the next steps are:
   a) for the Franklin Local Board recommendations be approved
   b) for a copy of the urgent decision and recommendations to be forwarded to report writers to enable them to progress activities.
   c) to report this urgent decision, including attachments and the associated authorisation memo and this urgent decision to the next business meeting for public information.

Ngā tūtohunga

Recommendation/s

a) That the Franklin Local Board approve the following recommendations in response to items 11-21 of the Franklin Local Board Business Meeting Agenda 24 March 2020;

11 Karaka Sports Park One Local Initiative, Detailed Business Case

That the Franklin Local Board:
   a) endorse the Karaka Sports Park detailed business case
   b) approve the sports field layout and multisport facility concept plans and location as the preferred development options for the Karaka Sports Park development as outlined in the report
   c) support a report being progressed to the Finance and Performance Committee in May 2020 requesting $28.3 million from the One Local Initiative 10 Year Programme to enable the development of Karaka Sports Park as outlined in the detailed business case
   d) Note the successful approach to stakeholder engagement as part of detailed business case development and congratulate staff for their good work.

12 Franklin Sport and Active Recreation Facilities Plan - allocation of funding for projects in 2019/2020.

That Franklin Local Board approve the following grants from line item 1256 of the 2019/2020 local board work programme:
   a) $50,000 to Counties Manukau Hockey Association towards renewal of a hockey turf at Rosa Birch Park, Pukekohe
   b) $50,000 to Franklin Gymsports Incorporated towards updating its feasibility study and preparing a business case for a gymsports facility.

13 Sport and Recreation Facilities Investment Fund - applications from sports groups in the Franklin Local Board area.

That the Franklin Local Board:
   a) does not endorse a Sport and Recreation Facility Investment Fund application from Franklin Gymsports for $56,000 to the 2019/2020 grant fund to update its feasibility study and prepare a business case for a new purpose built gymsports facility. The local board has already funded this initiative at its March 2020 business meeting in item 12.
   b) endorse an application from the Pōhutukawa Coast Mountain Bike Club for $150,000, to the 2019/2020 Sport and Recreation Facilities Investment Fund, to waterproof mountain bike tracks in the Maraeatai/Waiho block of Whitford Forest and construct new tracks in Whitford Forest.
c) endorse an application from Franklin Mountain Bike Club for $50,000 to the 2019/2020 Sport and Recreation Facilities Investment Fund, to waterproof mountain bike tracks and extend a track at Puni Recreation Reserve

d) endorse an application from Bombay Rugby Club for $52,500 to the 2019/2020 Sport and Recreation Facilities Investment Fund, to complete a needs assessment, feasibility and business case to upgrade sports fields and field B lights at Bombay Rugby Club.

14 Auckland Transport monthly update to the Franklin Local Board - March 2020

That the Franklin Local Board:

a) receive the March 2020 Auckland Transport monthly update.

b) appoint the following members to be the nominated local board members as transport representatives within their subdivision for the 2019-2022 electoral term:
   - Lance Gedge for the Wairoa sub-division
   - Matthew Murphy for the Waiuku sub-division
   - Andrew Baker for the Pukekohe sub-division

c) appointed Transport Representatives are authorised by the board to:
   i. prepare and provide local board area views on transport issues, works or projects within their area that are time-sensitive and that are unable to be presented to the whole board via weekly workshops
   ii. receive staff notifications of areas that may involve reputational, financial, performance or political risk.

d) note that appointed transport representatives are expected to consult with other board members where practical, ensure board members are updated on views provided at the next available opportunity.

e) request that the Local Board Chair is copied in on all requests.

15 Te Tāruke-ā-Tāwhiri: Auckland’s Climate Action Framework - Proposed changes

That the Franklin Local Board:

a) support the changes to the draft Te Tāruke-ā-Tāwhiri: Auckland’s Climate Action Framework including:
   - introducing three pillars representing the core drivers for climate action (i.e. a place-based approach; emissions reduction; preparing for climate change)
   - moving from eleven key moves to eight priorities
   - changing the title from Te Tāruke-ā-Tāwhiri: Auckland’s Climate Action Framework to Te Tāruke-ā-Tāwhiri: Auckland’s Climate Plan.

b) note that isolation from services and employment centres can prevent immediate adoption of alternative, more environmentally friendly choices. For example, road design should continue to consider car ownership in greenfield development and rural areas to recognise that public transport
is not available and that key employers, such as NZ Steel in Waiuku, have a disproportionate importance to small settlements.

c) request that in developing actions, moves and initiatives to deliver Te Tāruke-a-Tawhiri: Auckland’s Climate Plan, a place-based partnership approach is taken to enable full consideration for greenfield development, remote and rural community perspectives.

d) signal an intention to propose support for the goals of draft Te Tāruke-a-Tawhiri: Auckland’s Climate Plan within the draft Franklin Local Board Plan 2020.

16 Local Board feedback to the Independent Council-Controlled Organisations Review

That the Franklin Local Board:

a) note that the timing of the public engagement of the Council Controlled Organisations (CCO) Review precludes the Franklin Local board receiving and reflecting on current local views in providing local feedback; however, the board is comfortable providing feedback based on its own experiences

b) agree that the Council Controlled Organisations are an effective and efficient model for delivering services to Council and Aucklanders

c) agree that the CCO decision-making model enables sufficient political oversight, public transparency and accountability; however note that culture and CCO priorities influence the degree to which a CCO delivers sufficiently to local outcomes

d) agree that it is appropriate that CCOs operate and present themselves as distinct from Auckland Council externally, if they are sufficiently and demonstrably connected with Auckland Council and each other internally and strategically.

e) identify the following opportunities to foster greater internal connection between Auckland Council, including local boards and the community:

   i. CCO staff and board members should receive governance inductions to create a shared understanding of the Auckland governance model and to generate a greater respect for respective roles and responsibilities.

   ii. CCOs should actively engage in the development of local strategic plans and reference local strategic priorities in the development of the statement of intent to facilitate regular, relevant and joined-up reporting and engagement.

