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

**Date:** Tuesday, 19 May 2020  
**Time:** 5:00pm  
**Meeting Room:** This meeting will proceed via Skype for Business.  
**Venue:** Either a recording or written summary will be uploaded on the Auckland Council website.

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**Ōtara-Papatoetoe Local Board**  
**OPEN AGENDA**

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**MEMBERSHIP**

Chairperson  
Lotu Fuli

Deputy Chairperson  
Dr Ashraf Choudhary, QSO, JP

Members  
Apulu Reece Autagavaia  
Dr Ofa Dewes  
Swanie Nelson  
Ross Robertson, QSO, JP  
Dawn Trenberth

(Quorum 4 members)

---

**Carol McGarry**  
Democracy Advisor Ōtara-Papatoetoe  
11 May 2020

Contact Telephone: +64 27 591 5024  
Email carol.mcgarry@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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Welcome

Apologies

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

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.

Confirmation of Minutes

That the Ōtara-Papatoetoe Local Board:

a) confirm the ordinary minutes of its meeting, held on Tuesday, 5 May 2020, as true and correct.

b) re-confirm the ordinary minutes of its meeting, held on Tuesday, 17 March 2020, as true and correct.

Leave of Absence

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

Acknowledgements

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

Petitions

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

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 Ōtara-Papatoetoe 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.

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.

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.”
Governing Body Member Update

File No.: CP2020/00205

Te take mō te pūrongo / Purpose of the report

1. A period of time (10 minutes) has been set aside for the Manukau Ward Councillors to have an opportunity to update the Ōtara-Papatoetoe Local Board on regional matters.

Ngā tūtohunga / Recommendation/s

aThat the Ōtara-Papatoetoe Local Board receive the verbal reports from the Manukau Ward Councillors.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Carol McGarry - Democracy Advisor Otara-Papatoetoe</th>
</tr>
</thead>
<tbody>
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</table>

Te take mō te pūrongo / Purpose of the report

1. Providing board members with an opportunity to update the local board on the projects and issues they have been involved with since the last meeting.

Ngā tūtohunga / Recommendation/s

That the Ōtara-Papatoetoe Local Board;

a) receive the board members’ written and oral reports.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Carol McGarry - Democracy Advisor Otara-Papatoetoe</th>
</tr>
</thead>
</table>
Chairperson's Announcements

File No.: CP2020/00215

Te take mō te pūrongo / Purpose of the report
This item gives the chairperson an opportunity to update the board on any announcements.

Ngā tūtohunga / Recommendation/s
That the Ōtara-Papatoetoe Local Board:
a) receive the chairperson's verbal update.

Ngā tāpirihanga / Attachments
There are no attachments for this report.

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Carol McGarry - Democracy Advisor Otara-Papatoetoe</th>
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</table>
Endorsing the Business Improvement District (BID) programme targeted rates 2020/2021

File No.: CP2020/05023

Te take mō te pūrongo
Purpose of the report
1. To endorse the recommendation that the Governing Body set the targeted rates for the Otara, Papatoetoe Central, Hunters Corner, Manukau Central and Greater East Tamaki Business Improvement District (BID) programmes for the 2020/2021 financial year.

Whakarāpopototanga matua
Executive summary
2. Business Improvement Districts (BID) are areas within Tāmaki Makaurau where local business and property owners have agreed to work together to improve their business environment and attract new businesses and customers.

3. Auckland Council supports business associations operating BID programmes by collecting a targeted rate from commercial properties within a defined geographic area. The funds from the targeted rate are then provided by way of a BID grant to the relevant business association.

4. Under the Auckland Council shared governance arrangements, local boards are allocated several decision-making responsibilities in relation to BIDs. One of these is to annually recommend BID targeted rates to the Governing Body.

5. Each business association operating a BID programme sets the BID grant amount at its 2019 Annual General Meeting when members vote to approve an operational budget for the following financial year. This budget funds the implementation of a business plan that delivers programmes based on each BID’s strategic priorities.

6. With the support of their members and based on approved business plans, one of the five BID operating business associations within the Ōtara-Papatoetoe Local Board area propose increases to their BID targeted rates for the 2020/2021 financial year. Greater East Tamaki Business Association (GETBA) (up 9% to $545,000).

7. Otara Business Association (OBA) ($94,730), Papatoetoe Central Business Association (PCBA) ($100,692) and Hunters Corner Business Association (HCBA) ($126,590) proposed no increase to their current BID grant figures.

8. Manukau Business Association (MBA) members voted at their 2019 AGM to increase their BID boundary area. The successful BID expansion increased their BID grant for 2020/2021 to $510,000. Note: a separate report on the Manukau BID expansion will be presented to the local board.

9. The business associations operating BID programmes are incorporated societies that are independent of council. To sustain public trust and confidence in the council, however, there must be a balance between the independence of the business association and the accountability for monies collected by a public sector organisation.

10. For the council to be confident that the funds provided to the BIDs are being used appropriately, the council requires the BIDs to comply with the Business Improvement District (BID) Policy (2016) (Hōtaka ā-Rohe Whakapiki Pakihi), known as the BID Policy.

11. The council staff regularly monitor compliance with the BID Policy and this report is part of an active risk management programme to minimise inappropriate use of funds.

12. Staff are satisfied the Otara, Papatoetoe Central, Hunters Corner, Manukau Central and Greater East Tamaki business associations, sufficiently comply with the BID Policy.
13. Staff propose the Ōtara-Papatoetoe Local Board receives this report and recommends to the Governing Body the setting of the BID targeted rates sought by the five business associations. Note: The Greater East Tamaki BID boundary overlaps the Ōtara-Papatoetoe and Howick Local Board areas.

14. After the Annual Budget is approved, the council collects the targeted rate funds and distributes them in quarterly BID grant payments, effective from 1 July 2020, to allow the business associations to implement programmes that improve the local business environment – and reflect the economic aspirations of the Ōtara-Papatoetoe Local Board Plan.

15. Like all BID-operating business associations, Ōtara-Papatoetoe five BIDs will continue to play an important role in supporting their members facing two global challenges. Firstly, helping local businesses throughout the COVID-19 lockdown stages and, secondly, responding to the world’s climate change emergency with an increased focus on sustainability.

Ngā tūtohunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

a) recommends to the Governing Body the setting of the targeted rates for inclusion in the Annual Budget 2020/2021 for the following Business Improvement District (BID) programmes:

i) $94,730 for Otara Business Association Incorporated.

ii) $100,692 for Papatoetoe Central Business Association Incorporated.

iii) $126,590 for Hunters Corner Business Association Incorporated.

iv) $510,000 for Manukau Central Business Association Incorporated.

v) $545,000 for Greater East Tamaki Business Association Incorporated.

Horopaki

Context

BID programmes promote economic well-being and collaboration with the council.

16. Tāmaki Makaurau is growing fast and is projected to include another one million people in the next 30 years. This level of population growth will present challenges and opportunities for Auckland town centres and commercial precincts.

17. Business Improvement Districts (BIDs) are areas within Auckland where local business and property owners have agreed to work together, with support from the council, to improve their business environment and attract new businesses and customers.

18. BID programmes provide the opportunity for the council family to partner with business associations, including OBA, PCBA, HCBA, MCBA and GETBA, to seize on the opportunities from Auckland’s growth and respond locally to changing economic conditions.

19. BID programmes encourage collaboration to achieve greater local outcomes. They provide a mechanism to enable local boards to engage with the business sector in local town centres and commercial precincts in a co-ordinated way.

BIDs provide essential support in the economic recovery from COVID-19.

20. The economy has been heavily impacted by the COVID-19 pandemic and related lockdown, including both retail-based town centres and industrial precincts.
21. BID-programme operating business associations will now, more than ever, provide the local business leadership required to help businesses recover from the economic shock and transition to a viable future state.

**BIDs are funded by a targeted rate on business ratepayers within a set area**

22. BID programmes are funded by a targeted rate applied to all commercially rated properties within a designated area around a town centre or commercial precinct.

23. Auckland Council supports business associations operating BID programmes by collecting the targeted rates and providing these funds, in their entirety, by way of a BID grant to the relevant business association.

24. This revenue is paid to the business associations every quarter to provide a regular and sustainable income stream to implement an agreed work programme.

**The BID Policy is the mechanism to ensure accountability for BID targeted rates**


26. The policy outlines the principles behind the council’s BID programme; creates the process for establishing, expanding, amalgamating and disestablishing BIDs; determines rating mechanisms; prescribes operating standards and guidelines; and sets accountability requirements.

**Diagram A: From calculation to approval, how the BID targeted rate is set.**

The business association sets the BID grant amount to deliver its work programme.

27. Each business association operating a BID programme prepares an annual business plan for the following financial year that will deliver programmes based on the BID’s strategic priorities.

28. The cost of implementing that business plan is set out in an annual budget that the BID’s board (executive committee) agrees will be recommended for approval by the business association membership.

29. The 2019 Annual General Meeting (AGM) provides the forum when members vote to approve the operational budget and, in doing so, set the requisite BID grant amount for the following financial year.

**Local boards are responsible for recommending the targeted rate if a BID complies with the BID Policy.**

30. Under the Auckland Council shared governance arrangements, local boards are allocated several decision-making responsibilities in relation to BIDs. One of these is to annually recommend BID targeted rates to the Governing Body. The board should recommend the
setting of the targeted rate if it is satisfied that the BID is substantially complying with the BID Policy.

31. Rana Judge (Otara and Papatoetoe Central) and Donna Lee (Hunters Corner) have addressed the local board to update members on the progress towards achieving their respective BID’s business and strategic plans.

32. Kerry Burridge (Manukau Central) and Jane Tongatule (Greater East Tamaki) presentations were postponed due to COVID-19 and will be re-scheduled for June 2020.

33. The Ōtara-Papatoetoe Local Board approved a similar recommendation for the BID programmes last year (resolution number OP/2019/62), as did 17 other local boards that have BID programmes operating in their role.

The Governing Body sets the targeted rate when it approves the Annual Budget.

34. The recommendation in this report is put into effect with the Governing Body’s approval of the Annual Budget 2020/2021 and its setting (striking) of the targeted rates.

35. In accordance with the provisions of the Local Government Act 2002 and the Local Government (Rating) Act 2002, the Governing Body is authorized to make the final decisions on what BID programme targeted rates, if any, to set in any particular year or property (in terms of the amount and the geographic area to be rated).

Tātaritanga me ngā tohutohu
Analysis and advice

36. BID programmes are operated by independent business associations (incorporated societies), and their programmes and services are provided according to their members’ stated priorities. In recognition of their independent status, the BID Policy does not prescribe standards for programme effectiveness. That is a matter for the business association members to determine. Staff, therefore, cannot base recommendations on these factors, but only on the policy’s express requirements.

All five business associations comply with the BID Policy.

37. Staff are satisfied the Otara, Papatoetoe Central, Hunters Corner, Manakau Central and Greater East Tamaki business associations have sufficiently complied with the BID Policy.

38. Staff require BID-operating business associations to provide to the council the following documents, and stay in touch with their local board at least once a year:

- Current strategic plan – evidence of achievable medium to long-term opportunities.
- Audited accounts – assurance that the BID-operating business association is managing its members’ BID targeted rates funds responsibly.
- Annual report on the year just completed – evidence that programmes are addressing priority issues that benefit BID targeted ratepayers.
- Business plan for the coming year – detailed one-year programme, based on the strategic plan, to be achieved and resourced.
- Indicative budget for the following year – Auckland Council’s Annual Budget requires targeted rates to be identified a year in advance to inform the Annual Budget process which sets all rates.
- Board Charter – establishes guidelines for effective board governance and positive relationships between the association and its members.
- Annual Accountability Agreement – certification that these requirements have been met.
- Programme Agreement – a good faith agreement between each BID-operating business association and council that sets basic parameters of the council-business association relationship.
• AGM minutes - in addition to the above, council receives the provisional minutes of each business association’s 2019 AGM meetings which contain the resolution, voted on by members, confirming the BID grant amount for the following financial year.

39. In addition, BID-operating business associations must inform the council of progress with other compliance requirements, including:

- Incorporated Society registration – a current registration of the business association and all required documents up to date.
- Key initiatives – activities identified to be advanced in the next financial year.
- Resolving problems or issues, if any – problems or issues that have an impact on the governance or operation of the BID programme.

40. The BID Policy sets an annual compliance deadline of 10 March for the information to be forwarded to the council. The table below summarises the above requirements for the three BIDs within the Ōtara-Papatoetoe Local Board area as of 10 March 2020.

Table 1: Business associations’ compliance with BID Policy

<table>
<thead>
<tr>
<th>Requirement FY 2018/2019</th>
<th>Hunters Corner Business Association</th>
<th></th>
<th>getba</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Audited financials</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Annual Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Business Plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Indicative budget</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Board Charter</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Annual Accountability Agreement</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Annual meeting w/local board</td>
<td>11 Feb 2020</td>
<td>11 Feb 2020</td>
<td>11 Feb 2020</td>
<td>Postponed due to COVID-19</td>
</tr>
<tr>
<td>Programme Agreement</td>
<td>✓ valid to December 2020 ✓ valid to December 2020 ✓ valid to September 2022 ✓ signed 2016, no expiry date ✓ valid to June 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inc. society registration</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Key initiatives</td>
<td>Review and update BID strategic plan Review and update BID strategic plan Reprioritised to COVID-19 recovery Reprioritised to COVID-19 recovery Reprioritised to COVID-19 recovery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 AGM minutes (prov)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
41. As the Otara, Papatoetoe Central, Hunters Corner, Manukau Central and Greater East Tamaki business associations have sufficiently complied with the BID Policy, staff advise the local board to recommend to the Governing Body the setting of the targeted rates.

Two business association increased their BID grant, four maintain status quo.

42. As shown in Table 2 below, one of four BID-operating business associations still propose increases to their BID targeted rates for the 2020/2021 financial year. The increased revenue, supported by members at their respective AGMs, will fund a range of initiatives and service level improvements as indicated in Table 1 (key initiatives).

43. Greater East Tamaki Business Association’s 9% ($45,000) increase takes its 2020/2021 BID grant to $545,000.

44. At their 2019 AGM Manukau’s members supported a BID programme and boundary expansion to increase the BID grant to $510,000. Note: a separate report detailing the Manukau BID expansion will be presented to the local board at their May 19 business meeting.

45. Otara ($94,730), Papatoetoe Central ($100,692) and Hunters Corner $126,590) proposed no increase to their current BID grant amounts.

46. Of Tāmaki Makaurau’s 48 BID-operating business associations, most BIDs increased their targeted rates, ranging from 1.2% to 14.4%.

Table 2: Targeted rate comparisons: 2020/2021 c.f. 2019/2020

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolving problems, issues</td>
<td>Working with ACE/CEU to improve management processes and reporting</td>
<td>Working with ACE/CEU to improve management processes and reporting</td>
<td>Nothing to record</td>
<td>Nothing to record</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BID</th>
<th>2020/2021</th>
<th>2019/2020</th>
<th>Increase / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otara</td>
<td>$94,730</td>
<td>$94,730</td>
<td>Nill</td>
</tr>
<tr>
<td>Last increased: 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Papatoetoe Central</td>
<td>$100,692</td>
<td>$100,692</td>
<td>Nill</td>
</tr>
<tr>
<td>Last increased: 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hunters Corner Business Association</td>
<td>$126,590</td>
<td>$126,590</td>
<td>Nill</td>
</tr>
<tr>
<td>Last increased: 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manukau</td>
<td>$510,000</td>
<td>$490,000</td>
<td>Increase is due to the successful BID expansion</td>
</tr>
</tbody>
</table>

Endorsing the Business Improvement District (BID) programme targeted rates 2020/2021
Tauākī whakaaweawe āhuarangi
Climate impact statement
47. Through targeted rate-funded advocacy and activities, BID-operating business associations promote and often facilitate environmental sustainability programmes.

48. From running carbon-reducing ‘shop local’ campaigns to transitioning to energy-efficient lighting and championing waste reduction and recovery programmes, there are many and increasing examples of BIDs within this local board area and beyond responding to the climate change emergency.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views
49. Advocacy is a key service provided by business associations and those with BID programme-funded personnel are at an advantage. The BIDs ensure the views and ambitions of their members are provided to the council group, including CCOs, on those plans, policies and programmes that impact them.

50. The BIDs work closely with Auckland Tourism Events and Economic Development (ATEED) on local economic development initiatives, events and sustainability programmes.

51. The BIDs also work constructively with both Panuku and Auckland Transport on often controversial proposals and projects.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views
52. The local board’s views are most frequently expressed by its appointed representative on the board (executive committee) of each BID-operating business association. This liaison board member can attend BID board meetings to ensure there is a direct link between the council and the operation of the BID programme.

53. Each BID values its strong and enduring governance-to-governance relationship with the Ōtara-Papatoetoe Local Board. The contributions by the local board’s ‘BID representatives’ have promoted mutual understanding, collaboration and aligned economic outcomes.

Visions, plans aligned.
54. Ōtara-Papatoetoe BIDs and local board share a keen interest in their roles and are ambitious for its future and its people. They also share goals that include economic prosperity, community identity and pride.

55. The five BID programmes tangibly support the aspirations of the Ōtara-Papatoetoe Local Board Plan 2017, specifically Outcome 1: Manukau transformation and Outcome 2: Revitalising town centres. From their constitutions to their activities, the BIDs exist to enhance their business districts and the economic viability of their targeted ratepaying members.

Local role, local funding, local benefit.
56. Recommending that the Governing Body strikes the targeted rates for the Otara, Papatoetoe Central, Hunters Corner, Manukau Central and Greater East Tamaki business associations means that these BID programmes will continue to be funded from targeted rates on
commercial properties in their districts, and provide services in accordance with their members’ priorities as stated in their strategic plans.

57. Several local boards, including Ōtara-Papatoetoe, provide additional funding to local business associations, however accountability for those grants is set by funding agreements between the local board and the business association. Those contractual obligations are apart from the requirements of the BID Policy and are not covered in this report.

Tauākī whakaaweawe Māori
Māori impact statement

58. At the 2018 Census, Māori make up more than 15.7% of the population living in the Ōtara-Papatoetoe Local Board area, compared to 11.5% of Auckland. Individual business associations may, through operating their BID programme, identify opportunities for niche support or development of any Māori business sector in their role.

Ngā ritenga ā-pūtea
Financial implications

59. There are no financial implications for the local board. Targeted rates for BID-operating business associations are raised directly from commercial ratepayers in the district and used by the business association for improvements within that role. The council’s financial role is to collect the BID targeted rates and pass them directly to the association every quarter.

60. The targeted rate is payable by the owners of the commercial properties within the geographic area of the individual BID programmes. In practice, this cost is often past on to the business owners who occupy these properties. This cost may be harder to meet at a time when businesses are financially impacted by the Covid-19 pandemic. Council may be considering extending the rates remission policy to commercial property owners as part of the 2020/2021 annual plan. If approved, this would help mitigate impact of the targeted rate on ratepayers who are struggling financially.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations

61. There are no direct financial risks to the local board or the council that could result from this recommendation to endorse the BID targeted rate for the five business associations.

62. To sustain public trust and confidence in the council, there should be a balance between the independence of the business association and the accountability for monies collected by a public sector organisation.

63. The rules and obligations of the BID Policy are intended to help minimise the potential for BIDs to misuse funds, by requiring each BID to plan for the intended use, report on its activities to its members and to have its accounts audited.

64. The council staff regularly monitor compliance with the BID Policy and this report is part of an active risk management programme to minimise inappropriate use of funds.

65. The economic impact created by the COVID-19 global pandemic are being felt everywhere, including Auckland’s town centres and business precincts. The BID programme is an internationally proven approach to engage and empower local businesses. The three BID programmes in this local board area will, through business resilience and recovery initiatives, help to mitigate some of the economic effects of the pandemic.

Ngā koringa ā-muri
Next steps

66. If the board supports this report, it will recommend to the Governing Body that the BID targeted rates be set as part of the Annual Budget 2020/2021.
67. After the Annual Budget is approved, the council collects the targeted rate funds and distributes them in quarterly BID grant payments, effective from 1 July 2020, to the OBA, PCBA, HCBA, MCBA and GETBA. This allows the BIDs to implement programmes that improve the local business environment, support businesses to recover from the COVID-19 pandemic and help address the climate change emergency.

Ngā tāpirihanga
Attachments
There are no attachments for this report.

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Claire Siddens - BID Partnership Advisor</th>
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<tr>
<td>Authorisers</td>
<td>Alastair Cameron - Manager - CCO Governance &amp; External Partnerships</td>
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<tr>
<td></td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-Papatoetoe Local Boards</td>
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Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021

File No.: CP2020/05281

Te take mō te pūrongo
Purpose of the report

1. To approve the expansion of the Manukau Business Improvement District (BID) programme and boundary map.

2. To seek endorsement to recommend that the Governing Body sets the targeted rate for the Manukau BID programme and targeted rate for the 2020/2021 financial year.

Whakarāpopototanga matua
Executive summary

BID programmes

3. Business Improvement Districts (BID) are areas within Auckland where local business and property owners have agreed to work together to improve their business environment and attract new businesses and customers.

4. Auckland Council supports business associations operating BID programmes by collecting a targeted rate from commercial properties within a defined geographical area. The funds from the targeted rate are then provided by way of a BID grant to the relevant business association.

5. Under the Auckland Council shared governance arrangements, local boards are allocated several decision-making responsibilities in relation to BIDs. This includes:
   - The establishment of new BID programmes.
   - Changes to existing BID programme maps (the geographic area within which the targeted rate is collected); and
   - Recommends the BID programmes targeted rate to the governing body.

6. The business associations operating BID programmes are incorporated societies that are independent of council.

7. Auckland Council’s Business Improvement District (BID) Policy (2016) (Hōtaka ā-Rohe Whakapikō Pakihi), known as the BID Policy, outlines the principles behind the council’s BID programme; creates the process for establishing new programmes, expanding, amalgamating and disestablishing existing BIDs (including a postal ballot); determines rating mechanisms; prescribes operating standards and guidelines; and sets accountability requirements.

Expanding the Manukau Business Association BID programme

8. Over the last two years the Manukau Business Association Inc (MBA) has received increasing requests from business owners outside the current BID boundary to be included in the Manukau BID programme and their successful crime prevention programme.

9. At their 2019 Annual General Meeting (AGM) held on 31 October 2019, MBA members voted to approve the proposed BID expansion into two areas (area 1 and 2), (Attachment A and B). The MBA members also approved two operational budgets (one for each area 1 and 2) for 2020/2021, setting the maximum requisite BID grant amount for the following financial year at $550,000.
10. The Manukau BID programme expansion will be located within the Ōtara-Papatoetoe Local Board boundary.