f) propose that Auckland Council should facilitate local board input into the development and approval of CCO Statement of Intent (SOIs), including providing analysis of SOIs in terms of local outcomes and facilitating formal feedback, and in doing so provide a platform for ongoing engagement and delivery partnerships. The board suggests that a stronger role in prescribing the priorities and key performance indicators of CCOs could be modelled on Central Government and State-Owned Enterprise accountability processes. This will strengthen Auckland Council and CCO collaboration and address the perception that CCOs do not adequately respond to Council and community priorities.

g) note that, with the exception of Panuku Development Auckland, CCOs do not take a place-based approach to delivery, which creates a disconnect with local and community aspirations. The independent panel has an opportunity to consider and clarify the mandate of CCOs in the place-
shaping space and emphasise that every CCO should factor this into their projects, in collaboration with the relevant local board.

h) provide the following feedback on the approach to roles and responsibilities, accountability and engagement with council and community by CCOs:

i. Auckland Transport
   • does not sufficiently and consistently enable local boards to represent the views of their community through their consultation and engagement initiatives
   • does not recognize local priorities and outcomes in the planning and delivery of projects and initiatives. Consideration could be given to Auckland Council taking on some AT responsibilities less suited to a roading authority eg design and specifications of roads in green field areas, and footpaths and trails in rural areas
   • does not proactively participate in integrated delivery initiatives at the local level
   • culture does not demonstrate a respect for the role of local boards i.e. as having governance responsibility at the local level. AT Board Relationship Managers are not well supported by organisational culture and are therefore largely ineffective in identifying and promoting partnership approaches to delivery

ii. Auckland Tourism Events and Economic Development
   • beyond event delivery, displays limited support for opportunities to develop or deliver business and business sector (including tourism) development initiatives outside the city centre
   • are making local engagement improvements following the initiation of the local board engagement plan and appointment of a local board liaison resource
   • note that this resource will need to be supported by organizational culture, be adequately positioned within the organization to be successful
   • has enabled Local Board and ATEED board engagement which is applauded and supported.

iii. Panuku Development Auckland
   • are successful in engaging with local communities in the development of projects and activities
   • are accessible and approachable at both a staff and board level and try to understand the strategic and operation constraints of the local environment
   • could do some work to improve relationships with council departments and other CCOs who from time to time demonstrate they are not engaged in Panuku activities.
   • has enabled local board and ATEED board engagement which is applauded and supported.

iv. Regional Facilities Auckland (RFA)
   • noting that while the Franklin Local Board area does not have any regional facilities, Regional Facilities regularly and adequately engages with the local board through their Elected Member Relationship Manager.
• could work more proactively to create opportunities to service local communities, including understanding what the local priorities are and how RFA resources could support delivery.

• has enabled local board and RFA board engagement, however note that while this annual social event is enjoyable, it does not effectively establish and maintain governor-to-governor relationships.

v. Watercare
• are successful in engaging with local communities in the development of projects and activities
• are accessible and approachable at both a staff and board level and try to understand the local environment, noting that part of their operation is based in the Franklin Local Board area
• have successfully demonstrated an ability to work across Auckland and CCOs in their support for the Hūnua Trail (with Community Services and ATEED), and through the development of the Clevedon Water Reticulation Targeted Rate initiative (with Healthy Waters).

17 Public feedback on proposed new Food Safety Information Bylaw 2020
That the Franklin Local Board:
   a) note the public feedback to the proposed new Food Safety Information Bylaw 2020 by people from the Franklin Local Board area contained in this agenda report.

18 McNicol Homestead Reserve - Classification as Historic Reserve
That the Franklin Local Board:
   a) approve the classification of the following parcels of land as historic reserve under section 16(2A) of the Reserves Act 1977 being part of McNicol Homestead, 2R, 12 R and 80R McNicol Road, Clevedon:
      i. Lot 8, Deposited Plan 356440 contained in Record of Title 230156 and comprising 1,0966 hectares is held as an unclassified local purpose (recreation) reserve under the Reserves Act 1977 (2R McNicol Road);
      ii. Lot 1, Deposited Plan 89145 contained in Record of Title A488/268 comprising 4315m² more or less and held as an unclassified historic reserve under Reserves Act 1977 (12R McNicol Road);
      iii. Lot 1, Deposited Plan 429258 contained in Record of Title 580536 comprising 2706 m² more or less and is held as unclassified recreation reserve under the Reserves Act 1977 (80R McNicol Road).

19 Prospect Terrace foot path extension concept design
That the Franklin Local Board:
   a) approve the pathway extension concept design connecting Prospect Terrace and Franklin Road as provided in Attachment A of the report.

20 Correction to a road type (Suffix) at the new subdivision within Stage 6 of the Auranga development in Drury.
That the Franklin Local Board:
a) rescind resolution FR/2019/16 to name ROAD 6 ‘Ata Drive’ (due to incorrect road type used), within the subdivision at the Auranga Development (Stage 6) in Drury (Council reference BUN60310376 & SUB60310378), in accordance with section 319(1)(j) of the Local Government Act 1974.

b) approve the replacement road type for ROAD 6 as ‘Ata Road’ within the subdivision at the Auranga Development (Stage 6) in Drury (Council reference BUN60310376 & SUB60310378), in accordance with section 319(1)(j) of the Local Government Act 1974.

21 Franklin Local Board Grants Programme 2020/2021
That the Franklin Local Board:

a) adopt the Franklin Grants Programme 2020/2021.

Ngā tāpirihanga

Attachments Attachment 1 Urgent Decision authorisation memo
Attachment 2 COVID-19 alert levels
Attachment 3 Franklin Local Board Open Agenda, 24 March 2020.

Ohia tanga

Approval

The chair and deputy chair acting under delegated authority (FR/2019/168) confirm they have made this urgent decision on behalf of the Franklin Local Board. A special signatory, nominated by the board 24 March 2020, member Alan Cole, confirms his approval of item 11, noting that the chair declared an interest in this item.

Andrew Baker
Chair, Franklin Local Board

Date 27/03/20

Angela Fulljames
Deputy Chair, Franklin Local Board

Date 27/03/20

Alan Cole
Franklin Local Board

Date 27/03/20
Authorisation Memo

24 March 2020

To: Carol McKenzie-Rex, Relationship Manager Franklin & Howick Local Boards
From: Georgina Gilmour, Senior Adviser to the Franklin Local Board

Urgent Decision Franklin Local Board – 24 March 2020

Franklin Local Board agenda items

Purpose

1. The purpose of this memo is to seek authorisation from the Local Board Relationship Manager to use the Urgent Decision-making process to make decisions on selected items included on the 24 March 2020 business meeting agenda.

Authority for the urgent decision-making process

2. At its meeting on 26 November 2019 the Franklin Local Board resolved (FR/2019/168) the following in relation to urgent decision-making:

That the Franklin Local Board:

a) adopt the urgent decision-making process for matters that require a decision where it is not practical to call the full board together and meeting with requirements of a quorum.
b) delegate authority to the chair and deputy chair, or any person acting in these roles, to make urgent decisions on behalf of the local board.
c) agree that the relationship manager (or any person/s acting in this role) will authorise the urgent decision-making process by signing off an authorisation memo.
d) note that all urgent decisions will be reported to the next ordinary business meeting of the local board.

Reason for the urgency

3. A pneumonia of unknown cause (known as coronavirus) was detected in Wuhan, China was first reported to the World Health Organisation (WHO) Country Office in China on 31 December 2019.
4. The outbreak was declared a Public Health Emergency of International Concern on 30 January 2020 and on 11 February 2020, WHO announced a name for the new coronavirus disease: COVID-19, and on the 11 March 2020, COVID-19 was assessed by WHO as a pandemic.
5. The New Zealand Government has subsequently led the development of recommendations to prevent the spread of COVID-19, including New Zealand’s four-level COVID-19 alert system that specifies public health and social measures to be taken against COVID-19.
6. At 24 March, New Zealand is at alert level 3, with the following consequences;
   • travel in areas with clusters or community transmission limited
   • affected educational facilities closed
   • mass gatherings cancelled
Attachment B

Item 14

- public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks)
- alternative ways of working are required, and some non-essential businesses should close
- non face-to-face primary care consultations
- non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised.

7. Auckland Council remains open for business, which includes essential services such as rubbish and recycling. The organisation has notified the public that as the situation is an unprecedented and fast-moving global event, there may be changes to some of our services as part of the crisis management response.

8. The Franklin Local Board business meeting was scheduled for 24 March 2020 with the agenda published at the following link https://infocouncil.aucklandcouncil.govt.nz.

9. On 23 March 2020, staff recommended, and the board agreed that the public business meeting of the Franklin Local Board 24 March 2020 be cancelled in support of the national effort to contain COVID-19.

10. The board have unanimously agreed an alternative decision-making process to enable decision making outside of the business meeting schedule i.e. the Urgent Decision process.

11. The board members have unanimously supported the use of this process to facilitate selected decisions and enable staff to continue council business where possible, noting that New Zealand will move to COVID-19 alert level 4 on 11.59pm Wednesday 25 March for an unknown period. It is unclear therefore, when the board will have an opportunity to make decisions.

12. The Chair and Deputy Chair (the delegated decisions makers) canvassed board members on the items to have been received by the board on 24 March by audio-visual link, and board members have informally agreed recommendations in response to agenda items 11-21. These agreed recommendations will be reflected in the urgent decision.

13. Board member Alan Cole was nominated by the board as a third signatory to the decision, noting that the chair (as a delegated urgent decision-maker) has declared an interest in item 11 to address any perceived conflict.

Authorisation of the use of the urgent decision-making process

Date 25/03/20

Carol McKenzie-Rex
Relationship Manager, Franklin & Howick Local Boards
Stages of alert

**ALERT LEVEL ONE: PREPARE**
Covid-19 in NZ, but contained
- Activate border measures
- Contact tracing
- Cancel mass gatherings of more than 500 people
- Stay at home if sick and report flu-like symptoms
- Intensive testing for Covid-19
- Physical distancing encouraged

**ALERT LEVEL TWO: REDUCE**
Contained but risk of community transmission growing
- Entry border measures maximised
- Further restrictions on mass gatherings
- Physical distancing on public transport
- Limit non-essential travel around country
- Employer to begin alternative ways of working if possible (shift work, working from home etc)
- Business contingency plans activated
- High risk people to remain at home (over 70s, people with existing conditions)

**ALERT LEVEL THREE: RESTRICT**
Heightened risk that disease not contained
- Travel in areas of community transmission limited
- Affected educational facilities closed
- Mass gatherings cancelled
- Public venues closed
- Alternative ways of working required and some non-essential businesses closed
- Non-face-to-face primary care consultations
- Elective surgeries and procedures deferred and healthcare staff reprioritised

**ALERT LEVEL FOUR: ELIMINATE**
Likely that disease not contained
- People to stay at home
- Educational facilities closed
- All non-essential businesses closed
- Rationing of supplies and requisitioning of facilities
- Severe travel restrictions
- Major reprioritisation of healthcare services
Note that this is not printed in the interests of environmental sustainability.

Refer to online copy https://infocouncil.aucklandcouncil.govt.nz
Te take mō te pūrongo / Purpose of the report
1. To report on the urgent decision made by Franklin Local Board regarding feedback on the Auckland Roads and Streets Refresh consultation.

Whakarāpopototanga matua / Executive summary
2. At its meeting on 26 November 2019 the Franklin Local Board resolved (FR/2019/168) the following in relation to urgent decision-making:
   
   That the Franklin Local Board:

   a) adopt the urgent decision-making process for matters that require a decision where it is not practical to call the full board together and meeting with requirements of a quorum.

   b) delegate authority to the chair and deputy chair, or any person acting in these roles, to make urgent decisions on behalf of the local board.

   c) agree that the relationship manager (or any person/s acting in this role) will authorise the urgent decision-making process by signing off an authorisation memo.

   d) note that all urgent decisions will be reported to the next ordinary business meeting of the local board.