11. The Ōtara-Papatoetoe Local Board approved the proposed Manukau BID expansion map that included the two expansion areas (area 1 and 2), at its business meeting held on 3 December 2019, (resolution number OP/2019/179). The proposal to expand the Manukau BID programme and boundary was included in the draft annual budget 2020/2021 and local board agreement consultation documents.

12. In January 2020 the MBA board (executive committee) reviewed the BID expansion project and subsequently decided to expand the Manukau BID programme into one of the two areas, concentrating the expansion into area 1 (Attachment A).

13. The MBA has completed the requirements of the BID Policy for expanding their BID programme including holding a successful BID ballot, achieving a mandate from a total of 53 eligible voters, 14 (26.4%) returned their vote. 92.86% (13) voted yes to the question. 7.14% (1) voted no.

14. The expanded Manukau BID programme will represent 993 business ratepayers and owners and a BID grant sum of $510,000, effective from 1 July 2020.

**Targeted rate 2020/21**

15. Council staff regularly monitor BID Policy compliance and provide assistance to MBA as part of an active risk management programme to minimise inappropriate use of funds. This monitoring of compliance with the BID policy helps inform the decision whether or not to strike the targeted rate.

16. Staff propose the local board approves the Manukau BID programme boundary expansion map (area 1), (Attachment A), and recommends the striking of the targeted rate of $510,000 for the 2020/2021 financial year.

17. Staff will advise the Governing Body of the local board’s position as part of the Annual Budget 2020/2021 deliberations in June 2020.

18. After the Annual Budget is approved, the council collects the targeted rate funds and distributes them in quarterly BID grant payments, effective from 1 July 2020, to allow MBA to implement programmes that improve the local business environment.

19. MBA, like all BID-operating business associations, will play an important role in helping local businesses recover from the economic impact created by the COVID-19 pandemic.

**Ngā tūtohunga**

**Recommendation/s**

That the Ōtara-Papatoetoe Local Board:

a) approve the expansion of the Manukau Business Improvement District (BID) programme boundary expansion map (area 1), as shown in Attachment A.

b) recommend to the Governing Body to set the Manukau BID targeted rate for inclusion in the Annual Budget 2020/2021 at:

i) $510,000 for Manukau Business Association Incorporated.

**Horopaki**

**Context**

20. Tāmaki Makaurau is growing fast and is projected to include another one million people in the next 30 years. This level of population growth will present challenges and opportunities for Auckland town centres and commercial precincts.
21. Business Improvement Districts (BIDs) are areas within Auckland where local business and property owners have agreed to work together, with support from the council, to improve their business environment and attract new businesses and customers.

22. BID programmes are operated by independent business associations (incorporated societies), their programmes and services are provided according to their members’ stated priorities. In recognition of their independent status, the BID Policy does not prescribe standards for programme effectiveness. That is a matter for the business association members to determine. Staff, therefore, have no view on these factors, but only on if the programme meets the BID Policy’s requirements.

23. BID-programme operating business associations are encouraged to grow and expand their BID programme as a way of responding to local economic growth and new development opportunities taking place at the edge of their BID boundary.

The BID Policy sets out the process for expanding a BID boundary area.

24. The BID Policy outlines the principles behind the council’s BID programme; creates the process for establishing new programmes, expanding, amalgamating and disestablishing existing BIDs; determines rating mechanisms; prescribes operating standards and guidelines; and sets accountability requirements.

25. BID-operating business associations can make changes to their BID programme boundary in order to respond to economic growth and new development happening around the edge of their existing BID boundary and within their business community.

26. All BID-operating business associations prepare an annual business plan and expenditure budget for the following financial year that will deliver programmes based on the BID’s strategic priorities.

27. If the business association is embarking on a BID expansion project, they are also required to develop an extended BID programme plan and a second expenditure budget to cover the additional costs to deliver programmes into the current and expanded BID areas.

28. The plans and budgets that the BIDs board (executive committee) agrees, will be recommended for approval by the business association membership.

29. The BID expansion process set out in the BID Policy requires the business association to develop and agree on:
   - a list of eligible BID voters located within the BID expansion area
   - a BID business plan and operating budget, including the annual BID grant income needed to deliver the BID programmes to the wider area and additional BID members,
   - the BID boundary map identifying the proposed expansion area,
   - the rating mechanism to be used to calculate the targeted rate
   - host at least 3 public meetings encouraging eligible voters to attend and take part in an information briefing and question-and-answer session.
   - hold an independent postal ballot to determine the level of support for the BID programme and targeted rate.

30. The BID Policy sets out the mandate for a successful ballot; ballots must achieve a threshold of at least 25% of the total voting forms returned. Of the returned votes, at least 51% of the voters must support the proposition raised on the voting form.

Local boards have allocated authority on BID programme boundary expansions

31. Under the Auckland Council shared governance arrangements, local boards are allocated several decision-making responsibilities in relation to BIDs. In the case of a BID expansion the local board:
• Approves the expansion of the BID programme, including BID programme expansion boundary map

• Recommends the BID programmes targeted rate to the Governing Body

32. The Ōtara-Papatoetoe Local Board approved the initial proposed Manukau BID establishment maps (area 1 and 2) at its meeting held on 3 December 2019 (resolution number OP/2019/179).

33. The table below shows the reporting path for the Manukau BID expansion and indicates in green where this project currently sits in that process.

34. This report provides a summary of the completed MBA BID expansion process, provides information on any subsequent changes to the BID ballot documents and confirms if all aspects of the BID policy have been successfully completed.

**BIDs are funded by a targeted rate on commercial ratepayers**

35. BID programmes are funded by a targeted rate applied to all commercial rated properties within a designated area around a town centre or commercial precinct.

36. Auckland Council supports business associations operating BID programmes by collecting the targeted rates and providing these funds, in their entirety, by way of a BID grant to the business association.

37. This revenue is paid to the business associations every quarter to provide a regular and sustainable income stream to implement an agreed work programme.

**The Governing Body sets the targeted rate when it approves the Annual Budget**

38. The recommendation in this report is to put into effect the Governing Body’s approval of the Annual Budget 2020/2021 and its setting (striking) of the targeted rates.

39. In accordance with the provisions of the Local Government Act 2002 and the Local Government (Rating) Act 2002, the Governing Body is authorised to make the final decisions on BID programme targeted rates.
Tātaritanga me ngā tohutohu
Analysis and advice

Manukau BID to expand for a second time.
40. The Manukau Business Association Inc (MBA) has been a BID since 2007 and is one of 48
BID programmes operating across the Auckland Region.

41. MBA were successful with their first expansion and ballot in 2017, increasing their BID
programme membership from 715 to 940 and an increase in their BID targeted rate from
$217,957 to $490,000.

42. The decision to expand the Manukau BID programme and boundary for a second time
followed growing interest from businesses located on the edge of the current BID boundary,
keen to be part of a collective programme.

43. The MBA successfully executed a comprehensive BID expansion project plan to engage
with all eligible voters. The plan included:

- A communications programme to highlight the opportunities, and benefits of a BID
programme to the Manukau business community located within the BID expansion
area;
- Compiling a detailed database of eligible voters (business owners and property
ratepayers) located within the BID expansion area;
- Consultation with council staff regarding the approach to the expansion project and
ballot; and
- Holding the required number of public meetings, encouraging eligible voters to attend
and take part in an information briefing and question-and-answer session.

Full details of the project are outlined in the MBA report (Attachment C).

44. At their 2019 Annual General Meeting (AGM) held on 31 October 2019, members voted to
approve the proposed BID expansion, expansion maps (area 1 and 2), operational budgets
(area 1 and 2) for 2020/2021, setting the maximum requisite BID grant amount for the
following financial year.

MBA sets the BID expansion boundary map, BID targeted rate mechanism and the BID
grant amount needed to deliver its work programme

45. The MBA board (executive committee) prepares the information for the BID expansion
boundary map, the BID plan and operating budget for the following financial year, based on
the feedback collected from current BID members and those local businesses and property
owners located within the BID expansion area.

46. Staff worked within the BID Policy to help MBA to identify the BID expansion areas which
defines where the BID will expand. The purpose of the BID expansion map (area 1 and 2) is
to capture:

- the geographical area that defines the collection of the BID targeted rate
- the ratable properties for striking the BID targeted rate – these are the properties
currently zoned business/industrial located within the BID expansion area and who will
be paying a business rate at the time of the BID ballot.
- the BID eligible voter – being business/industrial zoned ratepayer and business owners
located within the BID expansion area. Note: existing BID ratepayer and business
owners located within the current BID boundary do not vote in a BID expansion.
- the expanded delivery area of the BID programme
47. Once the maps were agreed, staff provided MBA with a rate modelling spreadsheet to help with their budget decision-making and identify the BID grant amount needed to deliver the expanded BID work programme. The spreadsheet models the BID targeted rate collection to show how the BID grant amount will influence the BID targeted rate for the BID ratepayer who will pay it. When considering a BID grant amount, the MBA must take into account:
   - a fair and reasonable share of the targeted rate
   - the benefit each BID member will receive from the BID programme spend
   - what the local business and property owners can reasonably afford

48. In January 2020 the MBA board (executive committee) reviewed the BID expansion project and the two proposed expansion areas. After some discussion the board decided to undertake the expansion into one of the two areas, concentrating the expansion into area 1 (Attachment A) only.

49. The MBA BID programme currently represents 940 business ratepayers and owners and have a BID targeted rate grant of $490,000. This expansion will add a further 21 property owners and 32 business owners and increase the BID targeted rate grant from $490,000 to $510,000, effective from 1 July 2020.

The voting results achieved the required mandate supporting the expansion of the Manukau BID programme, boundary area and targeted rate

50. The MBA association was responsible for distributing, sharing all relevant BID information and manage the engagement process with all eligible voters to ensure they have the information to make an informed voting decision.

51. Election Services Ltd, the independent polling service provider, was commissioned to undertake the ballot. The ballot began on 3 March, and closed at 12 noon on 31 March 2020.

52. A total of 53 envelopes, representing 21 property owners and 32 business owners representing the eligible voters located within the proposed BID expansion area, were lodged with NZ Post on 28 February 2020.

53. Each envelope contained the following:
   - an MBA BID programme information booklet (Attachment D) highlighting:
     - the purpose of the ballot and the benefits of being part of the BID programme;
     - BID programme targeted rate information, the rating mechanism (a percentage rate multiplied by capital value) and draft operational budget 2020/2021; and
     - Proposed map of the Manukau BID expansion area 1.
   - voting form;
   - information on voting online and a prepaid envelope for returning the ballot form;
   - contact details for eligible voters to seek further information.

54. The question on the MBA voting form asked: Do you support the expansion of the Manukau Business Improvement District (BID) programme delivered by Business Manukau (Manukau Business Association Inc) and accordingly support the paying of a targeted rate?

COVID-19 effect on voting.

55. In the early stage of the voting period feedback from voters was supportive of the proposed BID expansion. Towards the end of the balloting period and during the last two weeks of March 2020 it became evident the approaching COVID-19 virus was beginning to have an effect. As the country moved to Level 2 lockdown, the pending Level 3 and then Level 4
lockdown and State of National Emergency status commencing on 25 March distracted voters away from voting.

56. Despite this, the MBA managed to reach the required voting threshold of 25% of returned votes by the time the ballot closed.

57. The result of the BID establishment ballot when voting closed at midday on 31 March 2020 showed that of a total of 53 eligible voters, 14 (26.4%) returned their vote. 92.86% (13) voted yes to the question. 7.14% (1) voted no.

58. Election Services Ltd has provided a report (Attachment E) outlining the ballot process, results and voting documents.

**MBA member approval.**

59. Following the close of the ballot, MBA was required to hold a Special General Meeting to present to the MBA members the ballot results and any amendments to the BID programme, budget or map identified during the balloting processes.

60. Due to the COVID-19 lockdown, the MBA was not able to hold the SGM, however an urgent BID board (executive committee) meeting was called and conducted via electronic means.

61. The BID board meeting agenda included special resolutions approving:

- the proposed BID expansion boundary map (area 1),
- the BID expansion operational budget 2020/2021 (area 1);
- the BID rating mechanism percentage multiplied by capital value (no change to the existing mechanism);
- the ballot results;
- the BID programme supporting documents.

62. The BID board (representing the MBA membership) met on 16 April via SKYPE and approved resolutions for the Manukau BID expansion, the ballot result and all supporting documents. A copy of the BID board meeting minutes attached as Attachment F.

63. The results of the BID establishment ballot has identified there is a sufficient level of support from local businesses and property owners to expand the BID programme and targeted rate.

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

65. Through targeted rate-funded advocacy and activities, the Manukau BID-operating business association promotes and often facilitates environmental sustainability programmes.

66. From running carbon-reducing ‘shop local’ campaigns to transitioning to energy-efficient lighting and championing waste reduction and recovery programmes.

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

**Council group impacts and views**

67. Advocacy is a key service provided by business associations and those with BID programme-funded personnel are at an advantage. The Manukau BID will ensure the views and ambitions of their members are provided to the council group, including CCOs, on those plans, policies and programmes that impact them.

68. The Manukau BID works closely with Auckland Tourism Events and Economic Development (ATEED) on local economic development initiatives, events and sustainability programmes.
69. The Manukau BID also works constructively with both Panuku and Auckland Transport on often controversial proposals and projects.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views
70. The expanded Manukau BID programme supports the aspirations of the Īōtara-Papatoetoe Local Board Plan 2017, specifically Outcome 1: Manukau transformation and Outcome 2: Revitalising town centres.

71. The proposed Manukau BID expansion information was included in the annual budget 2020/2021 consultation documents and the Īōtara-Papatoetoe Local Board Agreement.

72. The Īōtara-Papatoetoe Local Board approved the proposed Manukau BID expansion map (area 1), (Attachment A) at its business meeting on 3 December 2019 (resolution number OP/2019/179).

73. Recommending that the Governing Body strikes the targeted rates for the expanded Manukau business association ($510,000) means the BID programmes will continue to be funded from targeted rates on commercial properties in their districts and provide services in accordance with their members’ priorities as stated in their strategic plans.

74. The local board’s views will be expressed by its appointed representative on the board (executive committee) of the MBA. This liaison board member attends BID board meetings to ensure there is a direct link between the council and the operation of the BID programme.

75. Īōtara-Papatoetoe Local Board has previously supported BID programmes, as it brings together local businesses to invest collectively in improvements that enhance the local business environment, such as improved security for business centres. A BID can also advocate to, and collaborate with, the council on behalf of local businesses.

Tauākī whakaaweawe Māori
Māori impact statement
76. Approving the expanded Manukau BID programme will have no adverse effects on, or particular benefits to, the Māori population.

77. At the 2018 Census, Māori make up more than 15.7% of the population living in the Īōtara-Papatoetoe Local Board area, compared to 11.5% of Auckland. Individual business associations may, through operating their BID programme, identify opportunities for niche support or development of any Māori business sector in their role.

Ngā ritenga ā-pūtea
Financial implications
78. There are no financial implications for the local board. Targeted rates for BID-operating business associations are raised directly from commercial ratepayers in the district and used by the business association for improvements within that role. The council’s financial role is to collect the BID targeted rates and pass them directly to the association every quarter.

79. The targeted rate is payable by the owners of the commercial properties within the geographic area of the individual BID programme. In practice, this cost is often passed on to the business owners who occupy these properties. This cost may be harder to meet at a time when businesses are financially impacted by the Covid-19 pandemic. Council may be considering extending the rates remission policy to commercial property owners as part of the 2020/2021 annual plan. If approved, this would help mitigate impact of the targeted rate on ratepayers who are struggling financially.
Ngā raru tūpono me ngā whakamaurutanga

Risks and mitigations
80. There are no direct financial risks to the local board or the council that could result from this recommendation to endorse the BID targeted rate for the MBA.
81. To sustain public trust and confidence in the council, there should be a balance between the independence of the business association and the accountability for monies collected by a public sector organisation.
82. The rules and obligations of the BID Policy are intended to help minimise the potential for BIDs to misuse funds, by requiring each BID to plan for the intended use, report on its activities to its members and to have its accounts audited.
83. The council staff will regularly monitor MBA compliance with the BID Policy and this report is part of an active risk management programme to minimise inappropriate use of funds.

Ngā koringa ā-muri

Next steps
84. If the board supports this report, it will recommend to the Governing Body that the Manukau BID targeted rate be set as part of the Annual Budget 2020/2021.
85. After the Annual Budget is approved, the council collects the targeted rate funds and distributes them in quarterly BID grant payments, effective from 1 July 2020, to the MBA. This allows the MBA to implement programmes that improve the local business environment, support businesses to recover from the COVID-19 pandemic and help address the climate change emergency.

Ngā tāpirihanga

Attachments

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<td>33</td>
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<td>B</td>
<td>Manukau BID expansion map area 2</td>
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<td>C</td>
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<td>E</td>
<td>Election Services Ltd - Manukau BID ballot report</td>
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<tr>
<td>F</td>
<td>Manukau Business Association BID Board meeting minutes 16 April 2020</td>
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</tr>
</tbody>
</table>

Ngā kaihaina

Signatories

Author | Claire Siddens - BID Partnership Advisor

Authorisers | Alastair Cameron - Manager - CCO Governance & External Partnerships Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-Papatoetoe Local Boards
Endorsing the expansion of the Manukau Business Improvement District (BID) Programme and targeted rate 2020/2021

Attachment A

Item 15
Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021
BUSINESS MANUKAU BID BOUNDARY EXPANSION
2020

Report to Auckland Council and
Otara-Papatoetoe Local Board

Prepared by Kerry Burridge – General Manager on behalf of the Manukau
Business Association Inc.

Endorsing the expansion of the Manukau Business Improvement District (BID) programme and
targeted rate 2020/2021
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10. Minutes of the Special General Meeting ......................... 7
11. Marketing Materials ....................................................... 11
1. Background

Over the last two years Business Manukau (Manukau Business Association Inc.) has received regular requests for assistance from business owners outside our BID boundaries in the geographic area along Great South Road and north of Puhinui Road. These approaches included requests for assistance with crime prevention matters, and requests to join the BID as an associate member. As we do not currently have associate memberships for our BID, we have been unable to help these business owners.

The Executive Committee therefore decided to undertake a BID Expansion ballot to provide the opportunity for these businesses to join our BID. The area included 21 property owners and 32 business owners, giving a total of 53 voters.

2. Preparations

The lead up to the ballot included the following steps:

- Discussion with members and passing of vote in approval of Expansion Ballot at AGM on 31st October 2019.
- Discussions and correspondence with our Auckland Council BID Advisor, Claire Siddens, to gain an understanding of the necessary actions to be taken.
- Correspondence with Judith Ososke, of Election Services, to set the dates for the ballot.
- A meeting with the Otara-Papatoetoe Local Board to discuss the proposed Expansion, and to request their support for the timing, process and proposed boundaries (this meeting was taken by Claire Siddens on our behalf).
- Submitting a written report to Auckland Council, and then on to the Local Board, to set the Expansion Boundaries, and obtain their written support to proceed to Ballot.
- It was agreed that Voting packs would be lodged with NZ Post on Tuesday, 28 February 2020. Electors had at least four weeks to complete and return their voting documents, with voting closing at 12 noon on Tuesday 31st March 2020.
- Design and printing of the prospectus, brochures and voting pack materials.

3. The Expansion Boundary

The proposed expansion boundary (Area 1) was a small geographic area along Great South Road and to the north of Puhinui Road, shown in blue on the Expansion Boundary Map (please see Appendix below).

We originally began this expansion project with the intention to expand into two areas: the Great South Road area mentioned above, and Area 2, as highlighted at our AGM. However, it became apparent that our existing variable rating model was not appropriate for the proposed Area 2 expansion, as it would place a large financial burden on our existing members. In order to ensure the majority of the new targeted rate falls on the new members from Area 2 (as would be equitable), we would need to introduce a new rating mechanism that is a hybrid version (combining a flat fixed fee and a variable percentage). We did not have time to do this before the new rating year commenced on 1 July 2020, so we have delayed the proposed Area 2 expansion for at least a year, to give us time to consult with our members on this proposed new rating model.
4. **Funding**

The Expansion ballot was funded solely by Business Manukau. It was a small Expansion area to cover, and costs in addition to normal staff salaries were minimal. The total costs were just under $5,000, as shown in the table below:

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<th>BID EXPANSION EXPENSES 2020 Incl. GST - ESTIMATED</th>
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<td>Feb-20</td>
<td>Mar-20</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Security Patrols (Expansion Area)</td>
<td>$ 190</td>
<td>$ 304</td>
<td>$ 304</td>
<td>$ 304</td>
<td>$ 1,102</td>
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<tr>
<td>Printing &amp; Stationery</td>
<td>$ 1,215</td>
<td>$ 1,200</td>
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<td>$ 2,415</td>
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<td>Marketing &amp; Brand Design</td>
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<tr>
<td>Election Services</td>
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<td>$ 1,062</td>
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<tr>
<td></td>
<td>$ 190</td>
<td>$ 304</td>
<td>$ 1,844</td>
<td>$ 2,566</td>
<td>$ 4,904</td>
</tr>
</tbody>
</table>

5. **The Campaign Process**

The following is a summary of the main actions taken during the campaign:

- **Mon 2nd Dec 2019**
  Office Manager, Janene Pryce, visited the new Expansion area to start collating details of businesses, getting contact details and consequently getting property owner details.

- **Fri 14th Feb 2020**
  Letter and prospectus mailed out to all property owners.

- **Feb – March 2020**
  Kerry Burridge, General Manager, visits every business in the Expansion area to deliver Prospectus and explain voting process. Each business was visited multiple times, averaging every second day.

- **Fri 21st Feb 2020**
  Property and business databases sent to Election Services.

- **3 – 31st Mar 2020**
  Voting Period – This period was used to follow up with each voter to check they had received their voting packs. Follow up was by email, phone, and in person where appropriate. The businesses were visited in person by the General Manager, and the property owners were emailed, phoned and texted by the General Manager and the Office Manager.
This expansion ballot process was made exceptionally difficult by the Covid-19 announcements and the subsequent lockdown. Relevant dates were:

- First Covid-19 case in New Zealand 28 February 2020
- Borders closed to foreigners from 19 March 2020
- New Zealand moves to Level 2 on 21 March 2020
- National lockdown commenced on 25 March 2020

Initial visits to businesses in the expansion area revealed business owners were overwhelmingly in favour of the expansion. Then, gradually, fear and distraction began building as business owners became unsure of their future and the impact of level 2 and then the subsequent lockdown.

The General Manager was continuing to visit business owners to encourage them to vote but recognised that she needed to pull back as national events had overtaken this local vote. Daily voting data supplied by Election Services revealed that vote numbers were low, but we were unable to push further without upsetting the business owners. We therefore had to pull back, let events take their course, and hope that we received enough votes to make it a valid ballot.

7. The Results
The Business Manukau team were therefore delighted with their successful ballot, which included the following results:

- Of the 53 eligible voters, 14 people voted, this being a 26.4% return (which exceeded the 25% minimum).
- Of those people who voted, 13 (92.86%) voted yes, which vastly exceeded the 51% minimum.

8. Conclusion and Request for Implementation
We believe that the Manukau Business Association Inc conducted the BID Expansion Ballot within the operational requirements outlined in the Auckland Council BID Policy.

The 92.86% positive ballot results are indicative of strong engagement in the area.

We are now able to begin providing crime prevention and business support services in the new area. We have already commenced security patrols at night and look forward to extending our CCTV network into this area (this was deemed to be of huge value by the voters in this area).

We request the support and approval of the Otara-Papatoetoe Local Board to implement our proposal to expand the operation of Manukau Business Association Inc. and its associated targeted rate of $510,000 (excl. GST) with effect from 1st July 2020.

On behalf of the Manukau Business Association Inc. Committee and our members we thank you for your support and consideration.

Kerry Burridge                        Aaron Jones
General Manager                      Chairman
9. Appendix – Expansion Boundary Map
10. Minutes of the Special General Meeting

Manukau Business Association Incorporated
Minutes of the Special General Meeting
Thursday 16th April 2020
11:00 – Online Zoom meeting

1. Attendance

Voting Members

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<thead>
<tr>
<th></th>
<th>Name</th>
<th>Company</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Aaron Jones VM</td>
<td>BNZ Manukau</td>
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<tr>
<td>2</td>
<td>Rachel Darlington VM</td>
<td>Business Like NZ</td>
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<td>3</td>
<td>Emily May VM</td>
<td>Jaedon Enterprises</td>
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<td>Debra Law VM</td>
<td>Law &amp; Associates</td>
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<td>5</td>
<td>Ilango Krishnamoorthy VM</td>
<td>Mercury Printz Ltd</td>
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<tr>
<td>6</td>
<td>Karen Crabb VM</td>
<td>Rainbow's End</td>
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6 Voting Members

Non-Voting Attendees

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<tr>
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<th>Name</th>
<th>Role</th>
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<tr>
<td>1</td>
<td>Kerry Burridge</td>
<td>MBA General Manager</td>
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</table>

1 Non-voting attendee

Total 7
2. Apologies

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<tr>
<td>Stephen Grey</td>
<td>Chester Grey Chartered Accountants</td>
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<tr>
<td>Mark Smith</td>
<td>Briscoes Manukau</td>
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<tr>
<td>Belinda Sutton</td>
<td>Van den Brink Group</td>
</tr>
<tr>
<td>Dr Ashraf Choudhary</td>
<td>Otara-Papatoetoe Local Board</td>
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Special Resolution 1.0 – Approval of 2020 BID Expansion Ballot Results

The members move to accept the Manukau Business Association’s 2020 BID expansion ballot results as follows: 53 voting documents were issued to voters; of these 14 (or 26.4%) voted, and 13 of those (92.86%) voted YES and 1 (7.14%) voted NO. The ballot was therefore successful, and the proposed expansion of the Manukau Business Improvement District was approved by the electorate.

Explanatory note: the successful result was announced on the [www.businessmanukau.co.nz](http://www.businessmanukau.co.nz) website the day of the result.

MovedAaron Jones (BNZ)

Seconded Ilango Krishnamoorthy (Mercury Printz)

VoteAll in favour – no one against

Special Resolution 2.0 – Approval of New BID Geographical Boundaries

The members move to vote in favour of an adjustment to Manukau Business Association’s geographical boundaries to include the new area, as shown in the attached map.

Explanatory note: the map showing the old and new boundaries is shown in the Appendix below and will also been made available on the website [www.businessmanukau.co.nz](http://www.businessmanukau.co.nz).

MovedAaron Jones (BNZ)

Seconded Ilango Krishnamoorthy (Mercury Printz)

VoteAll in favour – no one against
Special Resolution 3.0 – Striking a Targeted Rate

To strike a rate of $510,000 for the 2020/2021 financial year, calculated by using a percentage against capital value mechanism of approximately 0.00034086 (rate in the dollar).

Explanatory note: Landowners can calculate their contribution if they multiply the new proposed rate in the dollar of approximately 0.00034086 by the property’s capital value as shown on a current Auckland Council rates invoice. Where there are multiple tenants at a property, the rate will be split between them proportionally, according to their tenancy agreements.

The total amount of $510,000 was approved by membership at the 2019 AGM and publicised through the “Vote Now Information Brochure” prior to the Expansion Ballot in March 2020.

The Executive Committee viewed this as the most equitable rating model for our district, and by spreading the overhead costs across a larger number of properties it means that the 25 new properties will bear $13,883 (70%) of the additional $20,000 cost, and the existing 723 properties will each pay an extra $8.46 on average per annum.

Please note that it is possible that there may be additional variation in the targeted rates charged to individual properties in our district due to factors beyond our control. These changes are caused by the normal variations in the Auckland Council database due to an increase or decrease in the number of property titles in our district, or changes in the capital values of individual properties.

Moved         Aaron Jones (BNZ)
Seconded      Ilango Krishnamoorthy (Mercury Printz)
Vote          All in favour – no one against

Meeting closed – 12.10pm

Minutes Approved by Executive Committee and signed by Chairman:

Signed Chairman:  

Date: 30 April 2020
Appendix (Map) below

Appendix – BID Expansion Map
11. Marketing Materials

A4 Prospectus
Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021
Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021
Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021
Advocacy
A united voice for business
- Advocacy and lobbying to central and local government to represent the interests of individual businesses or the interests of all members.
- Liaison with Auckland Transport and Auckland Council to help alleviate parking and traffic congestion issues in Manukau.
- Informative, timely, emails alerting you to relevant actions by Auckland Council, Auckland Transport and Central Government.

Economic Development
Helping Manukau to grow
- Liaison with Auckland Council and Panuku Development Auckland (a council-controlled organisation) to enhance the Manukau metropolitan area.
- Support for property owners and real estate agents in filling vacant premises.
- Liaison with developers, seeking to create new amenities, commercial buildings and apartment blocks.

Networking and Events
Together we grow stronger
- Free access to networking events and seminars, designed to help you increase your business knowledge and grow your business network.
- Invitations to joint events with neighbouring BIDs, enabling members to network, while sharing ideas and information.

Marketing and Promotions
Grow your business
- Inclusion of members in the marketing of Manukau as a desirable shopping and business destination.
- Provision of an enhanced physical environment, primarily through our work to beautify Manukau, which includes the removal of rubbish, graffiti and tagging.
- Joint marketing with Rainbow End theme park to promote Manukau as the playground of South Auckland.
- Working with MIAT, AUT, PTE610 to provide the skills, knowledge, research and expertise to help grow your business.
- Design and installation of large, entry-point signage at the four corners of Manukau, welcoming visitors to our district – subject to obtaining council financial assistance.
- Provision of regular promotional events.

Other Member Benefits
- Full support from Tess Maunsell, Crime Prevention Manager, and Kerry Burridge, General Manager over a wide range of business issues.
- Free hire of the Business Manukau board room for offsite meetings. Facilities include white board, projector, printer, photocopier and kitchen.
- Free business advisory sessions from our highly experienced General Manager.
- Savings through bulk membership deals (coming soon).
- Member discounts when you buy from other Business Manukau members and present your membership card (coming soon).

Business Manukau Crime Prevention
Manager: Tess Maunsell and
General Manager: Kerry Burridge

Crime Prevention
A safer Manukau for all
Business Manukau specialises in preventing crime in our area, and dedicates a large proportion of its budget to this objective. By Voting Now, you will immediately be provided with the following services:

- Regular security patrols of your street seven nights a week
- Installation of CCTV cameras in your area to decrease crime and increase safety
- Call out assistance from our Crime Prevention Manager between the hours of 10 to 6, Monday to Friday
- Advice on crime prevention and conflict management
- Free security audits of your business premises using the NZ Police-endorsed audit system
- Instigation of CPTED (Crime Prevention through Environmental Design) measures to decrease crime in your community
- Reporting of graffiti and tagging for removal within 24 hours of it being reported
- Reporting of illegal dumped rubbish, untended cars, damaged signs and other council related matters
- Regular Crime Alert emails in response to current offending
- Liaison with NZ Police about community safety
- After-crime support and advice
Budget

The expansion of Business Manukau’s boundaries to include all businesses and commercial properties in the Manukau business district, rather than the limited area that is currently serviced, will enable you to enjoy the level of services that the business and property owners in the rest of Manukau currently enjoy.

With your vote, Business Manukau will be better placed to meet your business needs, and in a significantly stronger position from which to promote Manukau as the best place in Auckland to shop, do business, and invest.

All expenditure will be targeted to the needs of members and will include:

50% of the budget being allocated to activities that are of direct benefit to members, including crime prevention, business development and networking, marketing, promotion, physical enhancement plus economic development assistance and advocacy.

The biggest area of expenditure will be on crime prevention with 42% ($214,000) allocated to providing three security patrols per night to all streets in the BID – 905 nights per year, plus a dedicated Crime Prevention Manager, on-call to all members during business hours and a CCTV Network throughout the district.

22% ($112,000) of the budget will be spent on marketing, promotions and physical enhancement measures, carefully designed to ensure that Manukau is the increasingly preferred go-to district for Auckland shoppers. This will also include funding two major public events in Manukau each year.

A further 18% ($91,800) will be dedicated to business development and networking, which will include regular member networking events per year, as well as frequent member newsletters, an online member business directory, and member discount programmes.

Budget: $510,000

- Crime Prevention 42%
- Marketing & Promotion & Physical Enhancement 22%
- Business Development & Networking 18%
- Economic Development 4%
- Advocacy 4%
- Operations 10%

What will it cost to be a member of Business Manukau?

The fee (targeted rate) for joining Business Manukau has been set conservatively with most properties (50% of the total) contributing less than $500 per annum towards the services offered above. A further 33% will contribute between $500 and $1,000, and 17%, between $1,000 and $1,500, meaning that 83% of properties will be contributing significantly less than $1,000 per annum to the budget.

The targeted rate is based on the capital value of the property and is levied in the rates to the landowner. Landowners can calculate their approximate contribution if they multiply the proposed rate in the dollar of 0.00034098 by the property’s capital value as shown on a current Auckland Council rates invoice. Where there are multiple tenants or a property, the rate will be split between them proportionally, according to their tenancy agreements. All of the targeted rate collected by Auckland Council is returned to Business Manukau to provide services for our members.
MANUKAU BUSINESS ASSOCIATION
PROPOSED BUSINESS IMPROVEMENT DISTRICT EXPANSION BALLOT

REPORT TO: MANUKAU BUSINESS ASSOCIATION

From Independent Election Services Ltd

3 April 2020

Outline
A ballot to determine whether there was enough support to expand the Business Improvement District in the Manukau Business Association area closed at 12 noon, Monday 16 March 2020. The ballot indicated support for the expansion of the Business Improvement District area. This report summarises the ballot process.

1. INTRODUCTION

1.1 Background

Notification of a ballot in the Manukau Business Association area, to determine whether to expand the Business Improvement District (BID) area, was received from Janene Pryce in November 2019. A ballot date of 31 March 2020 was agreed.

A 25% return of voting documents from all eligible electors is required for the ballot to be valid, and support from a 51% majority of those who voted is required for the BID area to be expanded.
Auckland Council’s Business Improvement District (BID) Policy was updated and came into effect on 1 July 2016. One change to the BID Policy was the introduction of online voting as an option.

The Manukau BID ballot was conducted by postal and online voting.

2. NARRATIVE

2.1 Timetable

Voting packs for all electors on the supplied electoral data were lodged with NZ Post on Friday 28 February 2020, for delivery from Tuesday 3 March 2020. Electors then had four weeks to complete and return their voting documents, with voting closing at 12 noon on Tuesday 31 March 2020.

A more detailed timetable is attached [Appendix 1].

2.2 Roll of Electors

Every ratepayer/tenant/business owner of commercially rated property within the proposed BID expansion area was eligible to vote.

A roll of electors within the Manukau Business Association area was compiled from Auckland Council and Manukau Business Association data and contained 53 entities/electors.

2.3 Voting Packs

The voting packs consisted of:

- outward C5 sized envelope;
- return DLE sized prepaid envelope;
- personalised voting document;
- Information brochure/flyer (supplied by MBA);

A sample voting document is attached [Appendix 2].

2.4 Additional Voting Packs

During the voting period 6 new or replacement voting packs were sent out – some to electors at different postal addresses and/or contact people, and some to electors who had been sent a voting pack in the original mailout, but who had misplaced or not received it.
2.5 Returns

When voting closed, 14 of 53 electors had returned their vote (this being a 26.4% return). A schedule of daily returns is attached [Appendix 3].

This compares to other BID ballot returns of:

- Central Park Henderson Establishment Ballot (27 March 2020) 23.1%
- Manurewa BID Expansion Ballot (20 March 2020) 35.6%
- Warkworth BID Establishment Ballot (16 March 2020) 42.7%
- Papakura BID Expansion Ballot (March 2018) 33.3%
- Wiri BID Expansion Ballot (March 2017) 29.4%
- Manukau BID Expansion Ballot (November 2016) 30.9%
- North Harbour BID Expansion Ballot (April 2016) 30.6%
- Warkworth BID Establishment Ballot (April 2016) * 62.23%
- Parnell BID Expansion Ballot (May 2015) 52.3%
- Dominion Rd BID Expansion Ballot (May 2015) 39.5%
- Devonport BID Establishment Ballot (March 2014) 41.8%
- North West District BID Establishment Ballot (March 2014) 29.8%
- Manukau BID Expansion Ballot (April 2014) 15.1%
- Otahuhu BID Expansion Ballot (April 2014) 31.4%

2.6 Results

Each returned voting document was counted twice and the two counts reconciled. The results of the ballot are:

**Question:**

Do you support the expansion of the Manukau Business Improvement District (BID) programme delivered by Business Manukau (Manukau Business Association Inc) and accordingly support the paying of a target rate?

<table>
<thead>
<tr>
<th>Yes</th>
<th>13 (92.86%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>1 (7.14%)</td>
</tr>
</tbody>
</table>

Invalid, Informal, or Blank: 0

As more than 25% of the eligible electors returned their voting document and over 51% of those that voted supported the expansion of the Manukau Business Improvement District, the poll is successful.

A copy of the final results is attached [Appendix 4].
2.7 Costs

The cost to conduct the ballot is $1,062.00 + GST, made up of:

- $954.00 + GST, being $18.00 + GST for each elector, for 53 electors
- $108.00 + GST being 6 additional packs issued @ $18.00 per pack

Our invoice for this is included with this report for your attention.

3. SUMMARY

A ballot was undertaken on whether there was support for the expansion of the Business Improvement District in the Manukau Business Association area. The ballot indicated that of those who returned their vote, a majority supported expanding the BID area.

We trust that the Manukau Business Association is satisfied with the conduct of the ballot.

Please do not hesitate to contact us if we can be of any further assistance.

4. RECOMMENDATION

That this report be received.

Yours faithfully,

Judith Ofsoske, Director / Operations Manager
Election Services
APPENDIX 1

Manukau Business Association
Proposed Business Improvement District Expansion Ballot

Ballot Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close of Voting: 12 noon, Tuesday 31 March 2020</td>
<td>(Number of Electors: 53)</td>
</tr>
<tr>
<td>by Friday 21 February 2020</td>
<td>Voter register compete</td>
</tr>
<tr>
<td></td>
<td>Receive voter data and additional information from MBA/AC</td>
</tr>
<tr>
<td>Friday 28 February 2020</td>
<td>Lodgement of Voting Packs with NZ Post</td>
</tr>
<tr>
<td>from Tuesday 3 March 2020</td>
<td>Delivery of Voting Mailers</td>
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<tr>
<td>Tuesday 3 March 2020 -</td>
<td>Voting period</td>
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<tr>
<td>Tuesday 31 March 2020</td>
<td>Progressive roll scrutiny</td>
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<td>Early processing</td>
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<tr>
<td>Tuesday 31 March 2020</td>
<td>Polling Day</td>
</tr>
<tr>
<td></td>
<td>Voting closes (12 noon)</td>
</tr>
<tr>
<td></td>
<td>Results available as soon as possible</td>
</tr>
</tbody>
</table>

Dale Oteoake
January 2020
APPENDIX 2

2 ways to vote

you can choose ONE of these methods to vote

**vote by post**
Tick your preferred option on the voting document (over page)

Turn off and discard your details below and post the voting document in the return envelope

**vote online**
Go to www.electionlive.co.nz/ce
Enter the following details which are unique to you.

Your Voter ID is: <<VOTERID>>
Your Password is: <<PASSWORD>>

Note: All passwords are case sensitive letters must be entered in capitals.

Follow the instructions online on how to vote
VOTING DOCUMENT

BUSINESS MANUKAU
Manukau Business Improvement District
PROPOSED BID EXPANSION BALLOT
31 MARCH 2020

Before you vote: please read the accompanying information. How to vote: indicate your preferred choice by placing a tick □ clearly in one box after the question below. After voting: tear off top portion, fold the voting document and place in the prepaid envelope so the return address is shown in the window. Post or deliver the envelope to Independent Election Services Ltd, so that it is received before 12 noon, Tuesday 31 March 2020.

Question:
Do you support the expansion of the Manukau Business Improvement District (BID) programme delivered by Business Manukau (Manukau Business Association Inc) and accordingly support the paying of a targeted rate? Please refer to the map contained in the accompanying information.

YES □ NO □

Voting closes at 12 noon Tuesday 31 March 2020. Online voting must be completed by this time. If voting by post, post your vote early to ensure it is received at the Electoral Office in time.

Independent Election Services Ltd
PO Box 2405, Victoria Street West, Auckland 1142
Level 2, 178 Federal Street, Auckland 1000
Ph (09) 577 5252

Manukau Business Improvement District (BID) Expansion Ballot – 31 March 2020

Have your say on the proposed expansion of the Manukau Central Business Improvement District (BID) area.

The purpose of this ballot is to gauge your support as an eligible voter for the Manukau Business Improvement District (BID), to expand to include the area shaded green, as shown on the map in the accompanying information brochure. By ticking YES you agree to support the targeted rate for commercial properties.

To be eligible to vote in the ballot, a person must be a commercial property owner or a business tenant of commercially rated property within the proposed expansion area as shown in green.

There is one vote for one business or one vote for one property owner irrespective of how many properties or businesses you own within the expansion area.

The results of the ballot will be announced by Business Manukau on the website www.businessmanukau.co.nz early in April 2020. A full report will be submitted by Business Manukau to the Ōtara-Papatoetoe Local Board and Auckland Council for their approval. If ratified, the Manukau Business Improvement District expansion will come into affect on 1 July 2020.

VOTING CLOSES AT 12 NOON, TUESDAY 31 MARCH 2020

If you would like further information, please contact:
Business Manukau: Kerry Bartlidge, General Manager Ph: (09) 263 7959 or Aaron Jones, Chairman Ph: 021 815 640 or info@businessmanukau.co.nz
Auckland Council: Clare Siddens, Auckland Council BID Programme Growth Specialist, Ph: 021 984 065 or clare.siddens@aucklandcouncil.govt.nz

For any electoral related queries please contact the electoral office on (09) 973 5212 or info@electionservices.co.nz
Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021

### Item 15

#### Attachment E

**Manukau Business Association**

**Proposed BID Expansion Ballot**

**31 March 2020**

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</table>

**Accum Total**

|       | 1 | 4 | 4 | 5 | 0 | 8 | 9 | 9 | 10 | 11 | 11 | 12 | 13 | 13 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |

**Daily %**

|       | 2.0% | 5.76% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

**Accum %**

|       | 2.0% | 7.0% | 7.0% | 9.4% | 13.3% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% | 15.1% |

**Proposed BID Expansion Ballot - 31 March 2020**

- [Graph showing voting document returns]
RESULT SHEET
OFFICIAL RESULT

Manukau Business Improvement District
PROPOSED BID EXPANSION BALLOT
31 March 2020

Question: Do you support the expansion of the Manukau Business Improvement District (BID) programme delivered by Business Manukau (Manukau Business Association Inc) and accordingly support the paying of a target rate?

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<tr>
<td>NO</td>
<td>102</td>
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<tr>
<td>INFORMALS</td>
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14
1. Attendance

Voting Members

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<tr>
<td>1</td>
<td>Aaron Jones VM</td>
<td>BNZ Manukau</td>
</tr>
<tr>
<td>2</td>
<td>Rachel Darlington VM</td>
<td>Business Like NZ</td>
</tr>
<tr>
<td>3</td>
<td>Emily May VM</td>
<td>Jaedon Enterprises</td>
</tr>
<tr>
<td>4</td>
<td>Debra Law VM</td>
<td>Law &amp; Associates</td>
</tr>
<tr>
<td>5</td>
<td>Ilango Krishnamoorthy VM</td>
<td>Mercury Printz Ltd</td>
</tr>
<tr>
<td>6</td>
<td>Karen Crabb VM</td>
<td>Rainbow’s End</td>
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6 Voting Members

Non-Voting Attendees

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<th>Name</th>
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<tr>
<td>1</td>
<td>Kerry Burridge</td>
<td>MBA General Manager</td>
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1 Non-voting attendee

Total 7

2. Apologies

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<tr>
<td>Stephen Grey</td>
<td>Chester Grey Chartered Accountants</td>
</tr>
<tr>
<td>Mark Smith</td>
<td>Briscoes Manukau</td>
</tr>
<tr>
<td>Belinda Sutton</td>
<td>Van den Brink Group</td>
</tr>
<tr>
<td>Dr Ashraf Choudhary</td>
<td>Otara-Papatoetoe Local Board</td>
</tr>
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</table>
Special Resolution 1.0 – Approval of 2020 BID Expansion Ballot Results

The members move to accept the Manukau Business Association’s 2020 BID expansion ballot results as follows: 53 voting documents were issued to voters; of these 14 (or 26.4%) voted, and 13 of those (92.86%) voted YES and 1 (7.14%) voted NO. The ballot was therefore successful, and the proposed expansion of the Manukau Business Improvement District was approved by the electorate.

*Explanatory note:* the successful result was announced on the [www.businessmanukau.co.nz](http://www.businessmanukau.co.nz) website the day of the result.

Moved: Aaron Jones (BNZ)
Seconded: Ilango Krishnamoorthy (Mercury Printz)
Vote: All in favour – no one against

Special Resolution 2.0 – Approval of New BID Geographical Boundaries

The members move to vote in favour of an adjustment to Manukau Business Association’s geographical boundaries to include the new area, as shown in the attached map.

*Explanatory note:* the map showing the old and new boundaries is shown in the Appendix below and will also been made available on the website [www.businessmanukau.co.nz](http://www.businessmanukau.co.nz).

Moved: Aaron Jones (BNZ)
Seconded: Ilango Krishnamoorthy (Mercury Printz)
Vote: All in favour – no one against

Special Resolution 3.0 – Striking a Targeted Rate

To strike a rate of $510,000 for the 2020/2021 financial year, calculated by using a percentage against capital value mechanism of approximately 0.00034086 (rate in the dollar).