3. The Relationship Manager for the Franklin Local Board authorised the urgent decision-making process as a result of the COVID-19 lockdown that has impacted local board meetings and the ability for the local board to resolve accordingly.

4. Feedback on behalf of the Franklin Local Board was approved under delegated authority of the Chair and Deputy Chair on the Auckland Roads and Streets Refresh (Attachment A).

Ngā tūtohunga / Recommendation/s
That the Franklin Local Board:

a) note the urgent decision providing Franklin Local Board’s feedback on the Auckland Roads and Streets Refresh (Attachment A).

Ngā tāpirihanga / Attachments
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Ngā kaihaina / Signatories

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<tr>
<th>Author</th>
<th>Denise Gunn - Democracy Advisor - Franklin</th>
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<tr>
<td>Authoriser</td>
<td>Carol McKenzie-Rex - Relationship Manager for Franklin and Howick Local Boards</td>
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Memo

To: Shane Ellison, Chief Executive, Auckland Transport
cc: Kenneth Tuai, Elected Member Relationship Manager, Auckland Transport
From: Franklin Local Board

Subject: Refresh of Auckland’s Roads and Streets Framework

14 April 2020

Purpose
To provide approved feedback to Auckland Transport on the Road and Streets Framework (RASF).

Reason for the urgency
The reason for the local board’s urgent decision-making process being used:
- Local board feedback to Auckland Transport closes by the 14th April 2020
- The local board is currently working in a COVID-19 Alert Level 4 pandemic environment which prompted the cancellation of the 28 March business meeting.
- The next available business meeting takes place after the feedback is due.

Context
The Franklin Local Board acknowledges the important role that the RASF plays in bridging the gap between the local area network and regional network plans for future developments. Local board members have reviewed the RASF memo to local boards from Andrew McGill and have provided feedback on the local context and implications. The board has resolved its feedback on the refresh of Auckland’s Roads and Streets Framework through the urgent decision below.

An urgent decision on behalf of the local board is required to be endorsed by the chair and deputy chair (or any person acting in these roles) as set out in the Franklin Local Board urgent decision process (FR/2019/168).

Franklin Local Board Resolution
That Franklin Local Board endorses feedback on the refresh of Auckland’s Roads and Streets Framework as follows:

- Current narrow road designs with small indented on-street parking is leading to problems for large vehicles including buses, waste collection, and more alarmingly emergency vehicles who are unable to safely traverse the roads when cars are parked either legally or illegally.

- It is also leading to illegal parking on grass berm and footpaths due to lack of legitimate parking space, lack of alternative transport options (public transport and contiguous cycling / walking options) and a disconnect between urban design and existing transport modal planning.
Item 15

- Rural towns and settlements have to rely on private transport just because of their remote proximity to urban Auckland, and therefore it is not uncommon for a single-family household to have up to 5 cars. With smaller section sizes and narrow streets for on-street parking being implemented in rural settlements and towns, there are impacts with large vehicles using the roads to connect between rural and urban based industries.

- Narrow road designs are often used in cul-de-sacs with no available alternative route to get to a certain address in an emergency, which may create delays for emergency vehicles trying to navigate these roads.

- Any future developments need to calculate the inclusion of public transport as there are many current examples that can be highlighted where this has not happened i.e. Winterman Road connecting to Pine Harbour Marina as well as the new part of Jack Lachlan Drive, Lisle Farm Road and southern end of Twomey Drive in Pukekohe.

- Do not use a one-size-fits-all approach to new roads and talk to the local board who know their areas well, so they can scrutinise and feedback on the designs. Flexibility in design guidelines is required to provide greater safety, and also placemaking in terms of design.

- The matrix used is subjective and there is no way of identifying the difference between rural and urban. The concern is what the matrix means in practice, and how this will determine things like lane width and parking requirement.

- A street with high-end retail, bars and restaurants along it may attract people from a wider catchment (i.e. across the city) and thus have a higher strategic significance for ‘place’. However, a residential street with a local dairy and café will attract people from a much smaller catchment and so will have a lower strategic significance for ‘place’. This point is not always the case, as an area may experience attraction from a wider catchment due to being a visitor destination. e.g. Clevedon and Kawakawa Bay

- Page 17: “To enable robust decision making, it is important to understand what the character of the road or street may be in the future”. The Pine Harbour example did not do this, nor did the Benjamin Way Monument Rd subdivision.

- There is a lot of emphasis on cycling and walking, but lanes that are properly separated are not being carried out in all greenfield development or being linked to planned path connections. Time is of the essence, as we may lose valuable opportunities for a modal shift for local travel during the planning and build stage of these developments in Franklin.

- There needs to be differing design and construction standards for urban pathways and rural pathways to allow greater ability to provide for low volume but high safety pathways in rural areas, in particular to connect to rural schools. These paths should be able to be constructed using aggregate and through collaboration with the community e.g. Orere Point and Ararimu paths.

- Chapter 4: Conflict and Compromise – “Specialists from the relevant teams within Auckland Transport, Auckland Council and relevant Local Board should be engaged, if required, to help identify what compromises are acceptable as it is important that the right people are involved in these discussions.” The local board advocate strongly for the board to be engaged with any important compromises.

- Page 25: Leads from Integrated Network Planning, Design & Standards, Auckland Design Office. Clarification is required on which organisation is responsible now that the Auckland Design Office no longer exists.
Franklin Local Board
05 May 2020

Urgent Decision

Franklin Local Board feedback on the Auckland Roads and Streets Refresh consultation

Signed by Carol McKenzie
Relationship Manager, Franklin Local Board Date 24 April 2020

Andy Baker
Chairperson, Franklin Local Board Date 14 April 2020

Angela Fulljames
Deputy Chairperson, Franklin Local Board Date 14 April 2020
Te take mō te pūrongo / Purpose of the report
1. To report on the urgent decision made by Franklin Local Board regarding amendments to the Quick Response Grants round closing on 8 May 2020.