*Explanatory note:* Landowners can calculate their contribution if they multiply the new proposed rate in the dollar of approximately 0.00034086 by the property’s capital value as shown on a current Auckland Council rates invoice. Where there are multiple tenants at a property, the rate will be split between them proportionally, according to their tenancy agreements.
The total amount of $510,000 was approved by membership at the 2019 AGM and publicised through the “Vote Now Information Brochure” prior to the Expansion Ballot in March 2020.

The Executive Committee viewed this as the most equitable rating model for our district, and by spreading the overhead costs across a larger number of properties it means that the 25 new properties will bear $13,883 (70%) of the additional $20,000 cost, and the existing 723 properties will each pay an extra $8.46 on average per annum.

Please note that it is possible that there may be additional variation in the targeted rates charged to individual properties in our district due to factors beyond our control. These changes are caused by the normal variations in the Auckland Council database due to an increase or decrease in the number of property titles in our district, or changes in the capital values of individual properties.

Moved Aaron Jones (BNZ)
Seconded Ilango Krishnamoorthy (Mercury Printz)
Vote All in favour – no one against

Meeting closed – 12.10pm

Minutes Approved by Executive Committee and signed by Chairman:

Signed Chairman: ..............................................................

Date: ........................................................................

Appendix (Map) below
Appendix – BID Expansion Map

Endorsing the expansion of the Manukau Business Improvement District (BID) programme and targeted rate 2020/2021

Attachment F

Item 15
New community lease for Papatoetoe Athletics Club Incorporated at Omana Park, 23R Omana Road, Papatoetoe

File No.: CP2020/02280

Te take mō te pūrongo
Purpose of the report
1. To seek a new community building lease for Papatoetoe Athletics Club Incorporated at Omana Park, 23R Omana Road, Papatoetoe.

Whakarāpopototanga matua
Executive summary
2. Community leases are one of the ways in which the council provides support to local community organisations, assisting them to sustain the activities and experiences they provide in alignment with recognised local priorities.

3. Papatoetoe Athletics Club Incorporated has been operating from part of the council-owned building at Omana Park for many years without any formal agreement in place.

4. Staff have been working with the club and have received an application for lease for the part of the building that they occupy, and are satisfied that the group meets the standards specified in the Community Occupancy Guidelines 2012, and recommend that a lease be granted in accordance with these guidelines.

Ngā tūtohunga
Recommendation/s
That the Ōtara-Papatoetoe Local Board:

a) take note of the public notification of Auckland Council's intention to grant a new community lease to Papatoetoe Athletics Club Incorporated.

b) delegate to the Otara-Papatoetoe Local Board Chairperson, following public notification, the authority to appoint a hearings panel to consider objections, and to make a decision.

c) grant, subject to any objections being resolved, under section 138 of the Local Government Act 2002 and section 54(1)(b) of the Reserves Act 1977, a new community building lease to Papatoetoe Athletics Club Incorporated for the land at Omana Park, 23R Omana Road, Papatoetoe (as identified in Attachment A) and described as Part Lot 2 Deposited Plan 17528, comprising 215 square metres; and contained in Record of Title NA1540/6, and Lot 19 Deposited Plan 16884, comprising 1.0228 hectares, and contained in Record of Title NA3D/294 (Cancelled); subject to the following terms and conditions:

i) term – five (5) years commencing 1 April 2020 with a single five year right of renewal and final expiry on 31 March 2025

ii) rent – one dollar ($1.00) plus GST per annum, if requested

iii) permitted use – for the purposes and activities of an athletics club

iv) the approved community outcomes plan (Attachment B), to be included in the lease agreement as Schedule 3.


d) support all other terms and conditions in accordance with the Auckland Council Community Occupancy Guidelines 2012, the Local Government Act 2002 and the Reserves Act 1977.
Horopaki

Context

5. This report considers the application for a new community building-lease to Papatoetoe Athletics Club Incorporated for part of the council-owned building at Omana Park, 23R Omana Road, Papatoetoe.

6. The Ōtara-Papatoetoe Local Board is the delegated authority for local recreation, sport and community facilities; including community leasing matters.

The land

7. Omana Park is located between the Royal Auckland and Grange Golf and Hunters Corner shopping precinct, on land describes as Part Lot 2 Deposited Plan 17528, comprising 215 square metres, and contained in Record of Title NA1540/6; and Lot 19 Deposited Plan 16884, comprising 1.0228 hectares, and contained in Record of Title NA3D/294 (Cancelled).

8. The land is held in fee simple by Auckland Council, with Part Lot 2 held subject to the provisions of the Local Government Act 2002, and Lot 19 held as a classified recreation reserve and subject to the provisions of the Reserves Act 1977, shown below:

9. The use of the land is consistent with this classification and is anticipated within the adopted 2007 Manukau Combined Sports Park Management Plan. However, as part of the building is on land administered under the Local Government Act 2002, iwi engagement and public consultation of the intention to grant the lease is required.

10. The lease is for a portion of the building on Omana Park, the building also contains council change rooms and toilets that are available to the public. The leased area is detailed on the plan attached as Attachment A.

The club

11. Papatoetoe Athletics Club Incorporated registered with the New Zealand Companies office in June 2015. The club’s aim is to foster, practice and control athletics in Papatoetoe and offer a family-orientated club that encourages participation, enjoyment and personal development for their athletes. The club was first founded in 1929 and moved to Omana Park in 1979. Funding is raised through raffles, an on-site tuck shop and grants.

12. The club is affiliated with both Athletics Auckland and Athletics New Zealand and currently has around 225 members aged from pre-schoolers to those in their late 40s. Sixty percent
of members identify as Pacific Island, 25% as Māori, 5% as European and 10% as other. Most members are aged between five and 13 years of age.

13. The club trains and supports members competing in athletic events including long-distance running, sprinting, long jump, high jump, discus and shot put. Members have been successful and hold records for Counties, Auckland and New Zealand organised athletic events.

Tātaritanga me ngā tohutohu
Analysis and advice

14. Auckland Council’s Community Occupancy Guidelines 2012 sets out the criteria for community occupancy agreements. The procedure for a new lease of council-owned buildings is to call for expressions of interest from community groups. This allows an assessment of proposals to ensure the best community outcomes are delivered.

15. Local boards, however, have the discretion to forego seeking expressions of interest where suitable tenants are identified. Papatoetoe Athletics Club Incorporated satisfies the required criteria specified in the guidelines in the following ways:
   i. it is a not-for-profit incorporated society
   ii. it provides activities, services and programmes that align with, and promote strategic outcomes for the community as outlined in the Ōtara-Papatoetoe Local Board Plan 2017 outcome of parks and facilities that meet people's needs
   iii. it has a history of delivering services to the local athletic community of Papatoetoe
   iv. it is managed appropriately, as evidenced by its longevity and financial accounts.

16. Under the guidelines, it is recommended that for leases over council-owned buildings the standard term be five (5) years with one five (5) year right of renewal, providing a total term of 10 (ten) years.

17. The local board has discretion to vary the term of the lease if it wishes. However, the guidelines suggest that where the term is varied, it aligns to one of the recommended terms within the Community Occupancy Guidelines 2012.

18. Where a community group occupies part of a council-owned building the guidelines state that an annual operational charge for the space occupied. The amount charged is based on recovery of the direct costs to council of providing the premises and consists of the following components:
   • building insurance
   • share of overheads incurred (including electricity and water charges)
   • maintenance provided by council as outlined in the terms of the occupancy agreement.

19. The annual charge to Papatoetoe Athletics Club will be $3,000 (plus GST), invoiced monthly.

Public notification

20. Under section 138 of the Local Government Act 2002, all leases longer than six months require public notification. As part of the building is on land administered by the Local Government Act public notification of the intention to lease will be undertaken.

21. Public notification will be by way of an advertisement in the Manukau Courier, placement on the council website and other social media outlets. Submitters will have one month to make a submission or objection, and if any objections are received the local board will convene a hearings panel to consider and decide.
Tauākī whakaaweawe āhuarangi
Climate impact statement

22. There is no identified impact on greenhouse gas emissions as the proposal does not introduce any new source of emissions.

23. Climate change has the potential to impact the lease as the site sits next to a flood plain area on the far edge of Omana Park. These areas are predicted to be covered by flood water (river or surface flooding) as a result of a 1-in-100-year rainstorm event (as shown below):

24. Note: A flood happens when heavy rainfall overpowers the capacity of natural or designed drainage systems. Floods become dangerous if the water is very deep or travelling very fast or if the flood waters have risen very quickly, or if they contain debris like tree branches and sheets of iron.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views

25. In compiling the recommendations staff obtained input from Parks, Sports and Recreation unit. No concerns were raised, and new leases are supported.

26. The proposed new lease has no identified impacts on other parts of the council group. The views of council-controlled organisations were not required for the preparation of the advice in this report.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views

27. The recommendation within this report falls within the local board’s allocated authority relating to local recreation, sports and community facilities.

28. The local board was informed about the new lease to the Papatoetoe Athletics Club for Omana Park at the monthly community facilities workshop held on 23 July 2019, 25 February and 24 March 2020.

29. The recommendation supports the Ōtara-Papatoetoe Local Board Plan 2017 outcome of parks and facilities that meet people’s needs.

Tauākī whakaaweawe Māori
Māori impact statement

30. An aim of community leasing is to increase targeted support for Māori community development. This proposal seeks to improve access to facilities for all Aucklanders including Māori living in the Ōtara-Papatoetoe Local Board area. Twenty-five percent of the members of the club identify as Māori.
31. Formal engagement with iwi is required as part of the building is on land administered under the Local Government Act 2002.

32. The proposed new ground lease and classification of a portion of the park was reported to the South-Central Mana Whenua Forum on 28 November 2019, no obligations were raised by forum members. As athletics is not contemplated in the reserve management plan, formal consultation with iwi will take place alongside the public notification of the intended lease.

**Ngā ritenga ā-pūtea**

**Financial implications**

33. All costs relating to the advertising of the intention to lease (and any resulting hearing); and preparation of the lease agreement will be borne by council.

**Ngā raru tūpono me ngā whakamarutanga**

**Risks and mitigations**

34. If the Ōtara-Papatoetoe Local Board resolves not to grant the new lease to Papatoetoe Athletics Club, the club’s ability to undertake its core activities will be materially affected, which in turn will have a negative impact on the desired local board outcome.

35. If the athletics club is not granted a lease for the council-owned building, then they would have to find an alternative venue to operate from. (Omana Park is set-up for athletics with covered long-jump pits and a hammer cage). Also an alternative tenant for the building would need to be sought.

36. Additionally, the athletics club’s operation on Omana Park is identified in the adopted Sports Parks Management Plan and is specifically suited to activate the recreational potential of the park in a sustainable manner.

37. As there is no significant departure from the approved land use or change in activities there are no identified risks in granting the lease.

**Ngā koringa ā-muri**

**Next steps**

38. Subject to the local board granting the lease, advertising of this intention will take place.

**Ngā tāpirihanga**

**Attachments**

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<td>A</td>
<td>Site map and premises plan - Papatoetoe Athletics Club, Omana Park, 23R Omana Road, Papatoetoe</td>
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<td>B</td>
<td>Community Outcomes Plan - Papatoetoe Athletics Club, Omana Park</td>
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**Ngā kaihaina**

**Signatories**

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<tr>
<th>Author</th>
<th>Jenny Young - Community Lease Advisor</th>
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<tr>
<td>Authorisers</td>
<td>Rod Sheridan - General Manager Community Facilities</td>
</tr>
<tr>
<td></td>
<td>Victoria Villaraza - Relationship Manager, Mangere- Otahuhu and Otara-Papatoetoe Local Boards</td>
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New community lease for Papatoetoe Athletics Club Incorporated at Omana Park, 23R Omana Road, Papatoetoe
# COMMUNITY OUTCOMES PLAN

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<td>Name and Location of Land/Facility</td>
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<td>Local Board Area</td>
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<td>Agreed Annual Report Due Date</td>
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<th>Target</th>
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<th>Achievements</th>
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<td>Ōtara-Papatoetoe Local Board Plan 2017 Outcome 3: Parks and facilities that meet people’s needs</td>
<td>i. Grow the membership of the club by 8% per year (Annual Report)</td>
<td>i. Maintain and grow membership of the club: Report the number of members under the age of 21 Report the number of members 21+</td>
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<td>Healthy Families: Our spaces enable and promote active, healthy and flourishing communities</td>
<td>ii. Provide evidence of the club’s support and actions in holding smoke-free and alcohol-free events iii. Provide evidence of the club supporting water over sugar-sweetened drinks (Annual Report)</td>
<td>Principles: ii. Champion smoke-free and alcohol-free iii. Wai water is the easiest choice – choose water over sugar sweetened beverages</td>
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<td>Maori</td>
<td>iv. Increase Māori membership of the club by 10% per annum (Annual Report)</td>
<td>iv. Increase participation in the athletic sports by Māori</td>
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<tr>
<td>Environment</td>
<td>vi. Report annually on reductions achieved in energy use and waste removed from the site (Annual Report)</td>
<td>v. Implement an energy, water and waste minimisation plan</td>
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Grant of new community lease for the Hunters Corner Community Office at 63 East Tamaki Road, Papatoetoe

File No.: CP2020/03264

Te take mō te pūrongo

Purpose of the report

1. To seek approval of the preferred occupant for a community lease of the Hunters Corner Community Office at 63 East Tāmaki Road, Papatoetoe and to grant a new community lease for the building and surrounds.

Whakarāpopototanga matua

Executive summary

2. The current tenant of the Hunters Corner Community Office does not have a signed lease agreement with council. The Ōtara-Papatoetoe Local Board asked staff to undertake an expression of interest (EoI) process for the property. Three applications were received.

3. The Hunters Corner Community Office is located at 63 East Tāmaki Road, Papatoetoe on land held in fee simple by Auckland Council under the Local Government Act 2002 and public notification and iwi consultation is required before granting a lease at the property.

4. The building has a small reception area, with adjoining toilet, a central space and small kitchen to the rear, with a small area of land surrounding the building. A site plan of the building is attached (Attachment A).

5. Three community groups applied for the lease. The applications were assessed against the following criteria:
   - Eligibility, legal identity, primary purpose, open membership
   - History and financial viability
   - Best fit with the building configuration and size; extent and type of use; collaborative initiatives
   - Alignment of programmes and services with the Ōtara-Papatoetoe Local Board Plan 2017 and the Auckland Plan.

6. The assessment panel advise that each of the groups would be a suitable tenant for the building and that each brings its own strengths and meets different needs. This report recommends that Mutalau Ululauta Matahefonua Trust is the preferred candidate as they would fit well with the building and have an identified need for a stable base.

7. Subject to successful public notification and iwi consultation staff recommend the Ōtara-Papatoetoe Local Board approve a new community lease to Mutalau Ululauta Matahefonua Trust for the Hunters Corner Community Office at 63 East Tāmaki Road, Papatoetoe for an initial term of five years with one further five-year right of renewal. This is the standard term for a council-owned building. A community outcomes plan will be negotiated with the successful group, to be approved by the Ōtara-Papatoetoe Local Board Chairperson, in consultation with the local board members, and attached to the lease document.

Ngā tūtohunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

   a) note the public notification and iwi consultation of Auckland Council’s intention to
grant a new community lease to Mutalau Ululauta Matahefonua Trust.

b) delegate to the Ōtara-Papatoetoe Local Board Chairperson, following public notification, the authority to appoint a hearings panel to consider objections, and to make a decision.

c) grant, subject to any objections being resolved, a new community lease to Mutalau Ululauta Matahefonua Trust to occupy the land and building, an area of 157 square meters (more or less), being Part Lot 1 Deposited Plan 49352 (Attachment A) at 63 East Tāmaki Road, Papatoetoe, on the following terms and conditions:

i) term - five (5) years commencing 1 June 2020 with one five (5) year right of renewal, final expiry 31 May 2030.

ii) rent - $1.00 per annum (plus GST), if requested.

iii) a subsidised maintenance fee of $500.00 plus GST per annum.

d) delegate to the Ōtara-Papatoetoe Local Board Chairperson, in consultation with the local board members, the authority to approve the Mutalau Ululauta Matahefonua Trust’s Community Outcomes Plan, which will be appended to the lease.

e) note all other terms and conditions will be in accordance with the Auckland Council Community Occupancy Guidelines 2012 and the Local Government Act 2002.

Horopaki
Context
8. The Hunters Corner Community Office building at 63 East Tāmaki Road, Papatoetoe is currently occupied by a tenant without a signed lease.

9. The Otara Papatoetoe Local Board requested staff undertake an expression of interest to identify a suitable occupant of the building.

10. Three applications were received. This report provides an analysis of the applications and recommends granting a lease to a suitable occupant subject to conditions.

Tātaritanga me ngā tohutohu
Analysis and advice
The property
11. The Hunters Corner Community Office is a small three-roomed space, formerly owned and occupied by the Royal New Zealand Plunket Society. It has been occupied by Niue Motu Maka Enterprises without a signed lease.

12. The property is located at 63 East Tāmaki Road, Papatoetoe on land described as Part Lot 1 Deposited Plan 49352 (NA1904/93) (Part-Cancelled) and is approximately 157 square meters in area (outlined in red on Attachment A).

13. The land is held in fee simple by Auckland Council under the Local Government Act 2002.

Lease term and costs
14. This report recommends that the Ōtara-Papatoetoe Local Board grant a new lease for 63 East Tāmaki Road, Papatoetoe for an initial term of five years with one further five-year right of renewal.

15. This is the recommended term for a community group occupying a council-owned building. A community outcomes plan will be negotiated with the lessee, to be approved by the local
board chairperson, in consultation with local board members, and included as a schedule within the lease document.

16. This report recommends that Mutalau Ululauta Matahefonua Trust is the preferred candidate following assessment against the criteria listed in the Community Occupancy Guidelines 2012.

17. In accordance with the Auckland Council Community Occupancy Guidelines 2012 the recommended rent is $1.00 plus GST per annum, if requested. As this is an exclusive use premises there is an annual maintenance fee based on the size of the leased area. This fee covers building insurance, compliance costs: Building Warrant of Fitness, Health and Safety at Work Act 2015, fire and egress code compliance and maintenance provided by council as outlined in the terms of the lease agreement.

18. The property is approximately 157 square meters and the annual maintenance fee for leases between 100 and 500 square meters in area is $500.00 (plus GST) per annum. The tenant will be responsible for utilities (electricity and water) supplied to the building.

Expression of Interest

19. The request for expressions of interest was advertised in the Manukau Courier, the council website and through staff networks. Applicants on the Auckland Council community lease interest register were also advised. The facility was open for viewing by interested applicants by appointment.

20. Three community groups applied. The groups are:
   i) Hindu Heritage Research Foundation (NZ)
   ii) Hunters Corner Town Centre Society Incorporated
   iii) Mutalau Ululauta Matahefonua Trust

21. All three applications were assessed against the following criteria:
   • Eligibility, open membership/users
   • Financial stability, accounts, funding and sustainability
   • Best fit with the building configuration and size; extent and type of community use, collaborative initiatives
   • Need for the services provided in the area, services of complementary nature to those already in place
   • Ability of the group to manage the rooms as community space able to be used by a wider range of people
   • Alignment of programmes and services with the Ōtara-Papatoetoe Local Board Plan 2017 and the Auckland Plan.

Applicant groups

Hindu Heritage Research Foundation (NZ)

22. Hindu Heritage Research Foundation (NZ) was first incorporated as a charitable trust on 3 July 2008 and registered with the Charities Services on 7 April 2009.

23. The object of the trust is “to carry out the vision of cosmic interdependence of Human being and nature (including, plants, animals, mammals, fish and environments).”

24. The trust is acting as an umbrella organisation for the following groups:
   • Papatoetoe Community Budgeting Service
   • Swar Jhankar Sangeet Vidhaylay
   • Shiv Shakti Mothers Club
• Papatoetoe Fiji Indian Youth Group
• Papatoetoe ESOL Facilitators
• Papatoetoe Senior Citizen’s Association
• Papatoetoe Migrant Settlement Service
• Papatoetoe Career Development Service

25. The trust currently operates a budget service from The Chambers at 35 St George Street, Papatoetoe and employs one full-time and two part-time staff. They also have eight full-time and 16 part-time volunteers. The trust provides services to 2,600 people from secondary school pupils to older adults.

26. The trust proposes that the seniors, mothers and youth groups utilise the building Monday to Sunday – mornings and afternoons. Monday to Saturday evenings would be taken by adult community education classes. All services are provided free to the community.

27. The trust is not willing to share the property with other organisations.

Hunters Corner Town Centre Society Incorporated

28. The Hunters Corner Town Centre Society Incorporated became registered as an incorporated society on 5 June 2001; was struck-off the register on 17 June 2004 and reinstated on 17 May 2005. The society’s stated purposes is to assist and guide the development and advancement of the commercial interests of businesspeople in the Hunters Corner Town Centre through co-ordinated, structured and measurable communications, marketing and economic development programmes. They partner with the local board to operate a Business Improvement District (BID) programme of promotions, events, marketing campaigns, business support and enterprise, crime prevention initiatives, local improvement projects, advocacy to local and central government and skill and enterprise development.

29. The society has operated their programmes from The Chambers at 35 St George Street, Papatoetoe. The society has 402 members and employs two full-time and three part-time staff. They propose to use the property Monday to Friday during the day, as a base for the town centre ambassadors and crime prevention officer. The Māngere/Papatoetoe Pacific Wardens would use the office in the evenings Tuesday to Thursday 7.00pm to 1.00am and Friday to Sunday 7.00pm to 3.00am.

30. The society is willing to share the property with other organisations.

Mutalau Ululauta Matahefonua Trust

31. Mutalau Ululauta Matahefonua Trust (MUMT) became incorporated as a charitable trust on 2 November 2004 and registered with the Charities Services on 30 June 2008. The trust’s primary purpose is to develop and manage projects for the advancement of the people with origins and connections from the Niue village of Mutalau, and other Niuean’s living in New Zealand.

32. The trust currently has no paid staff and operates with more than eight full-time and more than 30 part-time volunteers. They propose to fully utilise the building Monday to Sunday, during the day and in the evenings, for activities, meetings, administration, cultural activities, fundraising; bible study and services (the latter being a small part of the operation of the group).

33. MUMT works closely with the current tenant Niue Motu Maka Enterprises Trust, who will continue to use the building should Mutalau Ululauta Matahefonua Trust be successful with their application.

34. The trust is willing to share the property with other organisations.
Assessment of applications

35. All the applications received were assessed against the criteria contained in the Community Occupancy Guidelines 2012.

36. Assessing the three applications on a 100-point scale the following score were measured:

<table>
<thead>
<tr>
<th>Group</th>
<th>Score (out of 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutalau Ululauta Matahefonua Trust</td>
<td>74</td>
</tr>
<tr>
<td>Hindu Heritage Research Foundation (NZ)</td>
<td>70</td>
</tr>
<tr>
<td>Hunters Corner Town Centre Society Incorporated</td>
<td>69</td>
</tr>
</tbody>
</table>

Public notification

37. Under section 138 of the Local Government Act 2002, all leases longer than six months must be publicly notified relevant local iwi consulted.

38. Public notification will be by way of an advertisement in the Manukau Courier, on the council website and via other social media outlets. Submitters will have one month to make a submission or objection. If any objections are received that request to be heard the local board will convene a hearings panel to consider and decide on the proposed lease.

39. Auckland Council’s Community Occupancy Guidelines 2012 sets out the criteria for community occupancy agreements. The procedure for a new lease of council-owned buildings is to call for expressions of interest from community groups. This allows an assessment of proposals to ensure the best community outcomes are delivered.

40. Under the guidelines, it is recommended that for leases of council-owned buildings the standard term is five (5) years with one five (5) year right of renewal, for a total term of 10 (ten) years.

41. The local board has discretion to vary the term of the lease if it wishes. However, the guidelines suggest that where the term is varied, it aligns to one of the recommended terms within the Community Occupancy Guidelines 2012.

 Tauākī whakaaweawe āhuarangi

Climate impact statement

42. Climate change is not expected to impact this site as it is not near a waterway or the coast:

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera

Council group impacts and views

43. Staff have obtained input from the Arts, Community and Events unit. No concerns were raised, and the new lease is supported.
44. The proposed new lease has no identified impacts on other parts of the council group. The views of council-controlled organisations were not required for the preparation of the advice in this report.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views

45. The recommendation within this report falls within the local board’s allocated authority relating to local recreation, sports and community facilities.

46. The assessed applications were considered at the local board workshop of 25 February 2020. The board gave their support to the applicant ranked highest in the assessment against the criteria in the Community Occupancy Guidelines 2012.

47. The recommendation supports the Ōtara-Papatoetoe Local Board Plan 2017 outcome of empowered, inclusive and prosperous communities.

Tauākī whakaaweawe Māori
Māori impact statement

48. An aim of community leasing is to increase targeted support for Māori community development. This proposal seeks to improve access to facilities for all Aucklanders including Māori living in the Ōtara-Papatoetoe Local Board area. The group have indicated: the “Trust and all other groups are fully supportive and attuned to Māori as mana whenua. Activities include references to Māori arts and culture and use Māori words and concepts that are similar to Niue and other Pacific cultures.”

49. The proposed new building lease was reported to the South-Central Mana Whenua Forum on 25 March 2020, no obligations were raised by forum members. As the lease will be granted under the Local Government Act 2002, formal consultation with iwi will take place alongside the public notification of the intended lease.

Ngā ritenga ā-pūtea
Financial implications

50. All costs relating to the advertising of the intention to lease (and any resulting hearing); and preparation of the lease agreement will be borne by council.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations

51. If the Ōtara-Papatoetoe Local Board resolves not to grant the new lease to Mutalau Ululauta Matahefonua Trust, the club’s ability to undertake its core activities will be materially affected, which in turn will have a negative impact on the desired local board outcome.

52. If Mutalau Ululauta Matahefonua Trust is not granted a lease for the council-owned building, they will have to find alternative accommodation. Also, an alternative tenant will need to be found for the building.

53. As there is no significant departure from the approved land use or change in activities there are no identified risks in granting the lease.

Ngā koringa ā-muri
Next steps

54. Subject to the local board granting the lease, public advertising and formal iwi engagement of this intention will take place.
Ngā tāpirihanga
Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Site map - Hunters Corner Community Office, 63 East Tamaki Road, Papatoetoe</td>
<td>85</td>
</tr>
</tbody>
</table>

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Jenny Young - Community Lease Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Rod Sheridan - General Manager Community Facilities</td>
</tr>
<tr>
<td></td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-Papatoetoe Local Boards</td>
</tr>
</tbody>
</table>
Grant of new community lease for the Hunters Corner Community Office at 63 East Tamaki Road, Papatoetoe.
Reclassification of a part of Papatoetoe Recreation Ground and new community lease for Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe) for Papatoetoe Recreation Ground, 295R Great South Road, Papatoetoe

File No.: CP2020/03992

Te take mō te pūrongo
Purpose of the report
1. To reclassify a portion of land, at Papatoetoe Recreation Ground, legally described as Lots 1, 5, 6 and 7 Deposited Plan 57875 NA11D/878, totalling 2,817 square meters (more or less), pursuant to Section 16 (2A) of the Reserves Act 1977.
2. To seek a new community ground-lease for the amalgamated Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe Playcentre) at Papatoetoe Recreation Ground, 295R Great South Road, Papatoetoe.

Whakarāpopototanga matua
Executive summary
3. Community leases are one of the ways in which council provides support to local community organisations, assisting them to sustain the activities and experiences they provide in alignment with recognised local priorities.

4. The former Tamaki Playcentres Association Incorporated (now Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa) entered into a lease with the former Manukau City Council in August 2009 for the group-owned building and surrounding playground at what is now Papatoetoe Recreation Ground (formerly Kingswood Reserve) that houses Papatoetoe Playcentre. The lease finally expired on 31 July 2019 and is currently holding over on a month-by-month basis.

5. Four parcels of land containing the playcentre, Girl Guide hall, Manukau Radio Club rooms and Scout hall are currently on land classified as a recreation reserve. This classification allows sporting and recreation activities on the reserve. The most appropriate classification for the activities outlined is local purpose (community use) reserve. Therefore, the land requires reclassification prior to the issue of the lease.

6. Staff are satisfied they group meets the standards specified and recommends the lease is granted in accordance with the Auckland Council Community Occupancy Guideline 2012.

Ngā tūtohunga
Recommendation/s
That the Ōtara-Papatoetoe Local Board:

a) approve, subject to any objections being resolved, under Section 16 (2A) of the Reserves Act 1977; the reclassification of Lots 1, 5, 6 and 7 Deposited Plan 57875 NA11D/878, totalling 2,817 square meters (more or less), contained in Record of Title 1845/74 (shown outlined in blue on Attachment A); as a local purpose (community use) reserve.
b) grant, under section 54 (1) (d) of the Reserves Act 1977, a new community ground lease to Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe Playcentre) for the land at Papatoetoe Recreation Ground, 295R Great South Road, Papatoetoe (marked in red and hatched on the map attached as Attachment B) and described as Part Lot 6 Deposited Plan 57875, being 761 square metres and is contained in Record of Title NA11D/879 and part of Lot 7 Deposited Plan 57875 being 903 square metres and is contained in Record of Title NA11D/880; subject to the following terms and conditions:

i) term – ten (10) years commencing 1 May 2019 with a single 10-year right-of-renewal and final expiry on 30 April 2039

ii) rent – one dollar ($1.00) plus GST per annum, if requested

iii) rent review date – on renewal

iv) permitted use – childcare and education facility for preschool children

v) the approved community outcomes plan (Attachment C), to be included in the lease agreement as Schedule 3.

c) note that all other terms and conditions to be in accordance with the Auckland Council Community Occupancy Guidelines 2012 and the Reserves Act 1977.

Horopaki

Context

7. This report considers the reclassification of a portion of Papatoetoe Recreation Ground; and the application for a new community ground lease from Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe Playcentre), for the group-owned building and the surrounds at Papatoetoe Recreation Ground, 295R Great South Road, Papatoetoe.

8. The Ōtara-Papatoetoe Local Board is the allocated authority for local, recreation, sport and community facilities; including community leasing matters.

The land

9. The lease is on land described as part Lot 6 and Lot 7 Deposited Plan 57875 on Record of Title NA11D/874 and is held in fee simple by Auckland Council as a recreation reserve. The land of approximately 900 square meters (more or less) includes the building, a garage and fenced outdoor play area, as shown in the aerial plan (Attachment B).

10. The playcentre is one of four buildings located on the north-west edge of the Papatoetoe Recreation Ground on land described as Lots 1, 5, 6 and 7 Deposited Plan 57875 NA11D/878, totalling 2,817 square meters (more or less) (outlined in blue on Attachment A) is held by Auckland Council as a recreation reserve. In order to grant a lease for the playcentre the land must be correctly classified. Therefore, staff recommend that all the relevant parcels of land be reclassified from a recreation reserve to a local purpose (community use) reserve.

The tenant

11. In May 2019 the High Court of New Zealand approved the amalgamation of 32 regional playcentre organisations with the New Zealand Playcentre Federation Incorporated which has taken over the property, rights, interests, powers, privileges, trusts, contracts, engagements and authorities, including the debts and liabilities, of the regional organisations. This means the new lease for the Papatoetoe Playcentre will be with the national federation that is now called Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa.
12. Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (previously New Zealand Playcentre Federation Incorporated) was first registered with the New Zealand Companies Office, under the Charitable Trusts Act 1957, in December 1947 and trades as Playcentre Aotearoa. Playcentre has a philosophy and practice based on "Whānau Tupu Ngātahi - Families Growing Together" that recognises parents as the first and most important educators of their children and supports them to educate their children. Playcentre provides early childhood education for children and parenting education for the caregivers of children from birth to school age. Playcentres implement the New Zealand Early Childhood Curriculum Te Whariki and receive funding from the Ministry of Education.

13. Papatoetoe Playcentre celebrated 60 years of operation in Papatoetoe in 2018. The group supports the local community by their involvement in the annual Papatoetoe Santa Parade and helping to keep local sports grounds clean. Many playcentre family members have succeeded in moving through the training levels to become teaching staff and undertake team roles, representing the organisation at local public events and institutions.

14. The centre currently has three part-time paid staff and seven part-time volunteers catering for seven families. The group holds good relationships with other local playcentres and are looking to increase the number of general play sessions per week. They also host a Space programme for first-time parents. Fifty percent of the children attending Papatoetoe Playcentre identify as European, 12% each for Māori, Indian and Asian and 24% as other race.

15. Funding for the centre is raised from grants, fundraising, koha from enrolled families, and government funding for sessions at the licensed centre.

Tātaritanga me ngā tohutohu
Analysis and advice

16. Auckland Council’s Community Occupancy Guidelines 2012 sets out the requirements for community occupancy agreements.

17. Under the guidelines, the kōhanga reo trust has an automatic right to reapply for a new lease at the end of its occupancy term, a right which it is exercising. It is recommended that a new lease be granted to the New Zealand Playcentre Federation Incorporated for a term of 10 years with one right of renewal for a further term of 10 years, in line with the guidelines.

18. Local boards have discretion to vary the term of the lease if it wishes. The guidelines suggest that where a term is varied, it aligns to one of the recommended terms contained in the Community Occupancy Guidelines 2012.

19. Staff undertook a site visit of the premises on 7 August 2019. The building appears well-maintained and managed. A regular maintenance schedule for the building and grounds is in place and are planning to upgrade the bathroom facilities at the centre.

20. After assessing the lease application and meeting with the tenant, staff have determined that the group qualifies for a new community lease because the:

   i) activity of the playcentre supports the Ōtara-Papatoetoe Local Board Plan 2017 outcome: empowered, inclusive and prosperous communities

   ii) New Zealand Playcentre Federation Incorporated are not in breach of the current occupancy agreement

   iii) federation’s financial accounts have sufficient reserves to cover its operating costs with no declared contingent liabilities

   iv) kōhanga reo funds its activities mostly by way of whānau fees, charitable grants and government subsidies

   v) premises meet the needs of the local community.
Tauākī whakaaweawe āhuarangi
Climate impact statement

21. There is no impact on greenhouse gas emissions as the proposal does not introduce any new source of emissions.

22. Climate change has minimal potential to impact the lease as the site sits adjacent to a flood plain outside the boundary of Papatoetoe Recreation Ground. These areas are predicted to be covered by flood water (river or surface flooding) as a result of a 1in-100-year rainstorm event (as shown below):

![Flood Plain Map]

Papatoetoe Recreation Ground, 294 Great South Road, Papatoetoe

23. Note: A flood happens when heavy rainfall overwhelms the capacity of natural or designed drainage systems. Floods become dangerous if the water is very deep or travelling very fast or if the flood waters have risen very quickly, or if they contain debris like tree branches and sheets of iron.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views

24. Staff have obtained feedback from the local parks and places specialist and the sport and recreation lead. No issues or concerns regarding the group were raised.

25. Council’s Service Strategy and Integration team, Land Advisory unit and Parks Services Parks and Places Specialist support reclassification.

26. The proposed lease renewal has no identified impacts on other parts of the council group. The views of council-controlled organisations were not required for the preparation of the advice in this report.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views

27. The recommendation within this report falls within the local board’s allocated authority relating to local recreation, sports and community facilities.

28. The lease was discussed with the local board at the monthly Mahi Tahi workshop on 27 August 2019, there were no objections to the grant of a new lease. The draft community outcomes plan, negotiated with the group, was reported to the local board workshop of 26 November 2019, no objections to the plan were raised by the members present.

29. The reclassification of the land was discussed with the local board at their 3 March 2020 workshop. There were no objections to the reclassification of the land.
30. The recommendation supports the Ōtara-Papatoetoe Local Board Plan 2017 outcome of honouring youth and seniors.

**Tauākī whakaaweawe Māori**  
**Māori impact statement**

31. An aim of community leasing is to increase targeted support for Māori community development. This proposal seeks to improve access to facilities for all Aucklanders including Maori living in the Ōtara-Papatoetoe Local Board area. Twelve percent of the children attending the centre identify as Māori.

32. The proposed new ground lease was reported to the South-Central Mana Whenua Forum on 27 November 2019, no obligations were exercised by the forum members present. Engagement with mana whenua will take place in conjunction with the public notification of the reclassification of the land.

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

33. The cost of advertising the reclassification of the part of Papatoetoe Recreation Ground, and any resulting hearing will be borne by council.

**Ngā raru tūpono me ngā whakamaurutanga**  
**Risks and mitigations**

34. If the Ōtara-Papatoetoe Local Board resolve not to grant a new lease to the New Zealand Playcentre Federation Incorporated for the Papatoetoe Playcentre, the centre’s ability to undertake its core activities will be affected, which in turn will have a negative impact on the desired local board outcomes. In addition, the local Papatoetoe community will likely lose access to the services provided by the centre.

35. As there is no significant departure from the current land use, or change in activities, there are no identified risks in granting the new lease.

**Ngā koringa ā-muri**  
**Next steps**

36. Subject to the local board approval of the new lease, staff will advertise the proposed reclassification for public submissions or objections.

**Ngā tāpirihanga**  
**Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Land for reclassification - Papatoetoe Recreation Ground</td>
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<tr>
<td>B</td>
<td>Site map - Papatoetoe Playcentre</td>
<td>95</td>
</tr>
<tr>
<td>C</td>
<td>Community outcomes plan - Papatoetoe Playcentre</td>
<td>97</td>
</tr>
</tbody>
</table>

**Ngā kaihaina**  
**Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Jenny Young - Community Lease Advisor</th>
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Reclassification of a part of Papatoetoe Recreation Ground and new community lease for Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe) for Papatoetoe Recreation Ground, 295R Great South Road, Papatoetoe
Reclassification of a part of Papatoetoe Recreation Ground and new community lease for Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe) for Papatoetoe Recreation Ground, 295R Great South Road, Papatoetoe
### Community Outcomes Plan

<table>
<thead>
<tr>
<th>Community Group</th>
<th>Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa (Papatoetoe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Location of Land/Facility</td>
<td>Papatoetoe Recreation Ground, 24R Kingswood Road, Papatoetoe</td>
</tr>
<tr>
<td>Local Board Area</td>
<td>Ōtara-Papatoetoe</td>
</tr>
<tr>
<td>Agreed Annual Report Due Date</td>
<td>31 October</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Board Outcome</th>
<th>Performance Measure</th>
<th>Target</th>
<th>Achievements</th>
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</thead>
<tbody>
<tr>
<td>Ōtara-Papatoetoe Local Board Plan Outcome 6:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honouring youth and seniors</td>
<td>i. Number of participating members under the age of six years receiving quality early childhood education.</td>
<td>i. Maintain an average minimum role of 10 pre-schoolers across the year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Number of Space programmes run.</td>
<td>ii. Present at least one Space programme each year.</td>
<td></td>
</tr>
</tbody>
</table>

**Healthy Families:**

Our spaces enable and promote active, healthy and flourishing communities

<table>
<thead>
<tr>
<th>Principles</th>
<th>iii. Wai (water) is the easiest choice (i.e. choose water over sugar sweetened beverages)</th>
<th>iii. Ensure water is available to both parents and children at all times.</th>
</tr>
</thead>
</table>

**Maori**

**Auckland Plan – Enable Maori aspirations through recognition of the Treaty of Waitangi and customary rights**

Support sustainable development of Maori outcomes, leadership, community and partnerships

| | iv. Promote Te Reo Māori in everyday language. | iv. Teach everyday age relevant language in both English and Te Reo Māori (e.g. colours, counting, greetings) |
| | v. Number of annual events held to celebrate uniquely New Zealand/Māori occasions (i.e. Waitangi Day, Matariki) | v. Hold a minimum of 1 - 2 annual events that celebrate Māori culture |

(Annual Report)
<table>
<thead>
<tr>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ōtara-Papatoetoe Local Board Plan Outcome 4: Healthy natural environment</td>
</tr>
<tr>
<td>Work with community groups to decrease the amount of waste ending up in</td>
</tr>
<tr>
<td>landfills by promoting recycling, reusing and reducing waste</td>
</tr>
<tr>
<td>vi. Encourage community action to achieve the regional commitment to Zero</td>
</tr>
<tr>
<td>Waste Auckland 2040. Practice and showcase the value of recycling,</td>
</tr>
<tr>
<td>composting and protection of the environment.</td>
</tr>
<tr>
<td>vii. Use a worm farm to divert food waste from landfill</td>
</tr>
<tr>
<td>Provide s2 lessons on how to protect the environment per annum.</td>
</tr>
<tr>
<td>Ensure that council recycling bin is always available.</td>
</tr>
<tr>
<td>vi. Report on the amount of waste removed from the building by using</td>
</tr>
<tr>
<td>TerraCycle's recycle platforms.</td>
</tr>
</tbody>
</table>
Te take mō te pūrongo

Purpose of the report
1. To adopt the Ōtara-Papatoetoe Grants Programme 2020/2021.

Whakarāpopototanga matua

Executive summary
2. The Auckland Council Community Grants Policy guides the allocation of local, multi-board and regional grant programmes to groups and organisations delivering projects, activities and services that benefit Aucklanders.
3. The Community Grants Policy supports each local board to review and adopt their own local grants programme for the next financial year.
4. This report presents the Ōtara-Papatoetoe Grants Programme 2020/2021 for adoption as provided in Attachment A to this report).

Ngā tūtohunga

Recommendation/s
That the Ōtara-Papatoetoe Local Board:

a) adopt the Ōtara-Papatoetoe Grants Programme 2020/2021.

Horopaki

Context
5. The Auckland Council Community Grants Policy guides the allocation of local, multi-board and regional grant programmes to groups and organisations delivering projects, activities and services that benefit Aucklanders.
6. The Community Grants Policy supports each local board to review and adopt its own local grants programme for the next financial year. The Ōtara-Papatoetoe local board grants programme guides community groups and individuals when making applications to the local board.
7. The local board community grants programme includes:
   • outcomes as identified in the local board plan
   • specific local board grant priorities
   • which grant types will operate, the number of grant rounds and opening and closing dates
   • any additional criteria or exclusions that will apply
   • other factors the local board consider to be significant to their decision-making.
8. Once the local board grants programme 2020/2021 has been adopted, the types of grants, grant rounds, criteria and eligibility with be advertised through an integrated communication and marketing approach which includes utilising the local board channels.
Tātaritanga me ngā tohu tohu
Analysis and advice
9. The aim of the local board grant programme is to deliver projects and activities which align with the outcomes identified in the local board plan. The new Ōtara-Papatoetoe Grants Programme has been workshopped with the local board and feedback incorporated into the grants programme for 2020/2021.

10. The new grant programme includes a higher priority for applications which promote community resilience.

Tauākī whakaaweawe āhuarangi
Climate impact statement
11. The local board grants programme aims to respond to Auckland Council’s commitment to address climate change by providing grants to individuals and groups with projects that support community climate change action. Local board grants can contribute to climate action through the support of projects that address food production and food waste; alternative transport methods; community energy efficiency education and behaviour change; build community resilience and support tree planting.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views
12. The grants programme has no identified impacts on council-controlled organisations and therefore their views are not required.

13. Based on the main focus of an application, a subject matter expert from the relevant council unit will provide input and advice. The main focus of an application is identified as arts, community, events, sport and recreation, environment or heritage.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views
14. The grants programme has been developed by the local board to set the direction of its grants programme. This programme is reviewed on an annual basis.

Tauākī whakaaweawe Māori
Māori impact statement
15. All grant programmes respond to Auckland Council’s commitment to improving Māori wellbeing by providing grants to organisations delivering positive outcomes for Māori. Applicants are asked how their project aims to increase Māori outcomes in the application process.

Ngā ritenga ā-pūtea
Financial implications
16. The allocation of grants to community groups is within the adopted Long-Term Plan 2018 - 2028 and the local board agreement that will be adopted for 20202/2021.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations
17. The allocation of grants occurs within the guidelines and criteria of the Community Grants Policy. Therefore, there is minimal risk associated with the adoption of the grants programme.
Ngā koringa ā-muri

Next steps

18. An implementation plan is underway and the local board grants programme will be locally advertised through the local board and council channels, including the council website, local board facebook page and communication with past recipients of grants.

Ngā tāpirihanga

Attachments

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<td>A1</td>
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</tbody>
</table>

Ngā kaihaina

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Authorisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen Taimarangai - Senior Community Grants Advisor</td>
<td>Marion Davies - Grants and Incentives Manager</td>
</tr>
<tr>
<td></td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-Papatoetoe Local Boards</td>
</tr>
</tbody>
</table>
Otara-Papatoetoe Local Board – Local Grants Programme 2020/2021

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

Outcomes sought from the local grants programme

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

Our grants programme will be targeted towards supporting the following outcomes, as outlined in our Local Board Plan 2017.

- Manukau transformation
- Revitalising town centres
- Parks and facilities that meet people’s needs
- Healthy natural environment
- Empowered, inclusive and prosperous communities
- Honouring youth and seniors
- It is easy to get around

Our priorities for grants

The Otara-Papatoetoe Local Board welcomes grants applications that align with one or more of the following local board plan priorities:

- Promote economic development and public safety in the town centres and strengthen their roles as community hubs
- Improve water quality in local streams
- Minimise waste going to landfill
- Reduce plant and animal pests through safe neighbourhood action
- Celebrate heritage, religious and cultural diversity of our communities
- Community capacity building and empowerment
- Promoting community resilience
- Promote better health and wellbeing in the community
- Promote community economic wellbeing and local employment
- Promote youth leadership and participation in employment, education training and business
- Ensure seniors in our area have access to quality facilities resources and activities
- Create opportunities for interactions between young and old
- Support local residents and organisations who will represent the area to demonstrate their excellence in conference and events
- recognise and celebrate the contributions of the local applicants.