Whakarāpopototanga matua / Executive summary
2. At its meeting on 26 November 2019 the Franklin Local Board resolved (FR/2019/168) the following in relation to urgent decision-making:

   That the Franklin Local Board:
   a) adopt the urgent decision-making process for matters that require a decision where it is not practical to call the full board together and meeting with requirements of a quorum.
   b) delegate authority to the chair and deputy chair, or any person acting in these roles, to make urgent decisions on behalf of the local board.
   c) agree that the relationship manager (or any person/s acting in this role) will authorise the urgent decision-making process by signing off an authorisation memo.
   d) note that all urgent decisions will be reported to the next ordinary business meeting of the local board.

3. The Relationship Manager for the Franklin Local Board authorised the urgent decision-making process on three occasions since the last local board business meeting. In two instances the urgent decision process was triggered as a result of the COVID-19 lockdown that did not allow for resolution by the full local board. This urgent decision was required for the same reason and also because of the timing of the grant round.

4. The next scheduled meeting of the Franklin Local Board on 5 May 2020, was considered as too late for this decision to be made to allow for public communication of these changes to the grants round criteria.

5. The Franklin Local Board acknowledges the important role that community organisations play in the local board area, and that strong community groups are essential for vibrant and functional communities.

6. The local board has a grant funding round in progress and wishes to enable and prioritise applications responding to the needs of the community from the impact of COVID-19 and to increase the upper limit of grants considered on this occasion, given the extraordinary circumstances being faced by communities at this time.

7. The local board will continue to be guided by all other relevant grant policy, including the additional guidance of the Executive Leadership Team of Auckland Council on payment of grants during COVID-19 alert levels.
Ngā tūtohunga / Recommendation/s
That the Franklin Local Board:

a) note the following one-off changes to the Franklin Quick Response Grant Round closing on 8th May 2020, and request that these changes be promoted on the council website and through local communications support:

i) applications responding to the needs of the community from the impact of COVID-19 will be given higher priority

ii) the upper limit of grants be increased to $4000.

Ngā tāpirihanga / Attachments

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<tbody>
<tr>
<td>A1</td>
<td>Urgent Decision Franklin Local Board - amendment to Quick Response Grants Round May 2020</td>
<td>191</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Denise Gunn - Democracy Advisor - Franklin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Carol McKenzie-Rex - Relationship Manager for Franklin and Howick Local Boards</td>
</tr>
</tbody>
</table>
Memo

22 April 2020

To: Marion Davies, Grants and Incentives Manager
   Chris Baldock, Manager Local Communication

cc: Carol McKenzie-Rex, Relationship Manager, Franklin Local Board

From: Franklin Local Board

Subject: Franklin Local Board Quick Response Grant Round - open now until 8th May 2020

Purpose
To amend Franklin Local Board Quick Response Grant Round policy criteria in response to the Covid-19 pandemic.

Reason for the urgency
The reason for the local board’s urgent decision-making process being used:

- local board responsiveness to a grant round that is currently open to the community
- The local board is currently working in a COVID-19 Alert Level 4 pandemic environment
- The next available business meeting takes place on 5th May 2020, which is too late for the local board to resolve and communicate changes in policy criteria to community applicants.

Context
The Franklin Local Board acknowledges the important role that community organisations play in the local board area, and that strong community groups are essential for vibrant and functional communities.

The local board has a grant funding round in progress and wishes to enable and prioritise applications responding to the needs of the community from the impact of COVID-19 and to increase the upper limit of grants considered on this occasion, given the extraordinary circumstances being faced by communities at this time.

The local board will continue to be guided by all other relevant grant policy, including the additional guidance of the Executive Leadership Team of Auckland Council on payment of grants during COVID-19 alert levels.

An urgent decision on behalf of the local board is required to be endorsed by the chair and deputy chair (or any person acting in these roles) as set out in the Franklin Local Board urgent decision process (FR/2019/168).

Franklin Local Board Resolution:

That Franklin Local Board makes the following one-off changes to the Franklin Quick Response Grant Round which is currently open, closing on 8th May 2020, and that these changes be promoted on the council website and through local communications support:

(i) Applications responding to the needs of the community from the impact of COVID-19 will be given higher priority

(ii) The upper limit of grants be increased to $4000.
Urgent decision-making process authorisation

Signed by Carol McKenzie
Relationship Manager, Franklin Local Board 23 April 2020

Urgent decision approval

Andy Baker
Chairperson, Franklin Local Board 23 April 2020

Angela Fulljames
Deputy Chairperson, Franklin Local Board 23 April 2020
Franklin Local Board workshop records

File No.: CP2020/04426

Te take mō te pūrongo
Purpose of the report
1. To receive the Franklin Local Board workshop records for workshops held on 18 and 25 February; 3, 10 and 17 March; and 7 and 14 April 2020.

Whakarāpopototanga matua
Executive summary
2. The Franklin Local Board holds weekly workshops to facilitate oversight and delivery of projects in their work programme or that have significant local implications.
3. The local board does not make decisions at these workshops.
4. Workshops are not open to the public, but records of what was discussed and presented at the workshop are reported retrospectively.
5. Workshop records for the Franklin Local Board are attached for 18 and 25 February; 3, 10 and 17 March; and 7 and 14 April 2020.

Ngā tūtohunga
Recommendation/s
That the Franklin Local Board:
a) receive the Franklin Local Board workshop records for 18 and 25 February; 3, 10 and 17 March; and 7 and 14 April 2020.