Note: these priorities relate to the local board initiatives as outlined in the Otara-Papatoetoe Local Board Plan 2017.
Higher Priorities

The Ōtara-Papatoetoe Local Board will prioritise applications that align to the healthy environment principles including:

- smoke and vaping free, alcohol and drug free
- zero-waste
- promotion of healthy options for food and drink, including water as the first choice
- promotion of active lifestyles

Lower Priorities:

We will also consider applications for other services, projects, events and activities. However, these may be considered a lower priority.

<table>
<thead>
<tr>
<th>Lower Priority Areas</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ōtara – Papatoetoe Local Board will give applications lower priority and less</td>
<td>- Ticketed events, commercial events or events that promote a brand or company</td>
</tr>
<tr>
<td>favourable consideration if they contain one or more of the following:</td>
<td>- The purchase of assets, gear and equipment with limited future use or wider</td>
</tr>
<tr>
<td></td>
<td>benefit to the community</td>
</tr>
<tr>
<td></td>
<td>- Feasibility studies, need analysis, project plan development.</td>
</tr>
</tbody>
</table>

The board has also identified the following financial situation of an applicant, as a lower priority for funding:

- Applicant is not making any financial contribution of their own to the project
- Applicant has not considered other sources of funding for their project
- Applicant has the capacity to access funding from other sources
- Project facilitator fees are one-off costs.
In addition to the **eligibility criteria** outlined in the Community Grants Policy, the Ōtara-Papatoetoe Local Board will not fund:

- Applicants who failed to provide accountability report from a previous funding allocation.
- Applicants who provided unsatisfactory accountability forms from a previous funding allocation.
- Requests for wage and salary.

**Investment approach**

The Ōtara-Papatoetoe Local Board has allocated budgets to support the local grants programme as follows:

a) **Quick Response Local Grants:**
   - Minimum amount per grant: $500
   - Maximum amount per grant: $2,000

b) **Local Grants:**
   - Minimum amount per grant: $2,000

c) **Excellence Grants:**
   - Maximum amount per grant: $2,000

**Application dates**

Grant rounds for 2020/2021 will be as follows:

**Quick Response Grants**

<table>
<thead>
<tr>
<th>2020/2021 grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round one</td>
<td>24 August 2020</td>
<td>18 September 2020</td>
<td>20 October 2020</td>
<td>1 November 2020</td>
</tr>
<tr>
<td>Round two</td>
<td>12 October 2020</td>
<td>6 November 2020</td>
<td>8 December 2020</td>
<td>31 December 2020</td>
</tr>
<tr>
<td>Round three</td>
<td>19 April 2021</td>
<td>14 May 2021</td>
<td>15 June 2021</td>
<td>1 July 2021</td>
</tr>
</tbody>
</table>

**Local Grants**

<table>
<thead>
<tr>
<th>2020/2021 grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
</table>
Multi-board funding: we have agreed to work with other local boards to deliver multi-board funding on a case-by-case basis.

<table>
<thead>
<tr>
<th>2020/2021 multi-board grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round one</td>
<td>15 June 2020</td>
<td>24 July 2020</td>
<td>8 September 2020</td>
<td>15 September 2020</td>
</tr>
<tr>
<td>Round two</td>
<td>15 February 2021</td>
<td>26 March 2021</td>
<td>11 May 2021</td>
<td>18 May 2021</td>
</tr>
</tbody>
</table>

Pursuit of Excellence Grants:
The Ōtara-Papatoetoe Local Board set up the Pursuit of Excellence Award to:

- Increase the profile and image of the Ōtara-Papatoetoe Local Board area by residence that demonstrate excellence in their chosen field.
- Promote leadership participation in local government and civic life
- Foster the development of a sustainable workforce for local industry and surrounds
- Strengthen the development of community unity in Ōtara-Papatoetoe.

Excellence Grants

<table>
<thead>
<tr>
<th>Open dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply anytime within the grant round year 1 June 2020 – 1 June 2021</td>
</tr>
</tbody>
</table>

Accountability measures

The Ōtara-Papatoetoe Local Board requires all successful applicants to:

- provide information on how the project contributed to local board priorities and outcomes
- extend to the local board chairperson an invitation to the funded project, programme, activity or event where appropriate
- meet council standard financial accountability requirements
Purpose of the report
1. To fund, part-fund or decline applications received for the Ōtara-Papatoetoe Local and Multi-Board Grant Round Two 2019/2020.

Executive summary
3. This report presents applications received for the Ōtara-Papatoetoe Local Grant Round Two and Multi-Board Grant Round Two 2019/2020 (see Attachments B and C).
4. The Ōtara-Papatoetoe Local Board has set a total community grants budget of $360,000 for the 2019/2020 financial year.
5. A total of $9,248 has been allocated for the Ōtara-Papatoetoe Local Board Excellence Awards. This leaves an amount of $350,752 available for contestable grants.
6. A total of $186,307 was allocated to Local Grants Round One 2019/2020. A total of $19,793 has been allocated for the Quick Response Grants Round One 2019/2020. This leaves and amount of $144,652 for the remaining grant rounds.
7. Sixty-seven applications in total were received for consideration by the Ōtara-Papatoetoe Local Board for the Local Grant Round Two and Multi-Board Grant Round Two 2019/2020 with a total requested amount of $453,507.011

Ngā tūtohunga
Recommendation/s
That the Ōtara-Papatoetoe Local Board:
a) agree to fund, part-fund or decline each application in Local Grant Round Two, 2019/2020, as outlined in Table One:

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Organisation</th>
<th>Main focus</th>
<th>Requesting funding for</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG2013-201</td>
<td>Women's Care Trust</td>
<td>Community</td>
<td>Towards the purchase of a food truck.</td>
<td>$20,000</td>
</tr>
<tr>
<td>LG2013-203</td>
<td>David Riley</td>
<td>Arts and culture</td>
<td>Towards children’s books for Flatbush Primary School in Otara.</td>
<td>$4,550</td>
</tr>
<tr>
<td>Grant Number</td>
<td>Organization Name and Incorporation Number</td>
<td>Category</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------</td>
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</tr>
<tr>
<td>LG2013-205</td>
<td>Te Pua Inano Incorporated 2689211</td>
<td>Arts and culture</td>
<td>Towards arts and crafts materials, clothing dyes and fabric.</td>
<td>$1,500</td>
</tr>
<tr>
<td>LG2013-208</td>
<td>Tangaroa Community Thunder Incorporated</td>
<td>Sport and recreation</td>
<td>Towards venue hire costs for Tangaroa Community Thunder Basketball.</td>
<td>$5,000</td>
</tr>
<tr>
<td>LG2013-211</td>
<td>South East Auckland Senior Citizens' Association Incorporated</td>
<td>Community</td>
<td>Towards, venue hire, hall setup, decorations, rubbish removal, entertainment, equipment hire and hiring of performers.</td>
<td>$9,800</td>
</tr>
<tr>
<td>LG2013-212</td>
<td>The Rising Foundation Trust</td>
<td>Community</td>
<td>Towards operating costs of the programme co-ordinator in Sir Edmund Hillary Collegiate School.</td>
<td>$3,076</td>
</tr>
<tr>
<td>LG2013-215</td>
<td>Saanjh Sports and Cultural Club Incorporated</td>
<td>Community</td>
<td>Towards transport, sports uniforms, venue hire, tournament trophies, cultural activities, venue hire and sound costs.</td>
<td>$15,000</td>
</tr>
<tr>
<td>LG2013-216</td>
<td>Life Education Trust Counties Manukau</td>
<td>Community</td>
<td>Towards the running costs of the Life Education Trust mobile classroom, educational resources booklets, insurance and professional development of the teacher.</td>
<td>$10,696.96</td>
</tr>
<tr>
<td>LG2013-217</td>
<td>Auckland Kindergarten Association – Mayfield</td>
<td>Community, Environment</td>
<td>Towards garden and fale costs for the Mayfield Kindergarten.</td>
<td>$16,735.66</td>
</tr>
<tr>
<td>LG2013-218</td>
<td>‘Naad’ Charitable Trust (New Zealand)</td>
<td>Arts and culture</td>
<td>Towards sound costs for the Bhai Mardana Music Festival.</td>
<td>$5,000</td>
</tr>
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</tr>
<tr>
<td>LG2013-220</td>
<td>Papatoetoe Adolescent Christian Trust (PACT)</td>
<td>Community</td>
<td>Towards sports equipment costs for the kiwi games and PACT boxing programme.</td>
<td>$2,202.72</td>
</tr>
<tr>
<td>LG2013-221</td>
<td>Rainbow Celebrating Life Trust</td>
<td>Community</td>
<td>Towards venue hire, choreographer instructor fees, pull up banner and insurance costs.</td>
<td>$4,000</td>
</tr>
<tr>
<td>LG2013-222</td>
<td>Auckland Paraplegic and Physically Disabled Association Incorporated</td>
<td>Sport and recreation</td>
<td>Towards strength conditioning coaching costs.</td>
<td>$5,768</td>
</tr>
<tr>
<td>LG2013-224</td>
<td>Papatoetoe Garden and Floral Art Society Incorporated.</td>
<td>Community</td>
<td>Towards costs of the Papatoetoe Garden and Floral Art Societies 89th “Annual Rose and Open Floral Art Show” including venue hire, judges’ fees, advertising, set-up and pack down costs.</td>
<td>$2,000</td>
</tr>
<tr>
<td>LG2013-226</td>
<td>Manukau Beijing Opera Society Incorporated</td>
<td>Arts and culture</td>
<td>Towards venue hire costs for the Beijing Opera rehearsals.</td>
<td>$2,400</td>
</tr>
<tr>
<td>LG2013-227</td>
<td>Chanting Wheel Culture Exchange and Buddhist charitable organization</td>
<td>Arts and culture</td>
<td>Towards co-ordinator costs for the bilingual writing group.</td>
<td>$2,500</td>
</tr>
<tr>
<td>LG2013-228</td>
<td>De La Salle College</td>
<td>Community</td>
<td>Towards food costs for the “Mates” programme at De La Salle College</td>
<td>$2,000</td>
</tr>
<tr>
<td>LG2013-229</td>
<td>Tennis Auckland</td>
<td>Sport and recreation</td>
<td>Towards coaching costs for the &quot;community play&quot; tennis programme.</td>
<td>$7,440</td>
</tr>
<tr>
<td>LG2013-231</td>
<td>Tangaroa College Board of Trustees</td>
<td>Sport and recreation</td>
<td>Towards the inter secondary school sports competition transport costs.</td>
<td>$3,150</td>
</tr>
<tr>
<td>LG2013-232</td>
<td>Rākau Tautoko</td>
<td>Environment</td>
<td>Towards cost of the “Hub Zero” cafe promotions and marketing, facilitation, refreshments and volunteer petrol vouchers, training workshops, administration and venue hire.</td>
<td>$2,300</td>
</tr>
<tr>
<td>LG2013-233</td>
<td>Holistic Education Foundation (HEF) - All for One Education Charitable Trust (AFOE)</td>
<td>Community</td>
<td>Towards venue hire and web hire costs for the educational support programme in Papatoetoe.</td>
<td>$3,190.25</td>
</tr>
<tr>
<td>LG2013-235</td>
<td>Hunters Corner Town Centre Society Incorporated.</td>
<td>Community</td>
<td>Towards costs for veranda lights in the Hunters Corner Town Centre.</td>
<td>$41,500</td>
</tr>
<tr>
<td>LG2013-242</td>
<td>Pacifica Manukau</td>
<td>Community</td>
<td>Towards venue hire costs for the Pacifica Manukau office.</td>
<td>$2,000</td>
</tr>
<tr>
<td>LG2013-244</td>
<td>Kilas Style Trust</td>
<td>Community</td>
<td>Towards set up costs and rent of an office facility.</td>
<td>$25,000</td>
</tr>
<tr>
<td>LG2013-245</td>
<td>Habitat for Humanity Greater Auckland Limited</td>
<td>Community</td>
<td>Towards home maintenance and repair workshops for families in the Ōtara-Papatoetoe area.</td>
<td>$3,100</td>
</tr>
<tr>
<td>LG2013-246</td>
<td>New Zealand Continence Association Incorporated trading as Continence New Zealand</td>
<td>Community</td>
<td>Towards salary costs for co-ordinators and educators, and printing resources for workshop attendees.</td>
<td>$12,000</td>
</tr>
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</tr>
<tr>
<td>LG2013-247</td>
<td>Diabetes NZ - Auckland Branch</td>
<td>Events</td>
<td>Towards venue hire, face painting, bottled water, photography, entertainer costs, displays, banners and waste management costs.</td>
<td>$4,884.52</td>
</tr>
<tr>
<td>LG2013-248</td>
<td>Youthline Auckland Charitable Trust</td>
<td>Community</td>
<td>Towards Youthline Helpline volunteer triage support and supervision costs.</td>
<td>$4,000</td>
</tr>
<tr>
<td>LG2013-249</td>
<td>New Zealand Sikh Womens Association Incorporated</td>
<td>Events</td>
<td>Towards venue hire costs for the Vodafone Events Centre for the Mela Trinajna Da 2020 (Ladies night).</td>
<td>$5,000</td>
</tr>
<tr>
<td>LG2013-250</td>
<td>The Auckland Sikh Society Incorporated.</td>
<td>Community</td>
<td>Towards emergency preparation workshops for the Sikh communities in the local board area.</td>
<td>$3,500</td>
</tr>
<tr>
<td>LG2013-251</td>
<td>Papatoetoe Sports Awards Trust</td>
<td>Sport and recreation</td>
<td>Towards costs for the Papatoetoe Sports Awards night, including catering, guest speakers, complimentary tickets, signage, trophies venue hire and event management costs.</td>
<td>$18,350</td>
</tr>
<tr>
<td>Item</td>
<td>Grant Reference</td>
<td>Organization</td>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>Item 20</td>
<td>LG2013-252</td>
<td>Auckland Basketball Services Limited</td>
<td>Sport and recreation</td>
<td>Towards basketball coaching, including hall hire at the Allan Brewster Stadium, promotion and administration of the local junior basketball programmes.</td>
</tr>
<tr>
<td>Item 20</td>
<td>LG2013-253</td>
<td>Mountains to Sea Conservation Trust - Experiencing Marine Reserves</td>
<td>Community</td>
<td>Towards costs for the “Experiencing Marine Reserves” programme, including planning, transport, equipment hire, administration, pool hire and staff costs.</td>
</tr>
<tr>
<td>Item 20</td>
<td>LG2013-254</td>
<td>Tread Lightly Charitable Trust</td>
<td>Environment</td>
<td>Towards school programme costs, including contractor wages, promotion materials and mileage, also food for the Dawson school programme.</td>
</tr>
<tr>
<td>Item 20</td>
<td>LG2013-255</td>
<td>Kolmar Charitable Trust</td>
<td>Sport and recreation</td>
<td>Towards canopy lights for the outdoor area at the Papatoetoe Hunters Corner bowling club.</td>
</tr>
<tr>
<td>Item 20</td>
<td>LG2013-256</td>
<td>South Auckland Christian Foodbank</td>
<td>Community</td>
<td>Towards salary and wages, transportation costs, storage hire and course related costs for the three step programme.</td>
</tr>
<tr>
<td>Item 20</td>
<td>LG2013-257</td>
<td>Guardians of our Children Charitable Trust</td>
<td>Community</td>
<td>Towards venue hire, food and resources, marketing, facilitation, food for the &quot;Ifoga Meditation&quot; and &quot;Make Them Proud&quot; parenting programmes.</td>
</tr>
</tbody>
</table>
LG2013-258 | Action Education | Arts and culture | Towards facilitation and resource costs for the spoken word programme in schools. | $3,000 |

**Total** |  |  |  | **$316,822.11** |

b) agree to fund, part-fund or decline each application in Multi-Board Round Two 2019/2020, as outlined in Table Two:

*Table Two: Ōtara-Papatoetoe Multi-Board Round Two 2019/2020 applications:*

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Organisation</th>
<th>Main focus</th>
<th>Requesting funding for</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB1920-206</td>
<td>KidsCan Charitable Trust</td>
<td>Community</td>
<td>Towards programme items including food, raincoats, shoes and socks for children attending KidsCan low decile partner schools within the Auckland region.</td>
<td>$3,000</td>
</tr>
<tr>
<td>MB1920-2100</td>
<td>The Kids for Kids Charitable Trust</td>
<td>Arts and culture</td>
<td>Towards the National Young Leaders Day and the &quot;Kids for Kids&quot; mass choir event, including venue hire from 8 to 11 November 2020.</td>
<td>$800</td>
</tr>
<tr>
<td>MB1920-2102</td>
<td>Odyssey House Trust</td>
<td>Environment</td>
<td>Towards costs for the Odyssey Café social enterprise kai garden work training programme</td>
<td>$2,685</td>
</tr>
<tr>
<td>MB1920-2105</td>
<td>Red Leap Theatre Charitable Trust Board</td>
<td>Arts and culture</td>
<td>Towards tutor fees for free workshops for school students to develop creative skills at Tangaroa College from 8 September to 30 October 2020.</td>
<td>$6,000</td>
</tr>
<tr>
<td>Item Number</td>
<td>Grant Recipient</td>
<td>Category</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>MB1920-2107</td>
<td>Whenua Warrior</td>
<td>Environment</td>
<td>Towards building materials, soil, seedlings, petrol, food, administration, printing and stationery costs.</td>
<td>$10,000</td>
</tr>
<tr>
<td>MB1920-2109</td>
<td>LifeKidz Trust</td>
<td>Community</td>
<td>Towards play equipment and support worker wages.</td>
<td>$2,000</td>
</tr>
<tr>
<td>MB1920-2110</td>
<td>Social Enterprise Auckland Incorporated</td>
<td>Community</td>
<td>Towards zoom webinar, venue hire, food and drink, administration, project management, video editing and contractor costs.</td>
<td>$4,000</td>
</tr>
<tr>
<td>MB1920-2111</td>
<td>Deaf Wellbeing Society Incorporated</td>
<td>Community</td>
<td>Towards the fortnightly zero waste workshops at the Melville Cricket Pavilion from 6 August 2020 to 24 June 2021.</td>
<td>$2,345</td>
</tr>
<tr>
<td>MB1920-2115</td>
<td>The Operating Theatre Trust, trading as Tim Bray Theatre Company</td>
<td>Arts and culture</td>
<td>Towards the 'Gift a Seat' outreach programme to enable children from low decile schools to experience live childrens theatre from 21 September to 18 December 2020.</td>
<td>$3,000</td>
</tr>
<tr>
<td>MB1920-2116</td>
<td>PHAB Association (Auckland) Incorporated</td>
<td>Community</td>
<td>Towards youth worker wages, soil, seeds, seed trays, cooking supplies, administration and co-ordination costs.</td>
<td>$4,500</td>
</tr>
<tr>
<td>Item</td>
<td>Code</td>
<td>Organisation</td>
<td>Sector</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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<td>-------------</td>
</tr>
<tr>
<td>MB1920-2117</td>
<td>CLM Counties Manukau Limited</td>
<td>Sport and recreation</td>
<td>Towards a community hydrohub, a portable solar powered water dispenser.</td>
<td>$5,000</td>
</tr>
<tr>
<td>MB1920-2120</td>
<td>CLM Counties Manukau Limited</td>
<td>Sport and recreation</td>
<td>Towards the community connectedness programme, including salaries from 1 July 2020 to 30 June 2021</td>
<td>$4,000</td>
</tr>
<tr>
<td>MB1920-2121</td>
<td>New Zealand Council of Victim Support Groups Inc</td>
<td>Community</td>
<td>Towards a contribution to operational expenses of the volunteer support worker programme, including staff and volunteer expenses, information technology, administration, domestic travel, accommodation, fundraising, training and overheads.</td>
<td>$4,000</td>
</tr>
<tr>
<td>MB1920-2122</td>
<td>Action Education Incorporated</td>
<td>Arts and culture</td>
<td>Towards the annual cost of office rent from 1 June 2020 to 31 May 2021.</td>
<td>$1,000</td>
</tr>
<tr>
<td>MB1920-213</td>
<td>Fix Up, Look Sharp</td>
<td>Community</td>
<td>Towards venue hire, transport, mobile phone and storage leasing costs.</td>
<td>$4,000</td>
</tr>
<tr>
<td>MB1920-248</td>
<td>Seed 2 Harvest Trust</td>
<td>Community</td>
<td>Towards salary costs for facilitators, laptop and projector costs.</td>
<td>$8,000</td>
</tr>
<tr>
<td>MB1920-257</td>
<td>Auckland United Softball Association Incorporated</td>
<td>Sport and recreation</td>
<td>Towards the operational costs and wages for the softball association</td>
<td>$5,300</td>
</tr>
<tr>
<td>Item 20</td>
<td>Grant Name</td>
<td>Category</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
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</tr>
<tr>
<td>MB1920-258</td>
<td>Te Whānau Tupu Ngātahi o Aotearoa - Playcentre Aotearoa</td>
<td>Community</td>
<td>Towards fees for a researcher to conduct research at five local board Early Childhood Education centres in south Auckland.</td>
<td>$3,000</td>
</tr>
<tr>
<td>MB1920-260</td>
<td>Environmental Education for Resource Sustainability Trust</td>
<td>Environment</td>
<td>Towards the purchase and delivery of 7953 trees and 64 plants, 635 classroom recycling bins and administration expenses, for the Paper4Trees programme in schools throughout Auckland.</td>
<td>$12,250</td>
</tr>
<tr>
<td>MB1920-263</td>
<td>Parenting Place Charitable Trust</td>
<td>Community</td>
<td>Towards the delivery costs for life skills, mental health and wellbeing presentations.</td>
<td>$10,000</td>
</tr>
<tr>
<td>MB1920-267</td>
<td>Training and Budget Services Incorporated</td>
<td>Community</td>
<td>Towards rental costs for the organisations office space.</td>
<td>$5,000</td>
</tr>
<tr>
<td>MB1920-271</td>
<td>Counties Manukau Sports Foundation</td>
<td>Events, Sport and recreation</td>
<td>Towards venue hire and event co-ordinator costs for the 2020 Counties Manukau Sporting Excellence Awards.</td>
<td>$2,500</td>
</tr>
<tr>
<td>MB1920-279</td>
<td>Roopa Aur Aap Charitable Trust</td>
<td>Community</td>
<td>Towards counselling service costs, office rent, and social services costs.</td>
<td>$12,020</td>
</tr>
<tr>
<td>MB1920-282</td>
<td>Zeal Education Trust</td>
<td>Community</td>
<td>Towards the &quot;West Auckland Street Youth Work and Community Activation&quot; programme, including project management fees, activity costs, van hire and resources from 1 July 2020 to 30 June 2021</td>
<td>$3,685</td>
</tr>
<tr>
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</tr>
<tr>
<td>MB1920-283</td>
<td>Auckland Cambodian Youth and Recreation Trust</td>
<td>Community</td>
<td>Towards volunteer costs, petrol reimbursement, stationary, printer toners and wages for staff.</td>
<td>$2,000</td>
</tr>
<tr>
<td>MB1920-287</td>
<td>David Riley</td>
<td>Arts and culture</td>
<td>Towards the publication of the book &quot;How Taro came to Samoa&quot; including development of an audiobook.</td>
<td>$1,500</td>
</tr>
<tr>
<td>MB1920-288</td>
<td>Garden to Table Trust</td>
<td>Community</td>
<td>Towards salaries for school co-ordinators and mileage costs.</td>
<td>$5,000</td>
</tr>
<tr>
<td>MB1920-290</td>
<td>Kiwi Harvest Limited</td>
<td>Community</td>
<td>Towards driver wages and operational expenses.</td>
<td>$4,000</td>
</tr>
<tr>
<td>MB1920-293</td>
<td>Age Concern Auckland Incorporated</td>
<td>Community</td>
<td>Towards salary costs, supervision, phone, vehicle and travel costs.</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$136,585</strong></td>
</tr>
</tbody>
</table>
Horopaki
Context

8. The local board allocates grants to groups and organisations delivering projects, activities and services that benefit Aucklanders and contribute to the vision of being a world class city.

9. The Auckland Council Community Grants Policy supports each local board to adopt a grants programme.

10. The local board grants programme sets out:
    - local board priorities
    - lower priorities for funding
    - exclusions
    - grant types, the number of grant rounds and when these will open and close
    - any additional accountability requirements.

11. The Ōtara-Papatoetoe Local Board adopted their grants programme for 2019/2020 on the 19th of March 2019 (OP/2019/83) and will operate three quick response and two local grant rounds for this financial year. This includes the Ōtara-Papatoetoe Local Board Excellence Awards, which are open all year round (OP/2018/144).

12. The community grant programmes have been extensively advertised through the council grants webpage, local board webpages, local board e-newsletters, Facebook pages, council publications, radio, community networks and workshops.

Tātaritanga me ngā tohutohu
Analysis and advice

13. Due to the current COVID-19 crisis, staff have also assessed each application according to which alert level the proposed activity is able to proceed. For example, under alert level two, only gatherings of up to 100 people can take place. Events and activities have been assessed according to these criteria.

14. The aim of the local board grant programme is to deliver projects and activities which align with the outcomes identified in the local board plan. All applications have been assessed utilising the Community Grants Policy and the local board grant programme criteria. The eligibility of each application is identified in the report recommendations.

Tauākī whakaaweawe āhuarangi
Climate impact statement

15. The local board grants programme aims to respond to Auckland Council’s commitment to address climate change by providing grants to individuals and groups with projects that support community climate change action. Community climate action involves reducing or responding to climate change by local residents in a locally relevant way. Local board grants can contribute to expanding climate action by supporting projects that reduce carbon emissions and increase community resilience to climate impacts. Examples of projects include local food production and food waste reduction; decreasing use of single-occupancy transport options; home energy efficiency and community renewable energy generation; local tree planting and streamside revegetation; and education about sustainable lifestyle choices that reduce carbon footprints.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views

16. Based on the main focus of an application, a subject matter expert from the relevant department will provide input and advice. The main focus of an application is identified as arts, community, events, sport and recreation, environment or heritage.
17. The grants programme has no identified impacts on council-controlled organisations and therefore their views are not required.

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

**Local impacts and local board views**

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

19. The local board is requested to note that section 48 of the Community Grants Policy states “We will also provide feedback to unsuccessful grant applications about why they have been declined, so they will know what they can do to increase their chances of success next time”.

20. A summary of each application received through Ōtara-Papatoetoe Local Board Grant Round Two and Multi-Board Grant Round Two 2019/2020 (see Attachments B and C) is provided.

**Tauākī whakaaweawe Māori**

**Māori impact statement**

21. The local board grants programme aims to respond to Auckland Council’s commitment to improving Māori wellbeing by providing grants to individuals and groups who deliver positive outcomes for Māori. Auckland Council’s Māori Responsiveness Unit has provided input and support towards the development of the community grants processes.

**Ngā ritenga ā-pūtea**

**Financial implications**

22. The Ōtara-Papatoetoe Local Board adopted the Ōtara-Papatoetoe Local Grants Programme 2019/2020 on 19 March 2019 (see Attachment A). The document sets application guidelines for contestable community grants submitted to the local board.

23. This report presents applications received for the Ōtara-Papatoetoe Local Board Grant, Round Two 2019/2020 (see Attachment B).

24. The Ōtara-Papatoetoe Local Board has set a total community grants budget of $360,000 for the 2019/2020 financial year.

25. A total of $9,248 has been allocated for the Ōtara-Papatoetoe Local Board Excellence Awards. This leaves an amount of $350,752 available for contestable grants.

26. A total of $186,307 was allocated to local grants round one 2019/2020. A total of $19,793 has been allocated for to the Quick Response Grants Round One 2019/2020. This leaves and amount of $144,652 for the remaining grant rounds.

**Ngā raru tūpono me ngā whakamaurutanga**

**Risks and mitigations**

27. The allocation of grants occurs within the guidelines and criteria of the Community Grants Policy and the local boards programme. The assessment process has identified a low risk associated with funding the applications in this round.

**Ngā koringa ā-muri**

**Next steps**

28. Following the Ōtara-Papatoetoe Local Board allocation of funding for Local Grants Round Two, staff will notify the applicants of the local board’s decision and facilitate payment of the grant.
Ngā tāpirihanga

Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Ōtara-Papatoetoe Local Grants Programme 2019/2020</td>
<td>121</td>
</tr>
<tr>
<td>B</td>
<td>Ōtara-Papatoetoe Local Grants Round Two 2019/202 grant applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Under Separate Cover)</em></td>
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<tr>
<td>C</td>
<td>Ōtara-Papatoetoe Local Grants Multi-Board 2019/2020 grant applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Under Separate Cover)</em></td>
<td></td>
</tr>
</tbody>
</table>

Ngā kaihaina

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Helen Taimarangai - Senior Community Grants Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Marion Davies - Grants and Incentives Manager</td>
</tr>
<tr>
<td></td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Ōtara-</td>
</tr>
<tr>
<td></td>
<td>Papatoetoe Local Boards</td>
</tr>
</tbody>
</table>
Otara-Papatoetoe Local Board
Grants Programme 2019/2020

Otara-Papatoetoe Local and Multi-Board Grant Round Two 2019/2020 grant allocations.
Otara-Papatoetoe Local Board Grants Programme 2019/2020

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

Outcomes sought from the local grants programme

Our grants programme will be targeted towards supporting the following outcomes, as outlined in our Local Board Plan 2017.

- Manukau transformation
- Revitalising town centres
- Parks and facilities that meet people’s needs
- Healthy natural environment
- Empowered, inclusive and prosperous communities
- Honouring youth and seniors
- It is easy to get around

Our priorities for grants

The Otara-Papatoetoe Local Board welcomes grants applications that align with one or more of the following local board plan priorities:

- Promote economic development and public safety in the town centres and strengthen their roles as community hubs
- Improve water quality in local streams
- Minimise waste going to landfill
- Reduce plant and animal pests through safe neighbourhood action
- Celebrate heritage and cultural diversity of our communities
- Community capacity building and empowerment
- Promote better health and wellbeing in the community
- Promote community economic wellbeing and local employment
- Promote youth leadership and participation in employment, education training and business
- Ensure seniors in our area have access to quality facilities resources and activities
- Create opportunities for interactions between young and old

Note: these priorities relate to the local board initiatives as outlined in the Otara-Papatoetoe Local Board Plan 2017.
Higher Priorities:
The Ōtara-Papatoetoe Local Board will prioritise applications that align to the healthy environment principles including:
- smoke free, alcohol and drug free
- zero-waste
- promotion of healthy options for food and drink, including water as the first choice
- promotion of active lifestyles

Lower Priorities:
We will also consider applications for other services, projects, events and activities. However, these may be considered a lower priority.

<table>
<thead>
<tr>
<th>Lower Priority Areas</th>
<th>Description</th>
</tr>
</thead>
</table>
| The Ōtara – Papatoetoe Local Board will give applications lower priority and less favourable consideration if they contain one or more of the following: | • Ticketed events, commercial events or events that promote a brand or company
• The purchase of assets, gear and equipment with limited future use or wider benefit to the community
• Feasibility studies, need analysis, project plan development. |
| The board has also identified the following financial situation of an applicant, as a lower priority for funding: | • Applicant is not making any financial contribution of their own to the project
• Applicant has not considered other sources of funding for their project
• Applicant has the capacity to access funding from other sources
• Wages and salaries, except where requested project facilitator fees are one-off costs. |
| In addition to the eligibility criteria outlined in the Community Grants Policy, the Ōtara-Papatoetoe Local Board will not fund: | • Applicants who failed to provide accountability forms from a previous funding allocation
• Applicants who provided unsatisfactory accountability forms from a previous funding allocation. |
Investment approach

The Ōtara-Papatoetoe Local Board has allocated budgets to support the local grants programme as follows:

- Quick Response Local Grants:
  - Minimum amount per grant: $500
  - Maximum amount per grant: $2,000
- Local Grants:
  - Minimum amount per grant: $2,000
- Excellence Grants:
  - Maximum amount per grant: $2,000

Application dates

Grant rounds for 2019/2020 will be as follows:

**Quick Response Grants**

<table>
<thead>
<tr>
<th>Grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round one</td>
<td>14 October 2019</td>
<td>8 November 2019</td>
<td>10 December 2019</td>
<td>20 December 2019</td>
</tr>
<tr>
<td>Round two</td>
<td>13 April 2020</td>
<td>8 May 2020</td>
<td>16 June 2020</td>
<td>1 July 2020</td>
</tr>
</tbody>
</table>

**Local Grants**

<table>
<thead>
<tr>
<th>Grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round one</td>
<td>10 June 2019</td>
<td>19 July 2019</td>
<td>17 September 2019</td>
<td>1 October 2019</td>
</tr>
<tr>
<td>Round two</td>
<td>10 February 2020</td>
<td>20 March 2020</td>
<td>19 May 2020</td>
<td>1 June 2020</td>
</tr>
</tbody>
</table>
Multi-board Grants

<table>
<thead>
<tr>
<th>Grant rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Decision made</th>
<th>Projects to occur after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round one</td>
<td>3 June 2019</td>
<td>19 July 2019</td>
<td>17 September 2019</td>
<td>1 October 2019</td>
</tr>
<tr>
<td>Round two</td>
<td>20 January 2020</td>
<td>13 March 2020</td>
<td>19 May 2020</td>
<td>1 June 2020</td>
</tr>
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</table>

**Multi-board funding:** we have agreed to work with other local boards to deliver multi-board funding on a case-by-case basis.

**Pursuit of Excellence Grants:**
The Ōtara-Papatoetoe Local Board set up the Pursuit of Excellence Award to:
- Increase the profile and image of the Ōtara-Papatoetoe Local Board area by residence that demonstrate excellence in their chosen field.
- Promote leadership participation in local government and civic life.
- Foster the development of a sustainable workforce for local industry and surrounds.
- Strengthen the development of community unity in Ōtara-Papatoetoe.

**Excellence Grants**

<table>
<thead>
<tr>
<th>Open dates</th>
<th>Apply anytime within the grant round year 1 June 2019 – 1 June 2020</th>
</tr>
</thead>
</table>

**Accountability measures**
The Ōtara-Papatoetoe Local Board requires all successful applicants to:
- provide information on how the project contributed to local board priorities and outcomes.
- extend to the local board chairperson an invitation to the funded project, programme, activity or event where appropriate.
- meet council standard financial accountability requirements.
Te take mō te pūrongo
Purpose of the report
1. To request the views of the local board on:
   - Plan Change 22 (PC22) to the Auckland Unitary Plan (Operative in Part) (AUP)
   - Plan Modification 12 (PM12) to the Auckland Council District Plan – Hauraki Gulf Islands Section 2018 (Inner Islands) (HGI).

Whakarāpopototanga matua
Executive summary
2. In 2014, in collaboration with 19 Mana Whenua entities, Auckland Council (the council) initiated the Māori Cultural Heritage Programme (MCHP) to improve the understanding and protection of Māori cultural heritage across the Auckland region.

3. As part of the implementation of the findings of the MCHP, the council has proposed two plan changes in order to appropriately recognise and protect culturally significant sites within both the AUP and HGI. These two plan changes form tranche one of what is intended to be a series of future plan changes to progressively identify and protect culturally significant sites.

4. Eleven Mana Whenua entities have completed assessments for sites in these plan changes. Thirty-three sites are proposed for scheduling: 30 sites in the AUP and four in the HGI. Note that one site, Te Rangihoua (Te Putiki o Kahumatamomoe), is included in both the AUP and HGI to represent its landward and coastal extents.

5. On 21 March 2019, PC22 and PM12 were originally notified. Following submissions and after further analysis, on 26 September 2019 a minor correction was made to PC22 to remove an incorrect reference. Due to technical and procedural issues, on 24 October 2019 a second amendment to withdraw the Te Wairoa River site was notified. On 11 February 2020, the plan changes were then re-notified to a limited number of directly affected parties.

6. The details of the sites related to the local board are listed in Attachment A.

7. Key themes of the submissions received are to:
   - support PC22 as notified
   - support PC22 with a minor amendments to Schedule 14.1 and a site description in Schedule 12
   - oppose PC22 due to potential effects on houseboat activities
   - support PM12 as notified
   - support PM12 and apply the same approach to other reserves on Waiheke Island
   - oppose PM12 for various other reasons.

8. On 8 August 2019, the Regulatory Committee appointed three independent hearing commissioners to hear and make decisions on PC22 and PM12 (REG/2019/49). This included at least two independent commissioners with expertise in planning and tikanga Māori.
9. This report is the mechanism for the local board to provide its formal views on PC22 and PM12 prior to the public hearing. Any comments received will be included in the planner’s hearing report and considered by the independent commissioners. Any local board views provided should be that of the local board, therefore no technical recommendations are made in this report.

Ngā tūtohunga
Recommendation/s
That the Ōtara-Papatoetoe Local Board:

a) provide local board views on Plan Change 22 and Plan Modification 12.

b) appoint a local board member to speak on behalf of the local board views at a hearing on the plan changes.

c) delegate authority to the chairperson of the local board to make a replacement appointment in the event the local board member appointed in Resolution b) is unable to attend the plan change hearing.

Horopaki
Context
Decision-making authority

10. Each local board is responsible for communicating the interests and preferences of people in its area regarding the content of the council’s strategies, policies, plans, and bylaws. Local boards provide their views on the content of these documents.

11. In 2014, the council initiated a Māori Cultural Heritage Programme (MCHP) in collaboration with 19 Mana Whenua entities in the Auckland region with the purpose of improving the understanding and protection of Māori cultural heritage and to identify the best management options that recognise and protect the cultural values of these sites. To date 400 such sites of have been nominated by Mana Whenua for consideration.

12. The AUP currently contains 75 scheduled Sites and Places of Significance to Mana Whenua. There are no Māori Heritage sites currently identified in the HGI Plan.

13. The Auckland Council’s Planning Committee resolution (PLA/2017/39) approved engagement with Mana Whenua and landowners in order to develop draft plan changes to add qualifying sites to the AUP and the HGI plan. The criteria to identify and evaluate these sites are contained within the Auckland Regional Policy Statement section of the AUP.

14. On 27 November 2018, the Planning Committee resolved to approve the proposed plan changes for notification (PLA/2018/128).

15. The plan changes propose:
   i) The addition of 30 sites to the AUP’s Sites and Places of Significance to Mana Whenua Overlay, as identified in Chapter L Schedule 12. There are also consequential changes to Schedule 6 (Outstanding Natural Features) and Schedule 14.1 (Historic Heritage Overlay) to reflect the cultural significance of the identified sites; and

   ii) The addition of four sites to the HGI Plan. There are also changes to the explanatory text of the plan to clarify the criteria by which sites are identified and evaluated.

16. If the local board chooses to provide its views, the reporting planner will include those views in the hearing report for these plan changes. Local board views will be included in the analysis of the plan changes and submissions received.
17. If the local board chooses to provide its views, local board members will be invited to present the local board’s views at the hearing to commissioners, who make the decision on the plan changes.

18. This report provides an overview of PC22 and PM12 and gives a summary of the key themes which have arisen through submissions. This report does not include a recommendation. The planner cannot advise the local board as to what its views should be, and then evaluate those views.

Tātaritanga me ngā tohutohu

Analysis and advice

Plan change overview

19. The AUP and the HGI plans contain objectives, policies, and rules to manage and protect both Sites and Places of Significance to Mana Whenua (AUP), and Māori Heritage sites (HGI). The proposed plan changes do not alter any of the existing objectives, policies, rules or resource consent assessment criteria set out in the two plans.

20. PC22 proposes the following changes:
   - The addition of 30 Sites and Places of Significance to Mana Whenua (SSMW) to Schedule 12 of AUP.
   - The addition of a ‘significance of the site to Mana Whenua’ evaluation criterion (criterion k) to eight sites already listed in Schedule 6 – Outstanding Natural Features Overlay of the AUP.
   - The addition of a ‘significance of the site to Mana Whenua’ evaluation criterion (criterion k) to eight sites already listed in Schedule 6 – Outstanding Natural Features Overlay of the AUP.
   - The addition of the ‘significance of the site to Mana Whenua’ evaluation criterion (criterion c) to five sites already listed in Schedule 14.1 - Schedule of Historic Heritage Overlay of the AUP(OiP).
   - The addition of the sites to the AUP viewer (the online tool to view the AUP maps).

21. PM12 proposes the following changes:
   - The addition of four Māori Heritage Sites (MHS) to Appendix 1f of the HGI.
   - The addition of explanatory text to Appendix 1f, Appendix 4 and Part 7.13 of the HGI – Māori heritage to include references to the criteria for the identification and evaluation of MHS.
   - The addition of the sites to the HGI planning maps.

Further discussion:

22. There are 33 sites proposed across both PC22 and PM12. These sites cover a wide range of zones including open space, coastal marine area, and transport corridor zones.


24. By scheduling the sites, there will be greater awareness and weight placed on existing objectives, policies and methods within the plans for protecting cultural heritage when considering applications for resource consent, private plan changes, designations and policy development in both plans.

25. In the AUP, scheduling introduces more restrictions on activities within the sites with respect to disturbance in the coastal marine area, temporary activities, new buildings and structures, new alterations and additions to existing buildings, and subdivision.
26. In the HGI, scheduling will remove permitted levels of ground disturbance within scheduled sites, making all ground disturbance activities require resource consent. Resource consent will also be required for establishing toilets and changing facilities within scheduled sites.

**Themes from submissions received**

27. On 21 March 2019, PC22 and PM12 were originally notified. Following submissions and after further analysis, on 26 September 2019 a minor correction was made to PC22 to remove an incorrect reference. Due to technical and procedural issues, on 24 October 2019 a second amendment to withdraw the Te Wairoa River site was notified. On 11 February 2020, the plan changes were then re-notified to a limited number of directly affected parties.

28. Following the processes outlined above, a total of seven primary submissions and two further submissions have been received for PC22. Six primary submissions and three further submissions have been received for PM12. The following key themes have been identified in the submissions received:

- support PC22 as notified
- support PC22 with minor amendments to Schedule 14.1 and a site description in Schedule 12
- oppose PC22 due to potential effects on houseboat activities
- support PM12 as notified
- support PM12 and apply the same approach to other reserves on Waiheke Island
- oppose PM12 for various other reasons.

29. Minor amendments identify a technical error in the plan change where an evaluation criterion has been omitted from one of the schedules. They also propose additional wording to one of the site descriptions to include reference to bird roosting/gathering sites.

30. Effects on existing houseboat activities in Putiki Bay (Waiheke Island) are of concern to two houseboat owners. Heritage scheduling which is outside the proposed plan change area is of concern to one submitter opposing PM12.

31. One submitter is opposing the scheduling of Rangihoua Park / Onetangi Sports Fields on Waiheke Island as part of PM12 on the basis that they feel the scheduling would place unrealistic conditions on the continued use and development of these activities. This was supported by one further submission with 92 co-signatories.

32. On 26 March 2020, the latest summary of the decisions requested by submitters on PC22 was notified and is available on the council’s website at the following link:


33. On 26 March 2020, the latest summary of the decisions requested by submitters on PM12 was notified and is available on the council’s website at the following link:


**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

34. The decision whether to provide local board views:

- will not lead to increased greenhouse gas emissions and negatively affect the approach to reduce emissions.
- will not be impacted by a climate that changes over the lifetime of that decision.
35. This is because the plan changes do not promote new activities within the sites and, by their nature of protecting Māori cultural heritage, are unlikely to encourage a greater intensity of development.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views

36. As mentioned previously, the 33 sites covered by these two plan changes cover a range of environments. These include roads, car parks, publicly owned parks and lakes, rivers and streams. They are also subject to a number of designations.

37. During the development of the plan changes, relevant council departments and Council Controlled Organisations (CCO) were consulted. With respect to council internal departments, the sites have particular relevance to the council’s Customer and Community Services Department. This department includes the Community Facilities, Parks, Sports and Recreation, and Service Strategy and Integration teams.

38. Many of the proposed sites contain leases which are managed by the above department. The strategic management of public open spaces is also managed by these teams through the use of reserve management plans as well as other open space and recreation planning tools.

39. The Customer and Community Services Department has been actively involved in the plan changes during their development and notification. None of these teams have raised opposition to the proposed scheduling.

40. From a CCO perspective, Auckland Transport has been involved in the development of the plan changes as they apply to public roads and parking infrastructure. Auckland Transport is not opposed to the plan changes.

41. One of the sites, Te Puna Wai a Hape (Site 091), schedules land currently owned by Watercare Services Limited. Watercare has been involved during the development of the plan changes and is not opposed to the scheduling.

42. No CCO has made a submission or further submission on PC22 or PM12.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views

43. Further detail such as a map showing the location of the sites relevant to the local board and previous involvement by the board are in Attachment A.

44. The main impact of PC22 and PM12 is to place greater recognition on the cultural significance of identified sites. This is likely to increase the need for consultation with affected Mana Whenua when considering activities within the sites. The scheduling places greater restrictions on some land use activities and coastal activities as outlined previously.

45. A summary here of what local board engagement was undertaken during the development of this plan change is included in Attachment A.