Ngā tāpirihanga
Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Franklin Local Board workshop record 18 February 2020</td>
<td>195</td>
</tr>
<tr>
<td>B</td>
<td>Franklin Local Board workshop record 25 February 2020</td>
<td>197</td>
</tr>
<tr>
<td>C</td>
<td>Franklin Local Board workshop record 3 March 2020</td>
<td>199</td>
</tr>
<tr>
<td>D</td>
<td>Franklin Local Board workshop record 10 March 2020</td>
<td>201</td>
</tr>
<tr>
<td>E</td>
<td>Franklin Local Board workshop record 17 March 2020</td>
<td>203</td>
</tr>
<tr>
<td>F</td>
<td>Franklin Local Board workshop record 7 April 2020</td>
<td>205</td>
</tr>
<tr>
<td>G</td>
<td>Franklin Local Board workshop record 14 April 2020</td>
<td>207</td>
</tr>
</tbody>
</table>

Ngā kaihaina
Signatories

Author | Denise Gunn - Democracy Advisor - Franklin
Authoriser | Carol McKenzie-Rex - Relationship Manager for Franklin and Howick Local Boards
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held in the Local Board Chambers, Pukekohe Service Centre on 18 February 2020, commencing at 9.30am

**PRESENT**

**Chairperson:** Andrew Baker (to 3.42pm), Angela Fulljames (from 3.42pm)

**Members:** Angela Fulljames, Alan Cole, Sharlene Druyven, Amanda Kinzett, Malcolm Bell, Lance Gedge, Logan Soole, Matthew Murphy

**Apologies:** Nil

**Also present:** Carol McKenzie-Rex, Relationship Manager Georgina Gilmour Senior Advisor; Denise Gunn Democracy Advisor, Lucy Stallworthy Engagement Advisor, Coral Timmins Strategic Broker

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance Role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts Community &amp; Events (ACE)</strong></td>
<td>Oversight &amp; Monitoring</td>
<td>Franklin Youth Advisory Board – the Treasurer provided a review of recent activities and the board plans going forward. Franklin Arts Centre – the arts centre business planning project was reviewed with the board, and feedback was provided where requested.</td>
</tr>
<tr>
<td>Coral Timmins, Strategic Broker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ayla Johnstone, Franklin Youth Advisory Board</td>
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<tr>
<td>Treasurer</td>
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</tr>
<tr>
<td>Melissa Lelo, Specialist Advisor Youth, CEU</td>
<td></td>
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</tr>
<tr>
<td>Natalie Simpkin, Youghtown Paula Green, Arts Advisor Nansi Thompson, Franklin Arts Centre Manager</td>
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<td></td>
</tr>
<tr>
<td>Danica Waiti, Specialist Advisor Operations, CEU</td>
<td></td>
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</tr>
<tr>
<td><strong>Plans &amp; Places</strong></td>
<td>Oversight &amp; Monitoring</td>
<td>Waiuku Planning scoping study and outcomes reviewed. A report will be brought to a business meeting to conclude this work.</td>
</tr>
<tr>
<td>Craig Cairncross</td>
<td></td>
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</tr>
<tr>
<td>Vanessa Leddra</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Infrastructure &amp; Environment</strong></td>
<td>Keeping informed</td>
<td>Projects in the Environmental Services, Healthy Waters and Waste Solutions work streams were reviewed by the board.</td>
</tr>
<tr>
<td>Prasanthi Cottingham</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community Facilities</strong></td>
<td>Keeping informed</td>
<td>The new Community Facilities structure was introduced to the board, led by the new Area Operations Manager Franklin.</td>
</tr>
<tr>
<td>Eli Ewens, Area Operations Manager Franklin</td>
<td></td>
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</tr>
<tr>
<td>Peter Wrigley, Maintenance Delivery Coordinator</td>
<td></td>
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<tr>
<td>Marais Meyer, Maintenance Delivery Coordinator</td>
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</tr>
</tbody>
</table>
### Rural Halls update
Jane Cain, Rural Halls Advisor Franklin  
Rex Hewitt, Co-Creationz  
Dr Gillian Stewart, Co-Creationz  
Echo Janman Manager Service Improvement  
Jo Heaven, Rural Halls Advisor Rodney  
Kate Holst, Manager Community Led Places

- Local initiative/ specific decisions  
  Research into rural halls was discussed. Staff to return with a revised plan with specific costings allocated.

### Local Board Plan
Georgina Gilmour, Senior Advisor

- Setting direction, priorities, budgets  
  The board reviewed possible advocacy priorities for the local board plan.

### Inter-regional Marine Pest Pathway Management
Samantha Happy  
Sietse Bouma

- Input to regional decision-making  
  The board provided feedback to staff on the proposed recommendations and requested resolutions to be circulated to the board.

### Direction Setting
Orrin Kapua, Advisor

- Setting direction, priorities, budget  
  Various topics including regional consultations, local government conference, the annual budget and CCO review were discussed.

The workshop closed at 4.02pm
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held in the Local Board Chambers, Pukekohe Service Centre on 25 February 2020, commencing at 11.10 am

**PRESENT**

Chairperson: Andrew Baker, Angela Fulljames (for OLI item and from 1 pm – TSI item)

Members: Angela Fulljames, Alan Cole, Sharlene Druyven, Amanda Kinzett, Malcolm Bell, Lance Gedge, Logan Soole, Matthew Murphy

Apologies: Nil

Also present: Carol McKenzie-Rex, Relationship Manager; Georgina Gilmour, Senior Advisor; Denise Gunn, Democracy Advisor; Lucy Stallworthy Engagement Advisor.

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance Role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Local Initiative update – Karaka Sports Park</td>
<td>Oversight &amp; Monitoring</td>
<td>The board were briefed on draft detailed business case for investment in a Karaka Multi Sport facility. Staff to return to the board for formal endorsement in advance of a decision-making report to the Finance and Performance Committee in May 2020.</td>
</tr>
<tr>
<td>Roscoe Webb, Community Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATEED</td>
<td>Engagement</td>
<td>The proposed ATEED local board engagement plan was presented to the board for feedback.</td>
</tr>
<tr>
<td>Holly Franklin, ATEED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Southern Initiative (TSI)</td>
<td>Oversight &amp; Monitoring Providing direction</td>
<td>An update on the 19/20 ‘Mahia te Mahi’ programme delivered by Te Ara Rangatahi as part of the board funded Youth Connections programme was presented. Themes to be proposed for delivery through the 2020/21 Youth Connections programme were presented with formal board direction to be given through the annual work programming process and final decision-making on the proposal scheduled for June 2020.</td>
</tr>
<tr>
<td>Dhaya Haran, TSI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kahirangi Malcolm, Te Ara Rangitahi</td>
<td></td>
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</tr>
<tr>
<td>NZTA – Papakura to Bombay update</td>
<td>Keeping informed</td>
<td>The revised plans for several NZTA roading initiatives were discussed following government funding announcements.</td>
</tr>
<tr>
<td>Jenni Wild, Prasad Tala; NZTA</td>
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<tr>
<td>Kenneth Tuai, AT</td>
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<tr>
<td>Direction Setting</td>
<td>Providing direction</td>
<td>Direction on a variety of issues was provided by the board. Feedback from several recent engagement initiatives was reported for the board’s information.</td>
</tr>
<tr>
<td>Orrin Kapua, Lucy Stallworthy, Local Board Services</td>
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</tbody>
</table>
The workshop closed at 3.20 pm
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held in the Local Board Chambers, Pukekohe Service Centre on 3 March 2020, commencing at 9.30am

PRESENT
Chairperson: Andrew Baker
Members: Angela Fulljames, Alan Cole, Sharlene Druyven, Amanda Kinzett, Malcolm Bell, Lance Gedge, Logan Soole, Matthew Murphy
Apologies: None
Also present: Carol McKenzie-Rex, Relationship Manager Georgina Gilmour Senior Advisor; Denise Gunn Democracy Advisor, Orrin Kapua, Advisor

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance Role</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent Decision discussion</strong></td>
<td>Local initiative, specific decisions</td>
<td>The board finalised discussion on a proposed urgent decision regarding a change of activity at Franklin Pool &amp; Leisure.</td>
</tr>
<tr>
<td>Georgina Gilmour, Senior Advisor</td>
<td></td>
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</tr>
<tr>
<td><strong>Community Facilities update</strong></td>
<td>Oversight and monitoring</td>
<td>Staff provided a maintenance update on a range of issues including seasonal seaweed on beaches, street cleaning, temporary line marking, and bylaw signage.</td>
</tr>
<tr>
<td>Eli Ewens, Snr Maintenance Delivery Coordinator</td>
<td></td>
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<tr>
<td>Sam Isaia, Snr Maintenance Delivery Coordinator</td>
<td></td>
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</tr>
<tr>
<td><strong>Parks Sport &amp; Recreation</strong></td>
<td>Local initiative, specific decisions</td>
<td>Applications for the Sport and Recreation Facility Investment Fund were reviewed. Reports will be coming to the next business meeting.</td>
</tr>
<tr>
<td>Rose Ward, Sport &amp; Recreation Lead</td>
<td></td>
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<tr>
<td>Debra Langton, PSR Portfolio Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Board Plan discussion</strong></td>
<td>Setting direction, priorities and budgets</td>
<td>Proposed objectives for the Local Board Plan were discussed.</td>
</tr>
<tr>
<td>Georgina Gilmour, Snr Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Direction Setting</strong></td>
<td>Setting direction</td>
<td>The board provided input to a range of items.</td>
</tr>
<tr>
<td>Orrin Kapua, Advisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Asset Risk Assessment Programme – Asbestos
Ben Meadows, Programme Manager, Asset Risk Assessment

| Keeping informed | The Asset Risk Assessment report as pertaining to Franklin was discussed. |

### Growth Funding – Community Facilities
Jonathan Hope, Work Programme Lead
Kathryn Martin, Mgr Programme Development

| Setting direction, priorities and budgets | The board were updated on the new process for growth funding. |

### Regional Facilities Quarterly Report
Judy Lawley, Mgr Local Board Engagement

| Keeping informed | The Regional Facilities Quarterly report was reviewed. The retiring staff member was thanked by the board. |

### Supporting Growth Update
Laura Christian, Engagement Area Lead - South
Emma Fisk Project Lead Strategic South
Prasad Tala, NZTA

| Keeping informed | The engagement strategy for a range of projects in the board area was put to the board. |

The workshop closed at 3.32 pm.
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held in the Local Board Chambers, Pukekohe Service Centre on 10 March 2020, commencing at 9.30am

PRESENT
Chairperson: Andrew Baker
Members: Angela Fulljames, Alan Cole, Sharlene Druyven, Amanda Kinzett, Malcolm Bell, Lance Gedge, Logan Soole, Matthew Murphy
Apologies: Nil
Also present: Carol McKenzie-Rex, Relationship Manager (am); Georgina Gilmour Senior Advisor; Denise Gunn Democracy Advisor, Lucy Stallworthy Engagement Advisor, Faithe Smith, Lead Financial Advisor

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance Role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
</table>
| **Panuku update – Unlock Pukekohe**  
   Richard Davison, Priority Location Director  
   Jody Jackson-Becerra, Snr Engagement Advisor  
   Jacob Marshall, Graduate | Local initiatives and specific decisions | Staff reviewed their proposed project priorities and the local board provided feedback. |
| **Auckland Transport**  
   Kenneth Tuai, Relationship Manager Local Boards, AT | Keeping Informed | The Safer Speeds team discussed engagement and actions with the board. |
| **Infrastructure & Environment Services**  
   Prasanthi Cottingham, Relationship Advisor | Keeping informed | Staff updated the board on ongoing projects and sought feedback. |
| **Direction Setting**  
   Georgina Gilmour, Senior Advisor  
   Lynn Birch, PA/Liaison | Setting direction | The board reviewed various issues and provided input to staff. |
| **Workshop 3 – Draft Work Programmes review**  
   Georgina Gilmour, Senior Advisor  
   Faithe Smith, Lead Financial Advisor  
   Department staff | Setting direction, priorities and budgets | The board reviewed work programmes from all departments and gave feedback to staff. |