46. Factors the local board may wish to consider in formulating its view are as follows: interests and preferences of people in the local board area; well-being of communities within the local board area; local board documents, such as the local plan and local board agreement; responsibilities and operation of the local board.

47. This report is the mechanism for obtaining formal local board views so the decision-makers on PC22 and PM12 can consider those views.
**Tauākī whakaaweawe Māori**

**Māori impact statement**

48. This report addresses matters that relate to two plan changes to protect and manage new nominated sites and places of cultural significance to Mana Whenua. All Mana Whenua entities have been invited to participate in this process and 11 Mana Whenua entities have actively contributed to these plan changes.

49. Recognising and protecting Mana Whenua cultural heritage is identified as an issue of regional significance in the Auckland Unitary Plan Regional Policy Statement (RPS). Policies in the RPS specifically provide for the identification, protection and enhancement of the tangible and intangible values of identified Mana Whenua cultural heritage.

50. In November 2018, a governance hui was conducted where staff briefed all 19 Mana Whenua entities on the feedback received from the 14 affected local boards and of the landowner engagement. The IMSB has also been kept informed of these plan changes and has participated in their approval for notification.

51. Some iwi authorities have made submissions in support of these plan changes.

**Ngā ritenga ā-pūtea**

**Financial implications**

52. The local board is not exposed to any financial risk from providing its views.

**Ngā raru túpono me ngā whakamaurutanga**

**Risks and mitigations**

53. The power to provide local board views regarding the content of a plan change cannot be delegated to individual local board member(s). This report enables the whole local board to decide whether to provide its views and, if so, to determine what matters those views should include.

**Ngā koringa ā-muri**

**Next steps**

54. Any views provided by the local board will be included in the planner’s hearing report. The local board will be informed of the hearing date and invited to speak at the hearing in support of its views. The planner will advise the local board of the decision on the plan change by memorandum.

**Ngā tāpirihanga**

**Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>A1</td>
<td>Sites proposed in the local board area and local board views</td>
<td>133</td>
</tr>
</tbody>
</table>

**Ngā kaihaina**

**Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Matthew Gouge - Planner AUPIHP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>John Duguid - General Manager - Plans and Places</td>
</tr>
<tr>
<td></td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-</td>
</tr>
<tr>
<td></td>
<td>Papatoetoe Local Boards</td>
</tr>
</tbody>
</table>
Ngā tāpirihanga

Attachment A: Ōtara-Papatoetoe Local Board

1. Of the 33 sites proposed to be scheduled, one nominated site is located within the Ōtara-Papatoetoe Local Board area. Council officers met with local board members on 16 October 2018 to brief the board on the scope and provisions of the plan change and sites proposed to be scheduled within the local board area.

2. A map of the site within the Ōtara-Papatoetoe Local Board area is included below.

![Figure 1: Site 95 - Kohuara](image)

Previous involvement of Ōtara-Papatoetoe Local Board in PC22


4. On 16 October 2018, the local board made the below resolution. This feedback was included within reporting to the Planning Committee seeking approval for notification.
and was also included within the s32 Planners Evaluation Report which supported the plan change at notification.

Resolution number OP/2020/3

MOVED by Chairperson L. Ffili, seconded by Deputy Chairperson R. Robertson:

That the Ōtara-Papatoetoe Local Board:

a) acknowledge Kohurora Park as a place of significance to Mana Whenua nominated by Te Atai Waiaha.

Reaffirmation

b) note that the report, resolutions and the feedback remain confidential until the plan change is publicly notified.
Te take mō te pūrongo
Purpose of the report

1. 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 in an addendum agenda prior to the 19 May 2020 Ōtara-Papatoetoe Local Board meeting.

Ngā tūtohunga
Recommendation/s
The recommendations will be provided in the comprehensive agenda report.
Te take mō te pūrongo / Purpose of the report
1. To present the Ōtara-Papatoetoe Local Board with its updated governance forward work calendar.

Whakarāpopototanga matua / Executive summary
2. The governance forward work calendar for the Ōtara-Papatoetoe Local Board is in Attachment A. The calendar is updated monthly, reported to business meetings and distributed to council staff.

3. The governance forward work calendars were introduced in 2016 as part of Auckland Council’s quality advice programme and aim to support local boards' governance role by:
   • ensuring advice on meeting agendas is driven by local board priorities
   • clarifying what advice is expected and when
   • clarifying the rationale for reports.

4. The calendar also aims to provide guidance for staff supporting local boards and greater transparency for the public.

Ngā tūtohunga / Recommendation/s
That the Ōtara-Papatoetoe Local Board:
 a) note the Governance Forward Work Calendar.

Ngā tāpirihanga / Attachments

<table>
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<th>No.</th>
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<tbody>
<tr>
<td>A⇩</td>
<td>Governance Work Calendar</td>
<td>139</td>
</tr>
</tbody>
</table>

Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Carol McGarry - Democracy Advisor Otara-Papatoetoe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-Papatoetoe Local Boards</td>
</tr>
<tr>
<td>Workshop or business meeting)</td>
<td>Month/Quarter</td>
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<tr>
<td>Business Meeting</td>
<td>July</td>
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</tbody>
</table>
## Resolutions Reports pending

<table>
<thead>
<tr>
<th>Date</th>
<th>Resolution</th>
<th>Description</th>
<th>Progress/update</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Nov-16</td>
<td>OP/2016/191</td>
<td>Deputation – GymCity Papatoetoe Gymnastics Club b) request Community Facilities and Sport &amp; Recreation officers to provide an update report on options for GymCity including at Manukau Sports Bowl.</td>
<td>Meeting Action sent to Community Facilities and Parks officers</td>
<td>TBA</td>
</tr>
<tr>
<td>21-Aug-18</td>
<td>OP/2018/133</td>
<td>Deputation – Hemp growing prototype initiative b) refer the Hemp growing prototype initiative presentation to Community Facilities and parks officers and seek advice and a report back on enabling a growing trial.</td>
<td>Meeting Action sent to Community Facilities and Parks officers</td>
<td>TBA</td>
</tr>
<tr>
<td>18-Sep-18</td>
<td>OP/2018/155</td>
<td>Request officers to meet with the South Auckland Rangers Club and the Rongomai Sports Trust about their requests and report their findings on the capacity of Rongomai Park to meet the needs of its users, back to the local board at a workshop.</td>
<td>Officers looking at options to upgrade the drainage and fields at Rongomai park</td>
<td>To be included in future work programme discussion:</td>
</tr>
<tr>
<td>19-Feb-19</td>
<td>OP/2019/10</td>
<td>Auckland Council participation in Tuia Here Tangata 2019 d) request officers to provide a final update to the board on the completion of this year’s programme.</td>
<td>Action memo sent to TSI officers 21 February 2019.</td>
<td>Report to future business meeting</td>
</tr>
<tr>
<td>19-Mar-19</td>
<td>OP/2019/26</td>
<td>Approval of Papatoetoe town square design Request to be updated as details of the Service Agreement are being negotiated with the owner and occupiers of the National Trading Company land.</td>
<td>Action memo sent to Panuku officers 20 March 2019.</td>
<td></td>
</tr>
<tr>
<td>16-Apr-19</td>
<td>OP/2019/46</td>
<td>Maori naming of parks and places f) request officers to provide further discussions on the details for use of the names once gifted.</td>
<td>Action memo sent to Parks Sports and Recreation, Te Waka Tai-ranga-whenua officers 17 April 2019.</td>
<td>Workshop May 2020</td>
</tr>
<tr>
<td>16-Jul-19</td>
<td>OP/2019/97</td>
<td>Allocation of Ōtara-Papatoetoe Local Board Auckland Transport - Community Safety Fund c) request Auckland Transport to report back to the board early in 2020 on the results of the trial of options to provide safety outside schools for all road users, in particular students and their families, so that CSFOP1.5: Ashton Avenue outside Saint John The Evangelist School, may be addressed</td>
<td>Action memo sent to Auckland Transport 18 July 2019.</td>
<td>Still in progress.</td>
</tr>
<tr>
<td>Date</td>
<td>Resolution</td>
<td>Description</td>
<td>Progress/update</td>
<td>Status</td>
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</table>
| 16-Jul-19| OP/2019/9/101 | Community lease renewals and variation - Manukau Performing Arts Incorporated and Ngāti Ōtara Marae Society Incorporated  
  b) defer the renewal of the community lease to Ngāti Ōtara Marae Society Incorporated for the land at Ngāti Ōtara Park, 100R Ōtara Road, Ōtara until the board has had a workshop on this proposal. | Workshop held 25 February  
  Further workshop held 5 May 2020 | Ongoing |
| 20-Aug-19| OP/2019/9/120 | The Classification and reclassification of reserves in Ōtara                                                                                                                                                  | Report deferred  
  Updated - On hold for 12 months from April 2020 | TBA     |
| 17-Sep-19| OP/2019/9/137 | September 2019 Auckland Transport LBTCF  
  b) request officers to provide an update on the timeline for completion of the Ōtara Hub Canopy                                                                                                               | Action memo sent to Auckland Transport  
  Elected Member  
  Relationship Manager  
  Updated via monthly AT updates, currently in design phase including discussion with artist for artwork. Is expected to be delivered in 2020. | TBA     |
| 3-Dec-19 | OP/2019/9/170 | Approval for a new road name at 55 Hillside Road, Papatoetoe  
  a) Agree the item be deferred to allow the developer time for a thorough engagement with mana whenua.                                                                                                  | Action memo sent to Subdivision Advisor               |         |
| 3-Dec-19 | OP/2019/9/172 | New community lease for Te Kohanga Reo National Trust Board (KI Papatoetoe Whanau) for Middlemore Park, 67R Swaffield Road, Papatoetoe  
  b) request council officers to arrange a meeting with the Te Kohanga Reo National Trust as it is keen to understand more about the organisations work in the local area, trends and challenges. | Site visit to be arranged following COVID 19 restrictions | Report deferred to future Business Meeting. |
Te take mō te pūrongo

Purpose of the report

1. To provide a summary of Ōtara-Papatoetoe Local Board (the Board) workshop notes.

Whakarāpopototanga matua

Executive summary

2. The attached summary of workshop notes provides a record of the Board’s workshops held in April 2020.

3. These sessions are held to give informal opportunity for board members and officers to discuss issues and projects and note that no binding decisions are made or voted on at workshop sessions.

Ngā tūtohunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

a) receive the Ōtara-Papatoetoe Local Board workshop notes for: 7, 14, 21 and 28 April 2020.

Ngā tāpirihanga

Attachments

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<td>Ōtara-Papatoetoe Local Board Workshop Record, 7 April 2020</td>
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<tr>
<td>B</td>
<td>Ōtara-Papatoetoe Local Board Workshop Record, 14 April 2020</td>
<td>147</td>
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<tr>
<td>C</td>
<td>Ōtara-Papatoetoe Local Board Workshop Record, 21 April 2020</td>
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</tr>
<tr>
<td>D</td>
<td>Ōtara-Papatoetoe Local Board Workshop Record, 28 April 2020</td>
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Ngā kaihaina

Signatories

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<tbody>
<tr>
<td>Carol McGarry - Democracy Advisor Otara-Papatoetoe</td>
<td>Victoria Villaraza - Relationship Manager, Mangere-Otahuhu and Otara-Papatoetoe Local Boards</td>
</tr>
</tbody>
</table>
Otara-Papatoetoe Local Board

Workshop record of the Ōtara-Papatoetoe Local Board held via skype on Tuesday, 7 April 2020 at 9.30am.

PRESENT:
Chairperson: Lotu Fuli
Deputy Chairperson: Ashraf Choudhary

Members: Apulu Reece Autagavaia
          Ofa Dewes
          Swanie Nelson
          Ross Robertson
          Dawn Trenberth

ALSO PRESENT: Rina Tagore (Senior Local Board Advisor)
               Albert Scott (Local Board Advisor)
               Victoria Villaraza (Relationship Manager)
               Shoma Prasad (Engagement Advisor)
               Dale Sparks (Strategic Broker)
               Carol McGarry (Democracy Advisor)
               Loretta van Rooyen (PA Liaison)

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karakia and declarations of interest</td>
<td></td>
<td>Member Nelson opened the workshop with a Karakia</td>
</tr>
<tr>
<td>Draft Local Board Plan 2020 Rina Tagore, Albert</td>
<td>Local initiative /</td>
<td>The board discussed in detail the draft Ōtara-Papatoetoe Local Board plan 2020.</td>
</tr>
<tr>
<td>Scott</td>
<td>preparing for specific decisions</td>
<td></td>
</tr>
<tr>
<td>Parks, Sport and Recreation – Developing the</td>
<td>Local initiative /</td>
<td>The board was provided with an overview of the current work on the development of a</td>
</tr>
<tr>
<td>Ngahere Growing programme Debra Langton, Howell</td>
<td>preparing for specific decisions</td>
<td>long-term growing plan for the local board area. Possible options for planting were</td>
</tr>
<tr>
<td>Davies</td>
<td></td>
<td>discussed. A further workshop is to be held when the large maps of the local area can</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be provided for members to indicate planting areas.</td>
</tr>
<tr>
<td>LBS Advisors and Board Members – upcoming topics -</td>
<td></td>
<td>The board was updated on feedback timeframes and the current effect of the Covid-19</td>
</tr>
<tr>
<td>Rina Tagore</td>
<td></td>
<td>situation.</td>
</tr>
<tr>
<td>Upcoming appointments to members Loretta Van Rooyen</td>
<td></td>
<td>The board was updated with a list of future meetings.</td>
</tr>
</tbody>
</table>

The workshop concluded at 12.03 pm
**Otara-Papatoetoe Local Board**

Workshop record of the Otara-Papatoetoe Local Board held via skype on Tuesday, 14 April 2020 at 9.30am.

**PRESENT:**  
Deputy Chairperson: Ashraf Choudhary (presiding)

**Members:**  
Apulu Reece Autagavaia  
Ofa Dewes  
Swanie Nelson – from 9.35am  
Ross Robertson  
Dawn Trenberth  
Chairperson Lotu Fuli

**ABSENT:**  
Rina Tagore (Senior Local Board Advisor)  
Albert Scott (Local Board Advisor)  
Victoria Villaraza (Relationship Manager)  
Shoma Prasad (Engagement Advisor)  
Dale Sparks (Strategic Broker)  
Carol McGarry (Democracy Advisor)

**Workshop Item** | **Governance role** | **Summary of discussions**  
--- | --- | ---  
Karakia and declarations of interest |  | Member Autagavaia opened the workshop with a prayer.  
Arts, Community and Events - update  
* Dale Sparks, Zella Morrison, Taria Fletcher  | Local initiative / preparing for specific decisions | The board was updated on the Arts, Community and Events work programme during the current Covid-19 circumstances. The six-monthly graffiti vandalism prevention report was discussed and the current actions during Covid-19 noted.  
Arts, Community and Events - Investment in local Business Improvement Districts 2019/2020  
* Taria Fletcher  | Local initiative / preparing for specific decisions | The board had a further discussion on the Business Improvement District work programme for 2019/2020 prior to a formal report to a business meeting.  
Draft Advocacy  
* Rina Tagore, Albert Scott  | Local initiative / preparing for specific decisions | The board discussed and provided input on the proposed advocacy list for the upcoming 2020/2021 Annual Budget.  
Local Board Plan consultation  
* Rina Tagore, Albert Scott, Shoma Prasad  | Engagement | The board provided input on the questions for the Special Consultative procedure period for the draft local board plan.  
ACTION: Workshop in May to confirm the consultation material to be adopted at the 16 June business meeting.
<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of discussions</th>
</tr>
</thead>
</table>
| LBS Advisors and Board Members - upcoming topics | | The board was updated on the central government submissions that are currently in play:  
  • Accessible Streets:—  
  • Govt Policy Statement on Transport / draft National Rail Plan —  
  • National Environmental Standards for Air Quality |
| Upcoming appointments to members | | The board was updated on future meetings. |

The workshop concluded at 11.25am
Workshop record of the Ōtara-Papatoetoe Local Board held via Skype on Tuesday, 21 April 2020 at 9.30am.

**PRESENT:**
- Chairperson: Lotu Fuli
- Deputy Chairperson: Ashraf Choudhary

**Members:**
- Apulu Reece Autagavaia
- Ofa Dewes
- Swanie Nelson
- Ross Robertson
- Dawn Trenberth

**ALSO PRESENT:**
- Rina Tagore (Senior Local Board Advisor)
- Albert Scott (Local Board Advisor)
- Victoria Villaraza (Relationship Manager)
- Shoma Prasad (Engagement Advisor)
- Dale Sparks (Strategic Broker)
- Carol McGarry (Democracy Advisor)

<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karakia and declarations of interest</td>
<td>Chair Lotu Fuli opened the workshop with a Karakia</td>
<td></td>
</tr>
<tr>
<td>Review of the Grants Programme for 2020-2021, Helen Taimarangi</td>
<td>Local initiative / preparing for specific decisions</td>
<td>The board provided feedback on the grants programme for 2020-2021, including eligibility criteria, lower priorities and exclusions, grant round opening and closing dates prior to a formal report to the 19 May 2020 business meeting.</td>
</tr>
<tr>
<td>Update on Finance and timelines, Faithe Smith, Victoria Villaraza</td>
<td>Keeping informed</td>
<td>The board was presented with the current financial position and Annual Budget 2020/2021 update. This included an overview of key developments in timelines, processes and scenarios related to the Local Board Plan, Annual Plan and other key issues. Members had the opportunity to ask questions.</td>
</tr>
<tr>
<td>LBS Advisors and Board Members - upcoming topics, Rina Tagore, Albert Scott</td>
<td>Update on behalf of Community Places (Arts Community and Events - Community Services): COVID-19 – Use of local facility in Ōtara-Papatoetoe This arrangement is through Council’s support through Civil Defence and Emergency Management for the pandemic (Ref. Memo to Local Boards, 15 April 2020, from Dr. Claudia Wyss, Director General, Community Services).</td>
<td></td>
</tr>
</tbody>
</table>
Workshop Item | Governance role | Summary of discussions
--- | --- | ---
| | | The points that have been agreed with South Seas, provider for testing. - They will have access to the Tui Room, the kitchenette and the toilet in the same area as a break away space for Doctors and Nurses working in the Otara COVID-19 testing station (up to two months) - They will use the Room from 8am – 4pm seven days a week, until at least the end of May - The security team on the ground have been issued with an alarm code and a swipe access card - They also have access to three trestle tables and eight chairs from OMAC - The contact on the ground is Shaun Tautali, Public Health Team Leader at South Seas in Otara
| | | Concerns raised and response:
- The Tui room will be de-contaminated after use.
- There are concerns from the user about the build-up of debris and leaf fall gathering in the surrounding curbs that run next to the stations. The concern is that a heavy rain may end up flooding the stations as the drains could be blocked by debris and rubbish. Officers are following up/ escalating with AT and Community Facilities to resolve these.
| | | Board questions: As private providers South Seas will get budget for their work and room use?
| | | Note:
1. Under lock down venue for hires are closed, consequently no revenue
2. The current practice is that there are no charges to community for use of the Tui room.
| Upcoming appointments to members | Loretta Van Roojen | The board discussed the list of meetings and events. Members provided an update on the meetings they had remotely attended.

The workshop concluded at 11.28 pm
## Workshop record of the Ōtara-Papatoetoe Local Board held via skype on Tuesday, 28 April 2020 at 9.30am.

**PRESENT:**

**Chairperson:** Lotu Fuli  
**Deputy Chairperson:** Ashraf Choudhary  

**Members:**  
Apulu Reese Autagavaia  
Ofa Dewes  
Swanie Nelson  
Ross Robertson  
Dawn Trenberth

**ALSO PRESENT:**  
Rina Tagore (Senior Local Board Advisor)  
Albert Scott (Local Board Advisor)  
Victoria Villaraza (Relationship Manager)  
Shoma Prasad (Engagement Advisor)  
Dale Sparks (Strategic Broker)  
Carol McGarry (Democracy Advisor)

### Workshop Item | Governance role | Summary of discussions
---|---|---
Karakia and declarations of interest |  | The following conflicts of interest were declared by members at the beginning of the workshop: Member Nelson: Community Facilities – Amber discussion, Whitley Reserve, Clover Park Community House. Member Nelson left the workshop while these items were being discussed. Member Autagavaia: declared an Interest in the Panuku discussion regarding the Depot. He was advised that the Depot was not part of today’s session. Member Trenberth declared an interest in the Papatoetoe Play Centre Lease item as she is a life member and took no part in the discussion.
Panuku - monthly update  
*Jody Jackson-Becerra, Richard Davison* | Oversight and monitoring | The board discussed the Transform Manukau framework plan. ACTION: Project team to be set up with terms of reference and timelines.
Community Facilities - update  
*Bill Teaukura, Linda Pillay, Jenny Young* | Oversight and monitoring | The board discussed outstanding actions and amber projects from the previous Community Facilities workshop and was updated on community leasing.
<table>
<thead>
<tr>
<th>Workshop Item</th>
<th>Governance role</th>
<th>Summary of discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Community and Events - questions from 10 March work programmes discussion Kat Tinerney</td>
<td>Setting direction / priorities budget</td>
<td>Member Nelson left the workshop for this session. The board discussed the proposal to increase the level of service at Te Puke O Tara Community Centre and increasing the community voice at Clover Park Community House. ACTION: Changes discussed will be adopted as part of the Arts Community and Events 2020/2021 work programme report.</td>
</tr>
<tr>
<td>Parks Sport and Recreation - update - Auckland Teaching Garden Trust Debra Langton, Paul Duffy, David Barker</td>
<td>Local initiative / preparing for specific decisions</td>
<td>Member Nelson re-joined the workshop. The board was updated on the Auckland Teaching Gardens Trust activities in the current financial year. ACTION: Defer the lease and classification report for 12 months to allow the impact of recent operational changes.</td>
</tr>
<tr>
<td>Local Board Agreement - Annual Plan consultation Shama Prasad, Rina Tagore, Maureen Glassey</td>
<td>Setting direction / priorities budget</td>
<td>The board discussed the consultation feedback on the Annual Plan 2020/2021 prior to a formal report to 5 May 2020 business meeting.</td>
</tr>
</tbody>
</table>
| LBS Advisors and Board Members - upcoming topics Rina Tagore                 |                                                       | The board was updated on the following:  
  - This year the content of the Annual Budget document, including the Local Board Agreements, is being reduced to only the parts that are statutory requirements.  
  - As Local Board advocacy is not a statutory requirement (which is why it’s usually an appendix to the Local Board Agreements) it will not be included this year.  
  - Key reasons to reduce content of the Local Board Agreement is budget, staff capacity and the constraints that are going to be put on the timeline by the additional consultation (due to pandemic and impact on council’s budget). |
| Upcoming appointments to members Loretta Van Rooyen                          |                                                       | The board discussed the list of upcoming appointments.                                                                                                                                                                   |

The workshop concluded at 12.39 pm.