The workshop closed at 3.43 pm
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held in the Local Board Chambers, Pukekohe Service Centre on 17 March 2020, commencing at 9.30am

PRESENT
Chairperson: Andrew Baker (to 3.37pm)
Members: Angela Fulljames (Chair from 3.37pm), Alan Cole, Amanda Kinzett, Malcolm Bell, Lance Gedge (to 3.37pm), Logan Soole (to 3.45pm),
Apologies: Sharlene Druyven, Matthew Murphy
Also present: Carol McKenzie-Rex, Relationship Manager Georgina Gilmore, Senior Advisor; Denise Gunn, Democracy Advisor; Orrin Kapua, Advisor, Lucy Stallworthy, Engagement Advisor, Coral Timmins, Strategic Broker

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance Role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
</table>
| Arts Community & Events             | Oversight and monitoring| Volunteer Awards were discussed; the board expressed a preference for a recognitions approach.  
The quarterly rural halls update was presented. At the May workshop options for funding will be presented.  
A new bi-monthly reporting system was provided to the board. |
| Coral Timmins, Strategic Broker     |                        |                                                                                       |
| Kareem Colmenares, Snr Event Organiser |                        |                                                                                       |
| Jane Cain, Rural Halls Advisor      |                        |                                                                                       |
| Auckland Transport                  | Keeping informed        | Intersection design work for Pukokohe Stadium Drive was reviewed, with the board providing some commentary.  
The board reviewed the prioritisation of options presented. |
| Kenneth Tuai, Elected Member Relationship Manager |                        |                                                                                       |
| Danny Xu, Principal Transportation Engineer |                        |                                                                                       |
| Te Wairoa planning update           | Keeping informed        | Work on the Te Wairoa planning investigation was reviewed to inform the board on progress, the indicative timeline and next steps. |
| Matt Gouge, Principal Planner       |                        |                                                                                       |
| Sheri-Ann Atuahiva, Team Leader Māori Heritage |                        |                                                                                       |
| Krystal Alferez, Graduate Planner   |                        |                                                                                       |
| Direction Setting                   | Setting direction, priorities and budgets | A variety of topics for board direction were reviewed. |
| Orrin Kapua, Advisor                |                        |                                                                                       |

The workshop closed at 3.59 pm
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held via Skype on 7 April 2020, commencing at 1.30pm

PRESENT
Chairperson: Andrew Baker
Members: Angela Fulljames, Alan Cole, Sharlene Druyven, Amanda Kinzett, Malcolm Bell, Lance Gedge (by phone), Logan Soole, Matthew Murphy
Apologies: Nil
Also present: Carol McKenzie-Rex, Relationship Manager Georgina Gilmour, Senior Advisor; Denise Gunn, Democracy Advisor; Orrin Kapua, Advisor

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance Role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
</table>
| **Clarks Beach assessment: Parks Sport & Recreation**  
Presenter: Georgina Gilmour, Senior Advisor | Provide direction | The board reviewed the Clarks Beach assessment and memo and directed staff to proceed with development of a concept plan. |
| **Auckland Transport: Local Board Transport Capital Fund and Advocacy review**  
Presenter: Georgina Gilmour, Senior Advisor | Provide direction | The board prioritised a list of proposed projects for rough order of costs to be drafted. |
| **Direction Setting**  
Orrin Kapua, Advisor | Provide direction | The board provided input for a regional report (Roads and Street Networks). Advisors will track all Elected Members enquiries and responses. |
| **COVID-19 update**  
Andrew Baker (Chair) and Carol McKenzie-Rex (Relationship Manager) | Keeping informed | The board discussed ways of keeping up to date with COVID-19 council information. |

The workshop closed at 2.54pm
Franklin Local Board Workshop Record

Workshop record of the Franklin Local Board held via Skype on 14 April 2019, commencing at 12.30pm.

PRESENT
Chairperson: Andrew Baker
Members: Angela Fulljames, Alan Cole, Sharlene Druyven, Amanda Kinzett, Malcolm Bell (from 12.40pm), Logan Soole, Matthew Murphy (from 1 pm)
Apologies: Malcolm Bell, Matthew Murphy (lateness), Lance Gedge (illness)
Also present: Carol McKenzie-Rex, Relationship Manager Georgina Gilmour Senior Advisor; Denise Gunn Democracy Advisor, Orrin Kapua, Advisor, Lucy Stallworthy Engagement Advisor

<table>
<thead>
<tr>
<th>Item</th>
<th>Governance role</th>
<th>Summary of Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Local Board Plan – feedback based on consultation</td>
<td>Setting direction, priorities, budgets</td>
<td>The board provided commentary on the collated draft and added their feedback to the proposals.</td>
</tr>
<tr>
<td>Georgina Gilmour, Senior Advisor Lucy Stallworthy, Engagement Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clevedon Play Assessment</td>
<td>Setting direction, priorities, budgets</td>
<td>The board commented on the proposed recommendations and gave further input.</td>
</tr>
<tr>
<td>Georgina Gilmour for Debra Langton, PSR Portfolio Manager, and Greg Lowe, Parks and Places Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paerata Rise – Open Space Planning</td>
<td>Setting direction, priorities, budgets</td>
<td>The board reviewed proposals for acquisitions for open space in the Paerata Rise development. A report will be provided to the May meeting agenda.</td>
</tr>
<tr>
<td>Georgina Gilmour for Ezra Barwell, Snr Policy Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair and Relationship Manager update</td>
<td>Keeping informed</td>
<td>The Chair updated the board with information pertinent to the Franklin Local Board. The Relationship Manager provided an initial briefing on possible changes to Standing Orders to enable on-line meetings.</td>
</tr>
<tr>
<td>Andrew Baker, Chair and Carol McKenzie-Rex, Relationship Manager</td>
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</table>

The workshop concluded at 2.07pm
Exclusion of the Public: Local Government Official Information and Meetings Act 1987

That the Franklin Local Board

a) exclude the public from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

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